



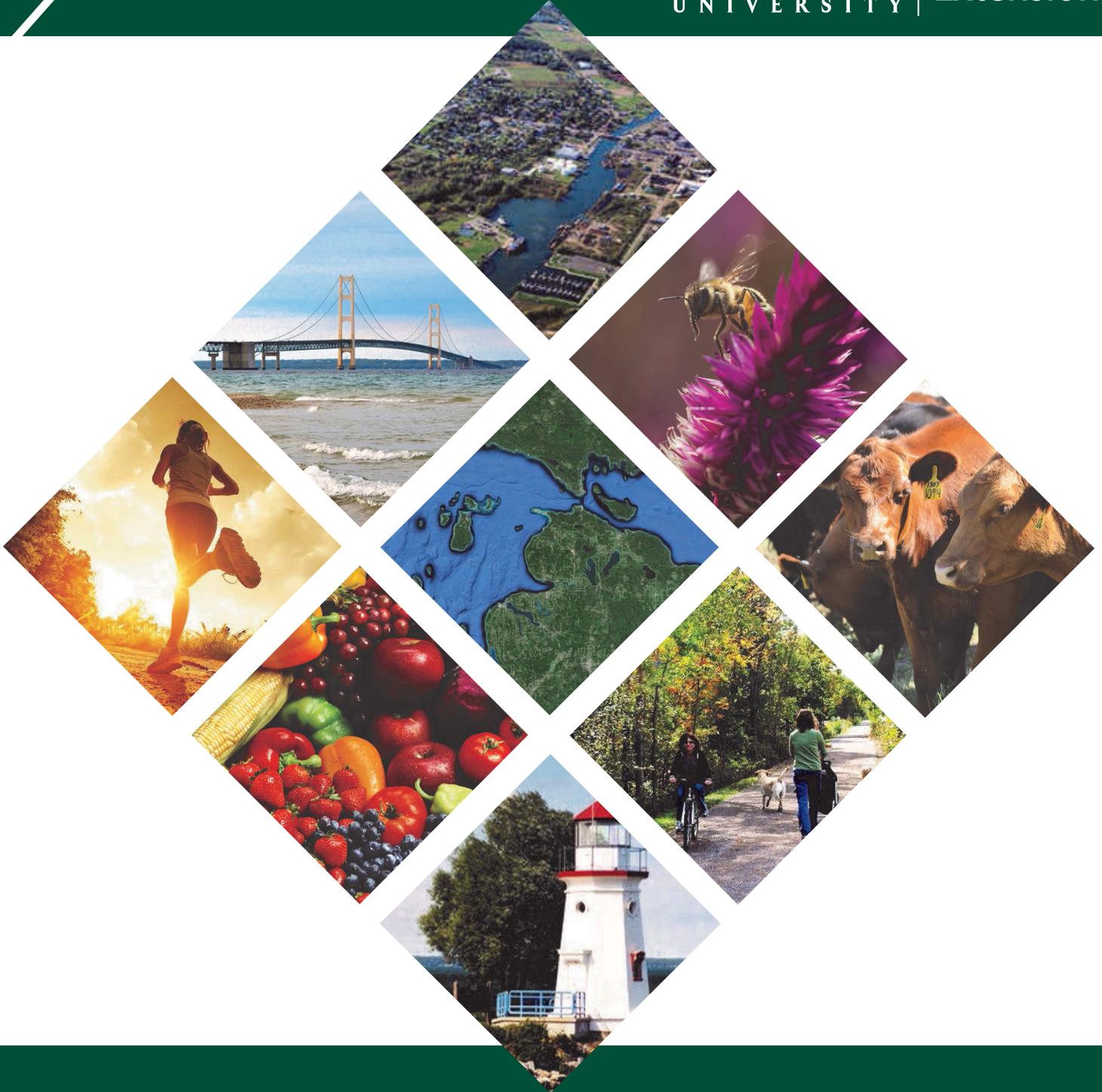
Cheboygan County Board of Commissioners

MISSION STATEMENT

Cheboygan County officials and staff efficiently provide public services with pride in an open and courteous manner with responsible management of county resources.

**September 22, 2015
Committee of the Whole Meeting
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. MSU-E 2014-2015 Annual Report
 - B. Judge Robert Butts – Probate-Family Court 2014 Annual Report
7. **ADMINISTRATOR'S REPORT**
8. **OLD BUSINESS**
9. **NEW BUSINESS**
10. **BOARD MATTERS FOR DISCUSSION**
11. **CITIZENS COMMENTS**
12. **BOARD MEMBER COMMENTS**
13. **ADJOURN TO THE CALL OF THE CHAIR**



Cheboygan County

2014–2015 ANNUAL REPORT

MESSAGE FROM THE DISTRICT COORDINATOR

MSU Extension has been partnering with counties across the state of Michigan for over 100 years. Last year our organization enjoyed celebrating this milestone with our county stakeholders and other key partners commemorating the centennial anniversary of the signing of the Smith Lever Act. Looking back over the past 100 years, our commitment to residents and counties continues to remain the same. We will continue to work within Cheboygan County addressing critical needs each and every day with individuals, families and communities.



This annual report features the programs offered to Cheboygan County residents. It highlights our foundational programs like agriculture and 4-H as well as expanding programs like fostering strong communities and health and nutrition education. I think you will be very pleased with the excellent programs provided to residents of Cheboygan County.

Please let us know if you need additional information on any of the topics covered in this brief overview of our work in 2014. As always, thank you for your continued support of the partnership between MSU Extension and Cheboygan County.

Sincerely,

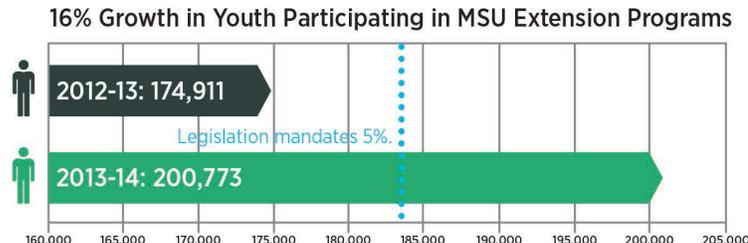
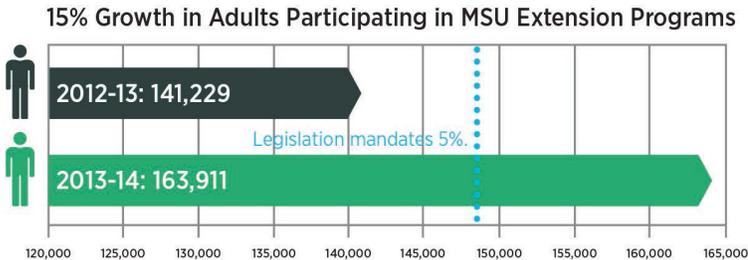
Jennifer Berkey, District 3 Coordinator
 Lisa Anderson, District 14 Coordinator

MEASURING IMPACT

CONNECTING WITH RESIDENTS

4-H: Developing Youth & Communities	773
Keeping People Healthy & Ensuring Safe Food	1,255
Supporting Food & Agriculture, Fostering Strong Communities & Businesses, and Enhancing Our Natural Assets	826

2014-15 TOTAL PARTICIPANTS IN CHEBOYGAN COUNTY:2,854



CONTACT US

825 Huron St.
 Doris Reed Building #5
 Cheboygan, MI 49721
 Phone: 231-627-8815

msue.cheboygan@county.msu.edu
www.msue.msu.edu/Cheboygan

STAFF HOUSED IN CHEBOYGAN:

Kylie Rymanowicz
 Early Childhood Educator
rymanow1@msu.edu

Leigh Ann Theunick
 4-H Program Coordinator
theunic3@msu.edu

Patti Spinella
 Nutrition Program Instructor
spinella@msu.edu

Mary McTevia
 Office Manager
mctevia@msu.edu

MISSION:
 Michigan State University Extension helps people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities.

MSU Extension's Expanded Digital Reach



2 million visitors viewed more than 4 million pages



560,000 topic newsletters distributed to more than 8,500 email addresses



Nearly 2,000 Facebook and more than 1,700 Twitter followers

DEVELOPING YOUTH AND COMMUNITIES

When you support MSU Extension 4-H programs, youth participants learn life skills that prepare them for the workforce – especially for highly sought after jobs in science, technology, engineering and mathematics (STEM). Extension programs help children develop early literacy skills that support school readiness. They learn leadership and decision-making skills in 4-H that increase their likelihood of becoming civically active. 4-H'ers also demonstrate reduced high-risk behaviors such as drug use, and learn to complete tasks, solve problems and seek any help they might need from peers and adults. 4-H involvement also helps participants avoid or reduce involvement with the court system. This helps ensure more young people succeed in school, attend college and contribute to their communities. More successful young people in communities results in greater tax revenues and consumer spending and increases the likelihood that young people will stay in, or return to, their communities.

Vet-A-Visit: On Saturday, March 28th, families from Cheboygan County travelled via charter bus to MSU's Vet-a-Visit. Vet-A-Visit is MSU College of Veterinary Medicine's annual open house, where families learn about the fascinating world of veterinary medicine. At this event families saw all kinds of animals, had the opportunity to learn more about what it takes to become a veterinarian, and toured the state-of-the-art facilities. Youth participated in teddy bear surgery, milking a cow, holding an exotic snake, radiology tours, proper pet care, learning how to approach a dog, mock diagnosis and surgeries, arts and crafts and much more. The goals of this event were 1) to provide families with an inexpensive opportunity to experience a hands-on animal science event and 2) to show youth that science activities can be fun and interesting 3) to promote the Cheboygan County 4-H Program and 4) to expand the promotion to other communities in Cheboygan County. We advertised in Cheboygan, Inland Lakes, Mackinaw City and Wolverine schools. We filled two busses with 78 youth and 38 adults. During the bus ride home, a presentation was given about the Cheboygan County 4-H program and other opportunities that are available. This trip was made possible through a grant from PIE&G Community First Fund and the Cheboygan County 4-H Council.

Wolverine After-School Tutoring Program: The Wolverine After-School Tutoring Program is for students in 3rd to 6th grade and meets once a week from January to April. Approximately 30 to 50 youth participate in this program. 4-H partnered with this group and taught "Science Blast!" lessons. Youth learned about the environment and how robots can play an important role in toxic spill clean-up. Each youth built an "eco-bot". Next they learned about wind energy and created their own windmills and tested

When you support MSU Extension 4-H programs, youth participants learn leadership and decision-making skills that increase their likelihood of becoming civically active.



4h.msue.msu.edu

Developing Youth and Communities, continued

how many watts of electricity their design would produce. One of the volunteers pointed out one of the students to the 4-H Coordinator and said, “That young man has been a challenge. He refused to participate in any of our activities. He cannot sit still and be quiet and is very disruptive. Yet for your 4-H activities, he fully engages. It’s amazing!”



Underwater Remote Operated Vehicle (ROV) Build: The 7th and 8th grade science teacher at Wolverine Middle/High School expressed interest in her class learning more about robotics. 4-H partnered with the Thunder Bay National Marine Sanctuary, NOAA and the Wolverine Fire Department to do a three day Underwater ROV build event on April 27-29. The first day students learned about the components necessary to build an underwater robot: a frame, acceleration and buoyancy. The second day, they tested their design in the fire department’s water holding tank. The students used their math and science skills in the engineering process, and they also learned important teamwork and communication skills. On the third day, we repeated this activity with the After-School Tutoring program students. A total of 84 youth participated in this 3 day event. Three youth expressed interest in developing an ROV Competition Team.

“Thanks for bringing the underwater ROV build to our school. This was amazing!”

~ Program participant.

“Since being a part of the 4-H cooking club, my daughter has a much better understanding of what flavors will work together in a recipe.”

~ Parent of a participant.

Plant Science School Enrichment Session: On May 19, 2015, 4-H taught a 3 hour workshop on Plant Propagation, Water Filtration, and Botany to 45 students participating in Wolverine High School’s Botany and Beautification Classes. They cut apart geranium plants and learned how to start new plants from the cuttings. They experimented with different types of soils to see how well they filtered out colored water. Students dissected vegetables and fruits and explored the different types of seed structures. One of the students remarked, “I had no idea there were so many types of fruits. It was great to be able to taste some of them.”

Wolverine Young Chefs After-school 4-H Club: In the fall, 4-H partnered with Snap-Ed to teach a 6 week Food and Nutrition Class at Wolverine Middle/High School. During this class, students expressed an interest in learning more about cooking. In January, 4-H launched an after-school cooking club and enrolled 5 youth. Originally, the club was only supposed to meet for 6 weeks, but the volunteer leader and the youth were really enjoying it and decided to continue for another 8 weeks. Youth learned safe knife handling skills, food safety and how to make simple recipes from scratch. For their final event, they invited families and school officials to join them for a meal they prepared from scratch.



Developing Youth and Communities, continued

4-H Camp Rein or Shine was held June 16 to 20. This 21 year old therapeutic horseback riding day camp for disabled youth is planned by the 4-H Proud Equestrian Program Committee. This year's camp was attended by 9 riders. Two of the riders were completely wheel chair bound. The riders spent time learning about horses and horsemanship, riding, doing arts and crafts and learning about gardening. The committee hired a riding instructor and recruited many new volunteers to assist with this camp. For 9 riders, we needed 31 adult volunteers to assist with side walking, leading the horse, being a group leader, helping with arts and crafts and the garden project. It was a great success and many of the rider's parents expressed appreciation for this camp still happening.



Marina Morse (teen volunteer), Dennis Miller, and Sue Conboy (adult volunteer) are leading Dennis' horse out to the arena to ride during the Proud Equestrian Program's 4-H Camp Rein or Shine day camp for youth with disabilities.

"Four days of therapeutic horseback riding really help the riders in their balance, muscle tone and overall self-confidence," says Instructor Karen Kucharczyk. "Plus, they have fun!"

4-H Horse Clinic and Show: The 4-H Youth Equestrian Program Committee put on a two day open horse clinic and one day open horse show on June 12-14 that was attended by 19 youth and 5 adults. The participants learned about fitting and showing, English & Western equitation, reining, jumping, and trail. There are also times when the riders may practice the new skills that they have learned. Free lunches for youth were provided by the public school's summer lunch program. They end the weekend with an open show to give the attendees an opportunity to show off the new skills that they have learned.

4-H Summer Camp Planning Committee: This brand new teen-led committee had 4 teens and 3 adults participate. Teens practiced important leadership skills in goal setting, budgeting, planning, organizing, problem solving and implementing the summer camp. Several of the teens on this committee also planned and taught sessions during camp. One of the teens commented during camp, "How cool to see how our crazy ideas eight months ago has turned into a camp with kids having a blast learning new things and playing fun games!"

4-H Summer Camp: The Zombie Apocalypse took place at this year's camp. During this three day and two night, overnight camp, 32 campers, junior and teen counselors had to learn important emergency preparedness and survival skills. They learned wilderness first aid, trapping, orienteering, fire safety and how to start a fire in a variety of ways, canning, how to milk a goat, made root beer from scratch, shelter building, and much more. A zombie camp would not have been complete without a brain dissection, as well. Eight campers had the opportunity to test their new skills in an overnight survival challenge where they slept in shelters that they built and cooked breakfast over the fire.



Summer Camp youth learned emergency preparedness and survival skills like fire building and wilderness first aid.

Developing Youth and Communities, continued

Sessions were taught by MSUE Educators, a local Physician's Assistant, DNR Conservation Officers and some of the teen counselors. Between sessions we played games that encouraged teamwork, problem solving and communication. Camp ended with one final survival challenge game that parents were invited to join. At the end of camp, we have the youth complete a survey and 90% indicated that they learned how to apply knowledge in ways that solve problems.

Cheboygan County Fair 2015: 4-H youth brought 27 horses, 2 sheep, 13 swine, 6 goats, 33 rabbits, and 1 cavy for a total of 82 animals to the 2015 Cheboygan County Fair. The youth also entered approximately 419 exhibit projects that included items such as, arts and crafts, woodworking, educational posters, sewing, vegetables, club displays, videos, animal record books, etc. Many of the 4-H youth also participated in open show events during the week of fair. The youth, their families and the adult volunteers value their experiences during fair and give back by donating approximately 10 hours in organized fairground work bees throughout the year to help with clean up, minor repairs and preparation of the fairgrounds. Many give much more than this outside of these organized events. During fair, they volunteer as barn superintendents and the youth are assigned barn duty time to make sure the barns are clean and animals are well-cared for. They donate approximately 230 hours in an effort to help the Cheboygan County Fair Board with having a successful fair.



Senior Swine 4-H Showmanship at the Cheboygan County Fair.

KEEPING PEOPLE HEALTHY & ENSURING SAFE FOOD

When you support MSU Extension, you help participants learn safe food handling practices, increase their physical activity and improve the quality of their diets. Extension programming also helps decrease incidents of violence and bullying. Encouraging these healthy behaviors helps reduce food and health care costs by helping prevent chronic health conditions and providing safe environments throughout a person's life span.

Teaching valuable healthy-eating skills

Like most of America, Michigan faces the dual and interrelated challenges of hunger and obesity.

- » Michigan has the 10th highest rate of obesity in the United States.
- » Over 30% of adults are obese, and an additional 35% are considered overweight.
- » Nearly 80% of both adults and youth do not consume adequate amounts of fruits and vegetables.
- » 50% of adults and youth report inadequate physical activity.
- » Just under 20% of residents live below the poverty level.
- » Nearly 20% of Michigan residents are considered to have low or very low food security.

To help people be healthy at every stage of life, MSU Extension's **Supplemental Nutrition Assistance Program – Education (SNAP-Ed)** delivers affordable, relevant, evidence-based education to serve the needs of adults, youth and families in urban and rural communities. Topic areas include nutrition, physical activity, food safety and food resource management. During the past year in Cheboygan County, 380 adults and 368 youth were reached through nutrition education classes at various venues in the county.

One of the many classes MSU Extension staff teach each year is through a partnership called **Project FRESH**. In collaboration with the Health Department, MSU Extension nutrition staff provide nutrition education to families involved in the Women, Infants and Children program (WIC) on the benefits of including more fruits and vegetables in their diet. Coupons were provided to these participants to purchase locally grown fresh fruit and vegetables from Cheboygan County farmer's markets through Project FRESH. These coupons were redeemed at the farm market for over \$11,600 in funds for produce grown by local farmers.



Coupons were redeemed at Cheboygan County farm markets for over \$11,600 in funds for produce grown by local farmers.

Senior Project FRESH class



Keeping People Healthy, continued



Youth at SAYPA learned valuable nutrition and food prep skills, which they exhibited to volunteer judges.



Programming for Cheboygan County happens with the cooperation of many local partners that promote healthy lifestyles, physical activity and good nutrition. Some of those who help make these programs happen are: Cheboygan and Wolverine Schools, District 4 Health Dept., Cheboygan and Wolverine Senior Centers, HSCB members, Headstart Program and many more.

Other health and nutrition programming in Cheboygan County this year included **Show Me Nutrition** interactive six week class series at East Elementary and Wolverine schools, **Cooking Matters** six week series at Straits Area Youth Promotion Academy (SAYPA), **Eat Healthy Be Active** class series at the MSUE office, activities at Family Fun Day at the Fair, a presentations at Early Headstart and Senior Expo, and a Grocery Store Challenge at Walmart. Participants in these programs reported the following changes:

Youth (preschool through second grade)

- » 93% of teachers reported that their students demonstrated an increased awareness of the importance of good nutrition.
- » 84% of teachers reported that their students were willing to try new foods.
- » 73% of teachers reported that their students increased their fruit consumption.
- » 67% of teachers reported that their students increased their vegetable consumption.

Adults

- » 75% of participants demonstrated improvement in one or more nutrition practices.
- » 50% of completing participants reported that they increased their daily vegetable consumption.
- » 42% of completing participants reported that they increased their daily fruit consumption.

Older adults

- » 51% increased their vegetable consumption in a typical day.
- » 47% increased fruit consumption in a typical day.
- » More than one-quarter of older adults increased the time they spend being physically active on a weekly basis.



Grocery Store Challenge participants learned how to stretch their food dollars and shop for nutritious ingredients for meals for their families.

Keeping People Healthy, continued

Teaching residents about food safety

Supporting MSU Extension food safety education programs helps prevent food borne illnesses and ensures a safer food supply for consumers – whether that is at food retailers, restaurants, farmers’ markets or community meals served by organizations. MSU Extension food safety education programs train participants to prevent incidents of foodborne illness associated with unsafe food handling practices, which results in fewer medical expenses, fewer food recalls, and less temporary or permanent closures of food businesses by local health departments. Costs of illness, recalls, and food business closures are more expensive from a public health perspective than taking an inexpensive class to learn how to prepare food safely and preserve food correctly. Residents in Cheboygan County participated in a variety of food safety classes.

Cheboygan County residents indicated that as a result of attending food presentation workshops:

- » 96% will follow research based/tested recipes when canning food at home.
- » 97% will properly use processing techniques to safely can low and high acid foods.
- » 98% will use correct processing times to safely can low and high acid foods.

MSU Extension offers both one and two hour workshops on Michigan’s Cottage Food Law. This law allows residents to prepare and store certain foods in a home kitchen. The two hour workshop combines the business and food safety aspects of preparing and selling cottage foods safely and successfully. The two hour workshops are taught by MSU Extension food safety and MSU Product Center educators. The one hour workshops cover the food safety aspect of preparing cottage foods for sale, including preparing, packaging, labeling, storing and transporting cottage foods. Eleven Cheboygan residents participated in a Cottage Food Law workshop in April, and all received a manual and a food safety participation certificate of completion.

Working to improve social and emotional health

MSU Extension addresses violence and bullying prevention through its focus on social and emotional health, with the overarching goal of helping young people and adults learn to foster safe, affirming and inclusive relationships and settings that are free from violence, abuse, bullying and harassment. This benefits communities through decreased mental, emotional, social and economic costs associated with violence in communities. During 2014, MSU Extension’s social and emotional health educational programs reached a total of 3,756 participants statewide.





Keeping People Healthy, continued

Thirty-seven 7th and 8th grade students at Wolverine Community Schools participated in three days of focus activities for promoting healthy relationships including: Cyberbullying, Understanding Differences, Nurturing Emotional Intelligence, Developing Social Intelligence, and Moving from Bystanders to Allies. Denise Aungst, MSUE Social Emotional Educator worked with administration, two teachers and the school social worker to coordinate and deliver the MSU curriculum sessions at no cost to the school. In addition, motivational speaker Anthony Ianni, [Relentless Tour](#) addressed 5th through 12th grade students with a message of “Living Your Dream” and treating all students and especially those with autism with respect. Wolverine Community Schools demonstrated commitment to their school climate by launching and supporting these programs.



Students of Wolverine Community Schools participated in BeSAFE activities to promote healthy school environments.

Be SAFE: Safe, Affirming and Fair Environments is an MSU Extension initiative designed to offer a variety of educational resources to help communities reduce and prevent bullying behaviors while promoting healthy social and emotional learning and development. The Be SAFE curriculum includes more than 30 engaging and experiential activities designed for adults to use with adolescents ages 11 to 14 in middle schools and in a variety of out-of-school group settings. MSU Extension provides workshops about how to use the curriculum, as well as evaluation support for groups interested in identifying the impacts of using the curriculum within their settings.

Be SAFE participants this year indicated that they developed new ways to take care of themselves as a result of what they had learned, as well as new ways to provide support for those who are being bullied. Several also indicated that they had seen positive changes in their group as a result of their involvement with Be SAFE.

“I feel that the Be SAFE curriculum has opened the lines of communications. Students now know more than ever that the adults are here for them! They feel more comfortable. Be SAFE has affected bullying issues in our group by bringing more awareness to the issue. It has opened our students' minds to different ways they can help. Overall, we are very pleased with the Be SAFE curriculum and look forward to seeing what next year's club does with it!” - Adult working with Be SAFE group

Keeping People Healthy, continued

Early Childhood Development

There is no more important time in a person's life than those formative years between the ages of birth and 5. Michigan State University Extension (MSUE) supports early childhood development through programs that help prepare Michigan's children from birth to 8 years old succeed in school.

Michigan State University Sustainable Communities Project (MSUSCP) is a pilot program consisting of a partnership between MSU Extension and MSU faculty. The program is funded by a grant through Children, Youth, and Families At Risk (CYFAR) a division of the USDA. As a result of this funding, the BEES class is offered to parents and primary caregivers of children aged 0-3 at no charge to families.

Building Early Emotional Skills (BEES) is a parenting workshop to develop the skills needed to help parents learn to support the social and emotional development of children. It is an eight-week class where parents come together to work towards enhancing their parenting skills, decreasing parenting stress, and learning helpful information about early childhood development.

One eight-week session was completed in March 2015 with six participants completing the entire program, with another session scheduled for Fall 2015. There are plans to conduct four sessions hosting consisting of approximately 15 participants for each session, each year for the next two years.

“[I learned] what my children's behavior really means, and the best ways for me to handle it.”... “[I enjoyed] discussing behaviors with other parents and getting their point of views.”... “This class should be mandatory for all new parents.”... “[I gained] a lot of new ideas for future parenting!”
- BEES workshop participants

Early Childhood Education for Parents and Caregivers: These programs are designed for adults caring for children birth through age 8 including biological parents, foster parents, child care providers, preschool staff, etc., with the goal of increasing knowledge of early child development including how to keep children socially, emotionally and physically safe as well as techniques that support school readiness and academic success for young children. Programming was conducted with parents and caregivers in Cheboygan County on topics like early literacy development, positive discipline, and social emotional health and wellbeing and what children need to know to start school.

“[I learned] to remember to be patient and remember the child doesn't set out to “be bad.”... “[I can help] my children continue to learn via experiments/questions.”... “[As a parent, I can] think first...to find out the problem and then find a solution.”
- Early Childhood programming participants

MSUE improves school readiness by teaching parents and caregivers methods to increase early science and reading literacy, and ways to prepare children socially and emotionally for school.



**Kylie Rymanowicz's
MSUE News Articles**



SUPPORTING FOOD AND AGRICULTURE

Michigan agriculture continues to be a growing segment of the state's economy. When you support MSU Extension, you help farmers learn profitable and efficient business and production practices. Participants also learn how to optimize and reduce the use of pesticides and fertilizers, and how to conserve and protect water resources. This leads to better use of time, money and human capital, and helps retain and create agricultural jobs. These measures strengthen Michigan's economy while connecting farmers to local food opportunities and global markets. In this way you help MSU Extension encourage growth in a sustainable and prosperous Michigan food and agriculture system.

The Agricultural Act of 2014 (the 2014 Farm Bill) introduced major changes in risk management programs for corn, wheat, soybean, fruit, vegetable and dairy producers in Michigan. In collaboration with the USDA Farm Service Agency and numerous commodity organizations in Michigan, MSUE educators held public workshops to explain these new programs and demonstrate decision making software. Cheboygan County producers could attend workshops in Petoskey and Rogers City.

Farm Transition program: Business owners in Cheboygan County attended three half-day workshops that took them through the steps to plan transitioning the farm business to a family successor, a non – family successor, or selling and retiring. Presenters included MSUE farm business management specialists and an attorney specializing in business succession. They were available at no charge each afternoon to meet one-on-one with families to answer additional questions.

Agriculture Labor Management: MSU Extension partners with Farm Bureau, Immigration and Customs Enforcement (ICE), Migrant Legal Services, Workforce Development Agency, Migrant Resource Councils, other agencies involved in agricultural labor, and grower representatives to coordinate agricultural labor management meetings across the state. The programs are designed to address areas of concern identified by producers.

For the past two years, Stan Moore has provided leadership for the Labor section at the Fruit and Vegetable EXPO in Grand Rapids. 130 growers attended this breakout session which featured a program on Effective Management of Farm Employees given by Stan Moore and Phil Durst of MSU Extension.

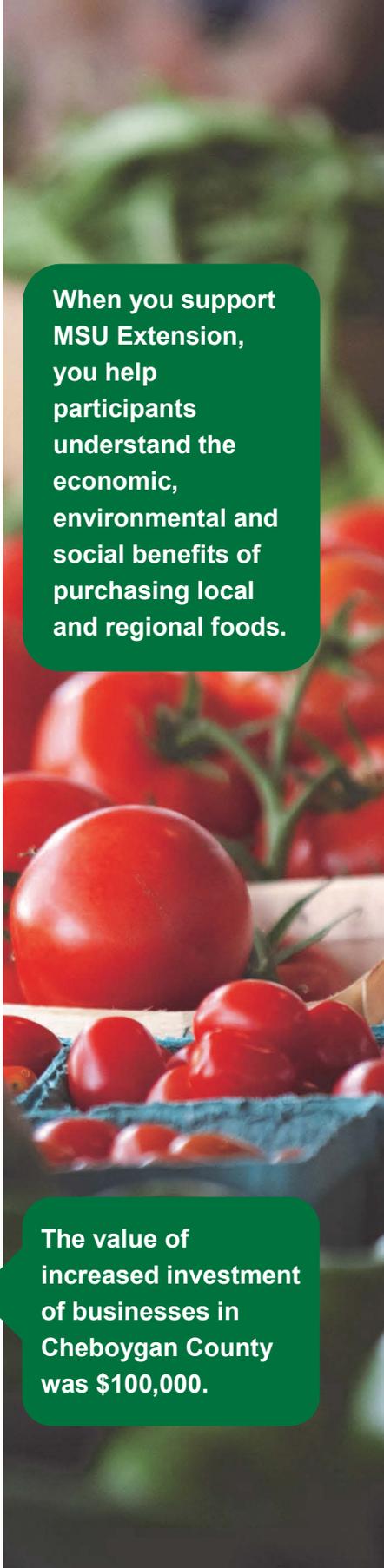
FOSTERING STRONG COMMUNITIES & BUSINESSES

Cultivating food & farming entrepreneurs

With over 1,000 attendees annually, the **Northern Michigan Small Farm Conference** has become the preeminent small farm conference in Michigan, providing education and resources for small and mid-scale growers in the post-20th century world of Agriculture. The Small Farm Conference has featured the country's leading growers, researchers and engaged citizen/eaters that have questioned the long-term sustainability of the industrial food system and are providing promising alternatives. The conference planning team, which is now comprised of a collaboration of growers, University, and community partners, continues its pursuit of cutting edge practices and practitioners. By focusing on the ecological, economic and social aspects of more community based food-systems, scores of viable, triple-bottom line businesses have been started and thousands more report the changes that they have or will make as a result of something learned at the Conference. Innovation Counselor Wendy Wieland has served as Conference Co-Chair for the past seven years. MSU Extension Educator Ann Chastain assisted the Conference Board of Directors in a strategic plan review process this year, as leadership for the Conference is being transferred to the Institute for Sustainable Living, Art and Natural Design (ISLAND) in Petoskey.

The MSU Product Center Food-Ag-Bio assists county residents in developing products and businesses in the areas of food, agriculture, natural resources and the bio economy. The innovation counselor has special training to deliver these services to local residents. Business counseling is conducted on a one-on-one basis and may take place at the MSUE office or the client's home or business location. The assistance provided is tailored to meet the needs of the client and may include things like developing a business plan, navigating the regulatory maze, accessing the supply chain or seeking funding options. The innovation counselor also assists clients in accessing specialized services they may need that are offered through Michigan State University like feasibility studies, nutritional labeling and packaging assistance.

In Cheboygan county, 19 counseling sessions took place to assist seven local entrepreneurs in starting new businesses and expanding existing businesses. One new business was launched and three new jobs were created. The partnership between MSUE and the MSU Product Center Food-Ag-Bio is providing support for entrepreneurs in supporting economic development across the state.



When you support MSU Extension, you help participants understand the economic, environmental and social benefits of purchasing local and regional foods.

The value of increased investment of businesses in Cheboygan County was \$100,000.



Fostering Strong Communities, continued

MSUE is a core partner in the [Local Food Alliance of Northern Michigan \(LFA\)](#), whose mission is to promote the growing and utilization of local foods in our area. LFA served as a planning team member, sponsor and workshop leader for the 1st ever FARM EXPO at NCMC in June, as well as the 2nd Annual “Around the Table Conference” held in November 2014 at the College. Other 2014 accomplishments include assistance with securing USDA grant funds for farming and food classes that are held frequently at North Central Michigan College. MSUE staff also teaches some of these educational offerings in Emmet and Cheboygan Counties.

MSUE staff members Wendy Wieland, Emily Proctor and Ann Chastain held workshops to encourage community members throughout Cheboygan County to embrace local food through [Cultural Connections for Community Resiliency](#). These workshops featured national Farm-to-Table expert Tawnyna Laveta, who shared her New Mexico examples of how to build new food cultures with tribal and community members in Northern Michigan.

Strengthening municipalities

[Northern Michigan Counties Association](#) brings county commissioners together to share information and learn about issues important to county government. Recent topics include: cooperative efforts between counties, townships, road commissions, agencies and private owners; tribal sovereignty and cooperative efforts with counties; county committee structures; Medicaid PIHP and regional entities; personal property tax and transportation and the impacts of these issues on county government services. Meetings also include a legislative update from the Michigan Association of Counties.

[New County Commissioner Workshops](#): Since 1968, MSU Extension, in partnership with the Michigan Association of Counties, has conducted the New County Commissioner Workshops following the biennial election of commissioners. The program offers information and learning opportunities on county structure and process, budgeting and finance, county administration, courts, and more.

[Cheboygan Board of Commissioners Strategic Planning](#): MSU Extension Educator John Amrhein facilitated a planning session for the Board of Commissioners in March 2015. The session included a brief review of the county’s mission and vision statements and current goals. Most of the effort was spent on in-depth discussion of two goals, Economic Development and Quality County Service.

Effective meetings, parliamentary procedure, techniques for reaching consensus, and behaviors to build trust were discussed by participants in a day-long preconference session at the [2014 Michigan Townships Association Annual Conference](#) held in Acme. Township officials from 17 counties participated.

Fostering Strong Communities, continued

MSU Extension educators also held the following **Government & Public Policy trainings** in and around Cheboygan County this year:

- » Streamlining Zoning and Zoning Administrator Certification.
- » Open Meeting Act and Freedom of Information Act workshops.
- » Placemaking training and strategic planning.
- » Webinar trainings on a wide variety of topics including right to farm act, wireless communications and urban design.

Honoring our Children Initiative - MSU Extension continued efforts this year in **engaging Tribal Leaders and Tribal Citizens** in creating a plan to improve factors important to the well-being of Tribal Children, ages 0-8. This includes quality education, safe communities, and good health. This initiative is in partnership with the Inter-Tribal Council of Michigan and is financially supported by the W.K. Kellogg Foundation. MSU Extension workshop sessions offer participants an opportunity to practice new skills in leading a group discussion, reaching consensus, encouraging creativity, setting outcome-based goals for meetings, keeping a group focused and creating action plans.

A **Comprehensive Grass Roots Approach to Community Development** six-day training was offered to Michigan residents and Tribal Nations to teach participants skills to launch and sustain projects, ensure effective grass roots participation, map assets and relationships of a whole community, empower and motivate community partners and groups to action, develop creative strategies and do-able projects, balance implementation with celebration and organize participatory evaluation.

Other **Michigan Tribal Governance efforts** included: training Michigan's healthcare professionals at tribal health clinics, 4-H Tribal Youth Leadership, Building Strong Sovereign Nations (BSSN: Anishinaabek Leadership for Seven Generations), and Good Governance Trainings.

Engaging communities in decisions on health research spending options

MSU Extension educators worked with the University of Michigan to facilitate local community discussions as part of a study, **Deliberative Engagement of Communities in Decisions about Health Research Spending**. The discussions they facilitated took place throughout Northern Michigan, including one focus group at the Cheboygan Public Library, where the CHAT program was delivered. **CHAT (Choosing Health All Together)** is a serious game designed to be inclusive, informative and engaging. The goal is to promote deliberation and dialog about complex and value-laden health research spending decisions. CHAT was designed so community members could provide input for



MSU Extension's tribal governance programs seek to establish sustainable partnerships with tribal nations, tribal organizations, and county governments across Michigan.

[Ann Chastain's MSUE News Articles](#)

[Bethany Prykucki's MSUE News Articles](#)

[Emily Proctor's MSUE News Articles](#)



Fostering Strong Communities, continued

funding decisions, usually related to health, health care or health research. CHAT depicts spending options as layered wedges on a pie chart. Higher levels of health care research cost more. Participants have 50 markers to spend on various options; there are not enough markers to fund all research levels. Thus, participants must set priorities for the use of limited resources. Participants do this individually, selecting options for themselves and their family as well as in a group, where they make choices for their community.

Enhancing & protecting our Great Lakes coastal resources

Lake Huron—the third largest freshwater lake in the world—reflects a unique and valuable asset providing ecological, social, and economic opportunity for communities of Northeast Michigan. **Michigan Sea Grant Extension** promotes research, education, and outreach to enhance responsible and sustainable use of our diverse Great Lakes resources. Through MSU Extension, Michigan Sea Grant works with Michigan citizens, industries, and coastal communities to encourage their use, benefits, and enjoyment of Great Lakes resources that positively influences our state’s economy, environment and quality of life. Two examples of our work benefiting coastal communities of northeast Michigan include:

Revitalizing community values in an ecologically challenged Lake Huron fishery

Three Lake Huron Fisheries workshops, hosted in 2014, brought together nearly 270 interested anglers, charter captains, and others with fisheries researchers and managers, offering good news up and down the coastline regarding the resilience of the Lake Huron fishery—despite negative impacts of aquatic invasive species. Workshops have helped fishing-dependent businesses adapt to ecological changes, and communities foster more positive attitudes toward an improving Lake Huron Fishery.

Capitalizing on economic values of our Great Lakes fisheries, Michigan Sea Grant provided statewide leadership for:

- » **Legends of the Lakes™** whitefish marketing initiative has helped the commercial fishing industry to brand and market premium Great Lakes whitefish at a higher value, benefiting Lake Huron commercial fisherman directly.
- » **Michigan Catch & Cook™** program helps charter captains link with local dock-side restaurants, allowing charter fishing customers to have their catch-of-the-day prepared at a local restaurant—several Lake Huron captains benefiting.
- » **Great Lakes Fisheries Heritage Trail** offers coastal tourism promise, creating a statewide trail marketing our coastal communities—museums, events, and experiences—to those interested in learning more about our Great Lakes fisheries.

Michigan Sea Grant:
miseagrant.umich.edu



[Brandon Schroeder's
MSUE News Articles](#)

MSU Extension Staff Serving Cheboygan County:

Name	Role	Phone	Email
John Amrhein	Government & Public Policy	231-922-4627	amrhein@msu.edu
Denise Aungst	Health and Nutrition	231-533-8818	aungstd@msu.edu
Elaine Bush	Firewise/Tourism	231-889-4277	bushe@msu.edu
Ann Chastain	Community Prosperity	231-439-8972	chastain@msu.edu
Julie Crick	Forestry & Natural Resources	989-275-7179	crickjul@msu.edu
Christina Curell	Environmental/Water Quality	231-745-2732	curellc@msu.edu
James DeDecker	Specialty Field Crops	989-734-2168	dedecke5@msu.edu
Thomas Dudek	Greenhouse/Nursery	616-994-4542	dudek@msu.edu
Phillip Durst	Beef	989-345-0692	durstp@msu.edu
Barbara Duvall	Career Exploration/Workforce Prep	231-256-9888	duvall@msu.edu
Sarah Eichberger	Disease Prevention and Management	231-922-4836	eichber2@msu.edu
Erwin Elsner	Small Fruit	231-922-4822	elsner@msu.edu
Elizabeth Ferry	Swine	269-445-4438	franzeli@msu.edu
Merrill Gould	Livestock/Bioenergy	616-994-4547	gouldm@msu.edu
Tom Guthrie	Pork/Equine	517-788-4292	guthri19@msu.edu
Andy Hayes	Community Prosperity	231-582-6482	andy@northernlakes.net
Philip Kaatz	Forage/Commercial Agriculture	810-667-0341	kaatz@msu.edu
Gerald Lindquist	Grazing Management	231-832-6139	lindquis@msu.edu
Erin Lizotte	Integrated Pest Management	231-944-6504	taylo548@msu.edu
Gerald May	Environmental/Air Quality	989-875-5233	mayg@msu.edu
Michael Metzger	Goats & Sheep	517-788-4292	metzgerm@msu.edu
Dee Miller	Children & Youth Institute Supervision	231-258-3320	mille454@msu.edu
Stan Moore	Dairy/Agricultural Human Resources	231-533-8818	moorest@msu.edu
Jill O'Donnell	Christmas Tees/Ornamental/Landscapes	231-779-9480	odonne10@msu.edu
Dennis Pennington	Biomass	269-838-8265	pennin34@msu.edu
Emily Pochubay	Fruit Production	231-946-1510	pochubay@msu.edu
Emily Proctor	Tribal Governance & Leadership	231-439-8927	proctor8@msu.edu
Bethany Prykucki	Government & Community Engagement	231-258-3320	prykucki@msu.edu
Nikki Rothwell	Commercial Fruit	231-946-1510	rothwel3@msu.edu
Kurt Schindler	Government & Public Policy/Land Use	231-882-0026	schindl9@msu.edu
Brandon Schroeder	Coastal Communities Development	989-354-9885	schroe45@msu.edu
Jeannine Schwehofer	Meat Quality	810-989-6935	grobbelj@msu.edu
J Robert Sirrine	Community Food Systems/ Hops	231-256-9888	sirrine@msu.edu
Dean Solomon	Natural Resources	231-582-6232	solomon@msu.edu
Michael Staton	Soybeans	269-673-0370	staton@msu.edu
Curtis Talley, Jr.	Farm Business Management	231-873-2129	talleycu@msu.edu
Marilyn Thelen	Agriculture Systems	989-227-6454	thelen22@msu.edu
Christine Venema	Family Financial Literacy	810-667-0341	venema@msu.edu

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PATRICIA A. HANSEN
REGISTER OF PROBATE/FAMILY COURT ADMINISTRATOR/COURT RECORDER
JOB DESCRIPTION

.....

REPORTS TO: Probate Court and presiding Family Division Judge
Served the court since January of 1983 (32+ years)

Prior to court service served as legal assistant to the Hon. Joanna Neale, and continues legal education at quarterly and annual conferences in addition to interim conferences addressing new legislation.

Manages/Directs under the general direction of the Probate/Presiding Family Court Judge the administrative functions of the Probate/Family court.

Serves in quasi-judicial capacity as authorized by statute and court rule. (See attached).

Considering the sensitive issues that come under Probate and Family Court jurisdiction, serves the public in a manner that is courteous and respectful in order to instill confidence in the court system. Strive to ensure that each individual issue/case will be dealt with professionally, with fairness and equity. Must possess and exercise the ability to listen with empathy, and provide procedural guidance to families in crisis or distress.

Acts as judicial assistant-responsible to Probate/Family Court Judge for legal assistant responsibilities, opinion and order preparation, legal research, and development of court policies, local administrative orders and procedures mandated by State Court Administrative Office.

Oversees and provides research for the procedural in all Codes under Probate/Family Court jurisdiction.

Assists judge, when directed, in matters of personnel and implements caseflow management standards, case processing and related procedures to ensure court operations are in compliance with applicable statutes and court rules, .

Confers regularly with judge regarding legislation, court rules and court operations.

Certified Court Recorder-acts as back up Recorder, when required.

Oversees and participates in the intake, review for accuracy and conformance to statute and court rules, pleadings filed in Probate/Family Court. govern

Drafts orders subsequent to estate and Family Court proceedings for submission for judicial approval.

Confers with and provides information to attorneys, agencies and public regarding court policies and procedures, and assists parties in the resolution of issues regarding pending cases.

When called upon, serves as a mentor and resource for other Michigan Probate and Family Court personnel and State Court Administrative Office.

When directed by the judge, acts as liaison/coordinator between the judge and North Country Community Mental Health, Department of Human Services, and other county and court offices.

Must possess sufficient computer skills in order to be conversant in the Judicial Information System technology the state case management system that governs this court. In addition, must possess ample word processing and language skills for purposes of drafting correspondence and other legal documentation.

Appointed by State Court Administrator to serve on state workshops developed to address court management standards and procedures.

Serves on committees and as a conference presenter within the Michigan Probate and Juvenile Register's Association.

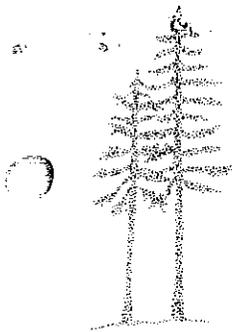
Coordinates court's role in informal, formal and supervised estate proceedings, including appointing appropriate personal representatives in informal proceedings, and monitoring of case files pursuant to case management guidelines. Reviews pleadings submitted for accuracy and conformance to statute and court rules.

Responsible for certain annual and quarterly Probate and Family Court reports required by the Supreme Court.

As defined by the Supreme Court and State Court Administrative Office, responsible for drafting, coordination, and implementation of Local Administrative Orders.

Liaison-American Disabilities Act.

Member-Child Protection Mediation Program Steering Committee.



State of Michigan
Cheboygan County
Probate Court and
Fifty Third Circuit Family Court



870 South Main • P.O. Box 70
Cheboygan, Michigan 49721

Reply To:

Probate/Family Division
Room 212
231-627-8823
Fax: 231-627-8868

Juvenile Office, Room 101
231-627-8412
Fax: 231-627-8443

ROBERT JOHN BUTTS
Probate Judge and
Presiding Family Court Judge

Administrative Order 2014-2

AUTHORITY FOR PROBATE REGISTER TO PERFORM JUDICIAL ACTS

IT IS ORDERED:

This order is issued under the authority granted this court in MCL 600.834 and MCR 8.301.

1. The authority granted in this order extends to uncontested cases involving:
 - a. a decedent's estate, including small estate assignment and determination of heirs as a separate proceeding,
 - b. a trust,
 - c. a guardianship or conservatorship for a minor,
 - d. a protective order,
 - e. a delayed registration of foreign birth,
 - f. an appeal of denial of delayed certificate of in-state birth,
 - g. a death by accident or disaster,
 - h. an opening of a safe deposit box,
 - i. a review of an adoption subsidy,
 - j. a review of a drain commission matter,
 - k. a review of mental health financial liability,

- l. a secret marriage,
- m. a matter involving the Uniform Transfers to Minors Act.

For purposes of this order, an uncontested case is a matter where there is no objection or contest from any party as to the relief requested in the petition, application, or complaint.

2. The authority granted in this order does not extend to any matters involving:

- a. a person's commitment to, or incarceration in, an institution or facility,
- b. appointment of guardian for a legally incapacitated individual,
- c. appointment of a conservator for a reason other than minority,
- d. a developmentally disabled individual.

3. Until further order, the probate register PATRICIA A. HANSEN has the authority to perform the following judicial acts in the case types listed in 1:

- a. sign or by device indicate the name of a judge to all orders and letters of authority of the court, with the same force and effect as though the judge had signed them. In all such cases, the authorized individual must place his or her initials under the name of the judge.

4. Until further order, the probate register PATRICIA A. HANSEN has the authority to perform the following acts in case types listed in 1:

- a. determine whether the petitioner or the petitioner's attorney has complied with the requirements of law and supreme court rules,
- b. set the time and place of hearings,
- c. take acknowledgments,
- d. administer oaths,
- e. sign notices, citations, and subpoenas to fiduciaries, attorneys, and sureties,
- f. conduct conferences with fiduciaries or attorneys required to ensure prompt administration of estates,

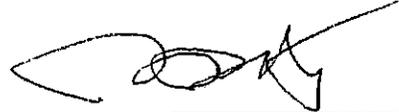
h. take testimony as provided by law or court rule in the following matters:

- 1) conduct conferences with fiduciaries required to ensure prompt administration of estates.

5. Upon the oral or written request of an interested person made before commencement or during the hearing of the proceeding, the proceeding shall be taken immediately before the judge for trial or hearing of the issues.

Effective Date: 4/30/2014

Date: 4/14/14



HON. ROBERT J. BUTTS (P34271)
Judge of Probate

Date:

4-15-14



HON. SCOTT L. PAVLICH (P28593)
Chief Judge

PROBATE CODE OF 1939 (EXCERPT)
Act 288 of 1939

712A.7 Juvenile division of probate court; register of probate; appointment, duties, salary.

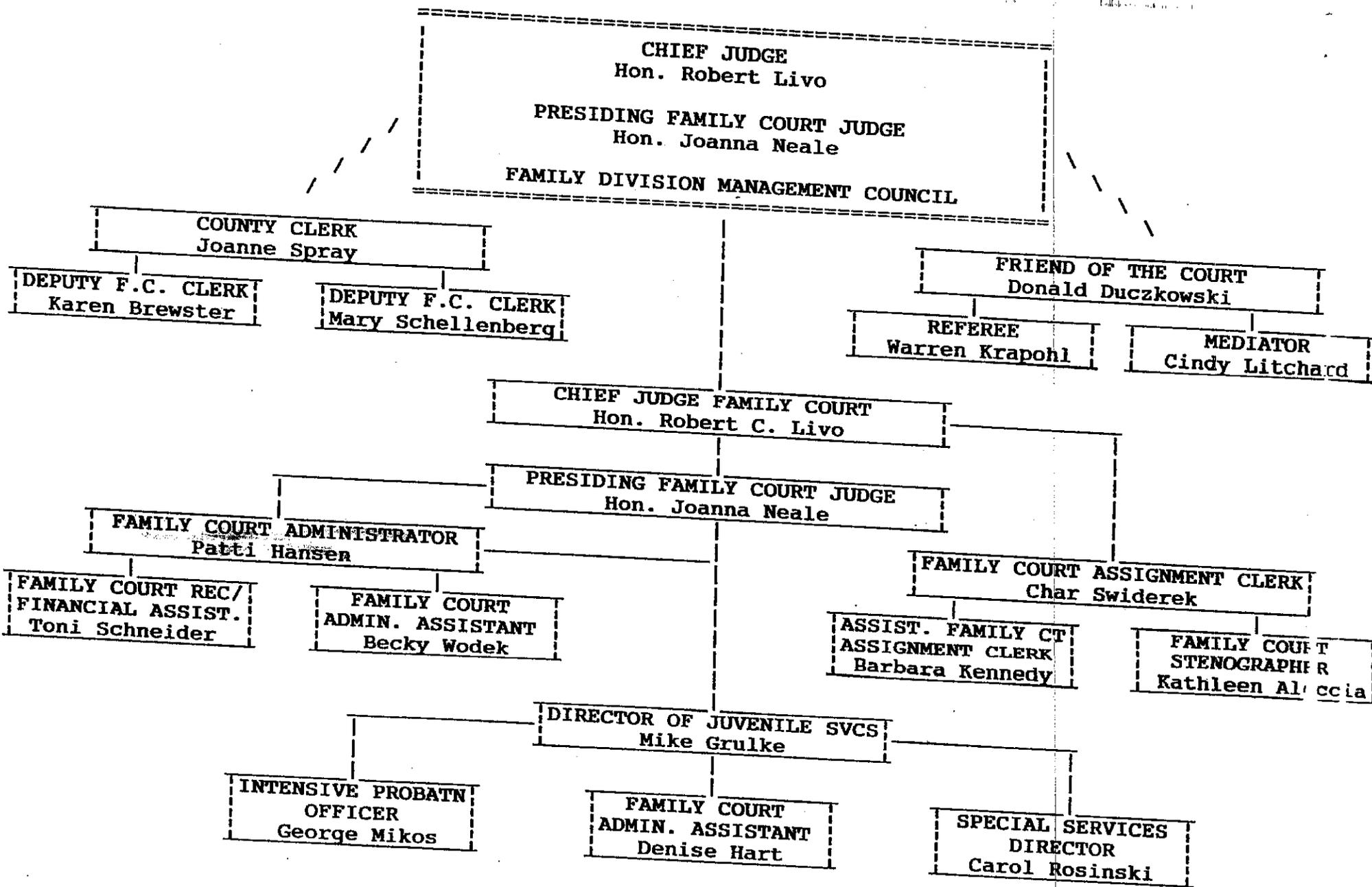
Sec. 7. The judge of probate may appoint the register of probate, a deputy probate register, or clerk of his court as register of the juvenile division of the probate court. Such register of the juvenile division shall prepare all petitions for investigation, summons, writs and other necessary papers, and shall perform such duties as required by the judge of probate, and he shall exercise and be competent to do all acts required of the judge of probate, except judicial acts. Such register so appointed shall receive for his services under this chapter, in addition to his regular salary, such sum as the board of supervisors shall fix: Provided, however, That in counties having a population of 100,000, and not more than 350,000 inhabitants, according to the last federal census, the compensation shall be not less than \$500.00 annually.

History: Add. 1944, 1st Ex. Sess., Act 54, Imd. Eff. Mar. 6, 1944;—CL 1948, 712A.7.

Former law: See section 9 of Ch. XII of Act 288 of 1939; section 5 of Act 6 of 1907, Ex. Sess.; Act 310 of 1909; Act 164 of 1911; Act 262 of 1911; Act 363 of 1913; Act 308 of 1915; CL 1915, § 2015; Act 24 of 1921, 1st Ex. Sess.; Act 105 of 1923; Act 127 of 1927; and CL 1929, § 12838.

Popular name: Probate Code

Popular name: Juvenile Code



TONI SCHNEIDER
Certified Electronic Court Reporter/Chief Deputy Probate Register
From October 1977 to present - 38 years

Court Reporting Duties:

Utilizes and maintains electronic Recording equipment to report court proceedings. May report hearings at hospitals or other sites in addition to the courtroom.

While reporting proceedings, prepares a log of court activity, includes case information, identifying speakers/witnesses, type of hearing, start and end of each case, exhibits marked and other actions in order to replay the proceedings at the point of pertinent testimony or assist in transcript preparation.

Prepares official verbatim transcripts of any court proceeding as requested. Proofreads transcripts, certifies copies and prepares billings as appropriate.

Receives appellate requests, prepares necessary required certificates and affidavits of transcript mailings required to perfect an appeal. Files same in the proper Appellate Courts.

Reviews the docket for cases, sets up polycoms for incarcerated individuals.

May substitute for other Court Reporters in the Circuit Court.

Receives and screens calls from attorneys, interested parties and others who request to speak with the Judge.

Attends annual MERCA Conference to continue court reporting education.

Been certified by the State of Michigan, Michigan Supreme Court, as a Certified Electronic Court Reporter, CER-1298, since 12-12-1981.

Financial Responsibilities:

Receives and verifies invoices, verifies proper payment sources, prepares payment vouchers for approval, obtain the Judge's signature for approval, upon approval submits vouchers to the finance office for payment. Also prepares reoccurring monthly attorney contract payments.

Prepares all Child Care Fund vouchers, prepares balance transfer request when needed, submits for approval, then submits to the Finance Department.

Prepares Child Care Fund expenditures and reimbursement reports (207 State monthly report).

Reconciles court receipts and prepares financial transmittals to the County Treasurer throughout the month and Department of Treasury monthly.

Compiles 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 serves as principal liaison to funding unit regarding budget related matters. Prepares budget transfers and adjustments as requested.

Coordinates audits of court financial records and controls, reviews audit findings with auditors and the Judge and ensures that the audit recommendations are implemented.

Notarizes documents upon request.

Enters updates for the system 400 financial system as needed, i.e., price file maintenance, account maintenance. Annually creates files for marriages, miscellaneous and weddings.

Schedules court proceedings when necessary and enters them into the court computerized calendar.

Assists in other areas of the court as needed/required.

**ANN M. COUTURE
DEPUTY PROBATE REGISTER
JOB RESPONSIBILITIES**

GENERAL OFFICE RESPONSIBILITIES

- > Main telephone line to office (assist, screen and direct all incoming calls)
- > First contact with walk-in visitors (assist and screen all visitors)
- > Open and distribute all incoming mail
- > Receipt in all walk in payments for juvenile matters by check, cash or credit card
- > Print daily docket for Judge and pull files accordingly
- > Transcribe probate opinions, orders, letters, memorandums and general typing as requested by the Judge, prepare copies and circulate to appropriate parties
- > Attend all conferences regarding my responsibilities in Lansing, Gaylord or on line sessions
- > Deliver all office mail to mail room daily

GUARDIANSHIP AND CONSERVATORSHIPS

- > Enter Petitions for adult and minor guardianships and conservatorships
- > Receipt in filing and inventory fees
- > Schedule hearings/draft notice of hearing
- > Draft Order Appointing Guardian ad Litem
- > Draft Order Appointing Attorney
- > File guardian ad litem reports
- > Draft all court orders following appointment and annual report and account forms
- > Enter and file all executed court orders and other paperwork following the hearing
- > Advise (after hearings) guardians and conservators of their responsibilities to the court
- > File lien on Ward with Michigan State Police
- > Mail pre-notices on the 1st of each month
- > Draft, enter, file and mail all Notice of Deficiencies
- > Schedule show cause hearings and issue bench warrants when necessary for non-payment for court fees or neglecting annual duties to the court
- > File, enter and review all annual reports from guardians
- > File, enter and review all annual accounts from conservators
- > Draft order appointing guardian ad litem/accountant to review accounts
- > Schedule hearing on allowance of accounts
- > Mail copies of account, notice of hearing, order appointing guardian ad litem and waiver/consent forms to guardian ad litem/accountant
- > File executed waiver/consent form from guardian ad litem/accountant
- > Draft court orders for allowance of accounts
- > Prepare report and account forms for next year's filings and mail to guardian and conservator
- > File Court Order Allowing Accounts

- > Draft Order Appointing Person to Review Guardianship (1 year following appointment and every 3 years thereafter)
- > Enter and file Report Following Review
- > Draft Court Order Following Review
- > Enter and file Order Following Review
- > Mail copy of report and invoice for services rendered to Guardian/Conservator for payment
- > Copy complete file and forward to new county should Ward and guardian relocate
- > Draft, execute and mail Removal of Entry from lein to Michigan State Police
- > Close file

DEVELOPMENTALLY DISABLED PERSONS

- > Enter Petitions for Developmentally Disabled Persons
- > Draft Orders for Report Under Michigan Mental Health Code
- > Forward Orders to North Country Community Mental Health (NCCMH)
- > Schedule hearing dates when NCCMH reports are received
- > Appoint attorney to represent the ward and forward copy of file and report to attorney
- > Draft Court Orders for hearing (Order Appointing Guardian, Acceptance of Appointment, Letters of Guardianship and Notice of Rights).
- > Prepare hearing worksheets for Judge
- > Enter and file executed Court Orders, Acceptance of Trust and Letters of Guardianship
- > Enter and file all annual reports of guardians
- > Draft Order for Report Under Michigan Mental Health Code every 5 years after initial appointment of guardians
- > Schedule hearing dates for five year statutory review hearings (co-ordinate with Attorney, psychologist and court's schedule)
- > Draft Orders following five year statutory review hearings
- > Copy complete file and forward to new county should Ward and guardian relocate
- > Close file

ESTATES

- > Enter and file Petitions for Assignment of Assets
- > Confirm that all required additional paperwork is submitted with Petition (death certificate, funeral bill and paid receipt(s) for funeral bill, verification of ownership and value of asset(s))
- > Figure Inventory fee amounts
- > Collect and receipt in filing and inventory fees and if needed, certified copy fees
- > Present petition to Judge for review and signature
- > Provide copy(s) and certified copy(s) to petitioner
- > Close file

MENTAL HEALTH

- > Enter and file Petitions for Hospitalization, Clinical Certificates and Notice of Hospitalization
- > Draft Order Appointing Attorney and obtain Judge's signature
- > Copy entire file to Attorney
- > Enter and file requests for deferment
- > Co-ordinate hearing date with Attorney, Prosecutor and Judge in county where individual is hospitalized
- > Draft notice of hearing
- > Notice Prosecutor, individual, mental institution, petitioner, Community Mental Health, Attorney, North Country Community Mental Health, any interested parties of hearing and the assigned Judge of date, place and time of hearing
- > Go on line and request an assignment of Judge for hearing
- > Draft proposed initial Order following hearing on petition for hospitalization
- > Forward assignment of Judge to proper Court
- > Enter and file executed Order following hearing
- > Enter and file petitions for immediate pick up (emergency hearing)
- > Co-ordinate hearing date and time with Community Mental Health and Court schedule
- > Draft, enter and file pick up order
- > Furnish copies of the pickup order to sheriff's department, hospital for evaluation and hospital for hospitalization if found certifiable

NAME CHANGES

- > Enter and file Petition to Change Name with Circuit Court
- > Collect filing fees and receipt in with Circuit Court
- > Draft hearing notice for publication
- > Confirm all required documents are filed before hearing
- > Draft Order Following Hearing to Change Name
- > Furnish appropriate copies of executed Order to petitioner for new birth certificate
- > Mail copy of Order to State of Michigan
- > Close file

WILLS

- > Receipt in Wills
- > Collect filing fees – print receipt for fee
- > Draft receipt for Will
- > Enter and file Wills in Safekeeping
- > Furnish forms for withdrawal of Wills from Safekeeping
- > Enter information regarding withdrawals

STATE COURT ADMINISTRATION OFFICE REPORTING

- > Preparing semi-annual deficiencies report for guardianship & conservatorships
- > Annual Caseload Report for all probate matters

ANN M. COUTURE
DEPUTY PROBATE REGISTER
PROBATE COURT
CHEBOYGAN COUNTY

June 2015

To Whom It May Concern:

I have been an employee of the Cheboygan County Probate court for over 22 years. I was hired on February 16, 1993 and sworn in as Deputy Probate Register by Judge Joanna Neale (a copy of the Order appointing Deputy Register of Probate is attached).

Prior to this employment I was employed for ten years with the law firm of Lyon, Mellon, Hackett and Conboy. Prior to the law firm employment I was employed with Citizens National Bank in the loan department for five years. My prior employment experience in the legal and financial fields has been very helpful in the course of my 22 years of being a deputy probate register.

I currently monitor 357 open files consisting of adult and minor guardianships and conservatorships and developmentally disabled person guardianship files. All of these files require annual reports and/or accounts to be filed timely and in compliance with the State Court Administrator's Office guidelines. I must file delinquency reports with the State Court Administrators office semi-annually and explain the reasons for any files that are not in compliance.

In addition to the 357 file that I monitor annually, I open files for name changes, mental health individuals and assignment of assets that are generally opened and closed within 90 days or less. In 2014 there were 56 of these types of files opened and closed within the required 90 day period.

The total number of files I am responsible for fluctuates from day to day as people file new petitions, relocate in and out of the county or should they die, which creates additional paperwork.

Other than the above referenced duties I am the main telephone number to the Probate Court office and the first person people see when they stop in the office for information to resolve their issues.

I hope this is helpful to you in determining my worth to the taxpayer's of Cheboygan County when they are in need of these types of services.

ORDER APPOINTING DEPUTY REGISTER OF PROBATE

At a session of said court, held in Cheboygan, this 16th day of February, 1993.

PRESENT: HON. JOANNA NEALE, JUDGE OF PROBATE

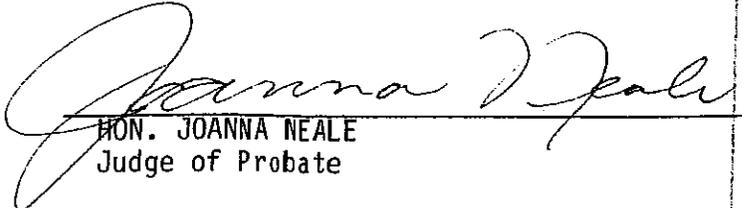
WHEREAS, in accordance with the statute made and provided, under REVISED JUDICATURE ACT 543, Chapter 8, Sections RJA 834, 835, and 836; and pursuant to MCR 8.301(B)(C);

IT IS ORDERED, that ANN M. COUTURE, be and she is hereby appointed Deputy Register of Probate serving in a full time capacity at the pleasure of the Judge appointing her.

IT IS FURTHER ORDERED, that ANN M. COUTURE, as Deputy Register of Probate be and is hereby competent to exercise any of the following powers in an uncontested matter when authorized by general order of the Probate Judge of the county in which the Deputy Register of Probate was appointed:

- a. to set the time and place for hearings in all matters; take acknowledgments; administer oaths, sign notices for adoption investigations; sign notices to fiduciaries; attorneys, and sureties; sign citations and subpoenas; conduct conferences with fiduciaries required to ensure prompt administration of estates; and
- b. determine whether the Petitioner or Petitioner's attorney has complied with the requirements of law and court rule;
- c. when authorized on specific, individual matters, to sign the signature of the probate judge on orders and letters of authority pursuant to MCR 5.602(B)

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of Probate Court for the County of Cheboygan, State of Michigan, this 16th day of February, 1993, in the Probate Courtroom in the City and County of Cheboygan, State of Michigan.


HON. JOANNA NEALE
Judge of Probate

BECKY NOEL

DEPUTY JUVENILE REGISTER/ADOPTION SPECIALIST/BACK-UP COURT RECORDER
STARTED THIS POSITION ON JULY 5, 1989 - 26 YEARS

SUMMARY

Establishes and maintains family division records and files, receives and processes family division filings, petitions and other legal documents, schedules court hearings, processes all adoption petitions, distributes court orders and assists court patrons with case processing related matters. Serves as back-up court recorder to record court proceedings using electronic recording equipment.

PRINCIPAL DUTIES AND RESPONSIBILITIES

A Family Division Juvenile Section Deputy Register may be assigned to perform any or all of the following duties and responsibilities in the Family Division Juvenile Section:

- 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 interested parties.
- Entry of financial orders in computer.
- Receives and files reports, psychological evaluations and other delinquency and neglect documents submitted by the prosecutor, probation officers, attorneys, DHHS and others.
- Responds to inquiries at the counter and on the telephone providing case information, explaining court policies and procedures, interpreting court orders, and providing procedural information to attorneys, law enforcement agencies, Department of Health and Human Services, school officials, youths, military officials and the general public.
- Receives and receipts filing fees, attorney fees, restitution, reimbursements and other court ordered payments.
- Processes adoptee's request for adoption information by conducting adoption information searches and appointing confidential intermediaries.
- Schedules juvenile and neglect hearings and prepares and issues notices of scheduled proceedings to the appropriate parties.
- Entry of placement changes for juveniles/foster care children, and changes in address for parents/interested parties.
- Removal of all duplicate documents in social and exhibit files upon case closure.
- Preparing and submitting court files to the Court of Appeals upon request.
- Compile data annually for the Counsel Appointment System report.
- Provides judicial assistance, such as screening telephone calls, responding to questions, processing mail, answering correspondence, transcribing dictation, and typing opinions, orders and correspondence.
- Use electronic recording equipment to make a verbatim record of probate court and circuit court family division proceedings. Activities may include:
 - Requesting speakers to move the microphone, clarify inaudible statements and spell technical or unfamiliar terms.

- **Playing back testimony during court proceedings as directed by the judge.**
- **Maintaining a log of courtroom activity to identify speakers, and to document the time and substance of various court proceeding occurrences.**
- **Preparing or supervising the timely preparation of typewritten transcripts of court proceedings. Proofreading, correcting, binding and certifying transcripts. Filing copies of typed transcripts, indexes, and courtroom notes.**
- **Preparing and submitting required certificates and affidavits of transcript mailings to appellate courts and/or other parties as requested. Preparing invoices and maintaining billing and payment records for transcripts.**

I began my legal career in 1987 working for the law offices of Daniel Loznak and Susan Chimner, and maintained that employment until I was hired by the Cheboygan County Probate Court in 1989. I also worked part-time for attorney Robert Butts for approximately 1 year while continuing to work at the Cheboygan County Probate Court.

I have had training in Microsoft Word, Microsoft Publisher, and Microsoft Excel. In addition, I became certified by the State of Michigan in 1992 as a Certified Electronic Recorder, attended Confidential Intermediary training and attend annual Michigan Probate and Juvenile Registers conferences.

**CHEBOYGAN COUNTY
53rd CIRCUIT COURT
FAMILY DIVISION-JUVENILE SECTION**

JOB DESCRIPTION

JOB TITLE: Director of Juvenile Services

REPORTS TO: Probate Court and Presiding Family Division Judge

SUMMARY

Supervises non-judicial functions of the Family Division-Juvenile Section. Responsibilities include supervising probation casework and clerical support staff, fiscal management, program management and other administrative functions. Supervises youths under the jurisdiction of the court.

PRINCIPAL DUTIES AND RESPONSIBILITIES

*(An * denotes duties or responsibilities judged to be "essential job functions" in terms of the Americans With Disabilities Act or ADA)*

- Supervises probation casework and clerical support staff. Makes hiring decisions, trains staff, assigns work, evaluates work performance and initiates discipline.*
- Develops general fund and child care fund budgets for judicial review and approval, presents budgets to funding unit, authorizes and monitors budget expenditures, and works with funding unit and state officials regarding budget and related financial matters.*
- Ensures that appropriate fines, costs, restitution, attorney fees and other costs are properly assessed and collected.*
- Researches and evaluates legislation, court rules and court operations. Develops and implements case processing, case investigation and supervision, and youth/family program policies and procedures to ensure court operations are in compliance with applicable statutes and court rules, enhance services to youths and their families, and to facilitate effective case processing services.*
- Develops and coordinates community based treatment and other service programs for youths under the court's jurisdiction. Serves as principle court liaison to agencies and organizations providing treatment and other services, monitors and evaluates services provided, and prepares program statistical reports.*

Director of Juvenile Services (continued)

- Serves as liaison to county officials, local bar association, state and federal agencies, legislators, community agencies, news media, schools and colleges, and other agencies and organizations. Explains court functions and programs, discusses legislation, explains court policy and procedures, addresses complaints and service issues, and coordinates services and programs.*
- Reviews all police reports and requests for petitions. Screens cases and determines if cases appropriate for formal petitions or diversion program.*
- Conducts intake meetings with youths and parents explaining allegations, policies and procedures and related issues; verifies personal and case information, and answers questions.*
- Performs work of probation officers conducting pre-dispositional investigations, recommending appropriate dispositions to the court, supervising a caseload of youths, initiating probation violation proceedings, documenting contacts with youths and others involved with cases, and appearing in court to testify regarding case recommendations and probation violations.*
- Consults with child care facility staff, foster parents, court staff, treatment agency staff and others involved in providing services to youths or monitoring youths' progress to discuss case status and progress, casework plan modifications and other case issues involving assigned youths.*
- Attends all court hearing ranging from inquiry until final disposition in each case and participates, as necessary, in proposed plea agreements to ensure that agreements are appropriate based on case circumstances.*
- Coordinates and participates in the court's on-call program to respond to requests for placement of youths removed from their homes, to arrange emergency hearings, to respond to crisis situations and to provide other intake related services after normal court business hours.*
- Responds to crisis and emergency situations and determines the most appropriate response in accordance with case history, court policies and procedures, court rules and statutes.*
- Assists staff with case investigation and supervision and case processing problems and issues. Recommends alternatives and options.*

Director of Juvenile Services (continued)

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

QUALIFICATIONS

Education: Bachelors degree in social sciences, criminal justice or related human services field.

Experience: Three to five years of progressively more responsible casework experience in a juvenile court or closely related human service field.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

CERTIFICATION OR LICENSURE

Valid Michigan driver's license.

Completion of Michigan Judicial Institute Certification for Juvenile Court staff within two years after date of employment.

Date Approved: 10/11/01

Revised: _____

Cynthia Ashbaugh, MA, LLPC Cheboygan County Intensive Probation Caseworker

Investigates assigned juvenile delinquency cases and recommends appropriate disposition supervises assigned probationers, maintains case documentation and performs other functions related to case supervision.

Interviews pertinent parties, including school, parents, other family, mental health workers, law enforcement or victims.

Reviews incident reports and police records, assesses home environment and obtains relevant information to make a dispositional recommendation.

Assesses information and makes dispositional recommendations including placement, treatment plans and other relevant terms and conditions of probation.

Meets regularly with assigned probationers at home, at school, in office or in the community as often as necessary, sometimes daily, to discuss and monitor compliance with the terms of probation. Also maintains regular contact and collaboration with parents of youth and school staff and counseling professionals.

Advises youth and family about employment, relationships and educational issues and makes referrals to outside agencies as cases evolve and issues arise. *I supply youth and parents on my caseload with contact information for both my office and cellular phone. I also supply police dispatch my cell phone so I may respond personally in crisis situations when possible.

Responds to emergency "On Call" situations, after hours and determines the most appropriate reaction in accordance with case history and court policy and procedures, including facilitating night and weekend emergency hearings.

Consults with treatment facilities/programs regarding status, needs and progress of assigned youth and participates in development and modification of treatment plans.

Appears in Court to testify regarding case investigation, recommendations and reviewing cases as often as deemed necessary- up to once a week in some cases.

Maintain daily logs and monthly progress reports on Juveniles as well as progress reports for review hearings.

Maintains files on each case and documents interactions with probationers families and other agencies involved with the youth.

Schedules, prepares and mails show cause orders, review hearing notices and schedules probation violation hearings in the Juvenile Court Record keeping system.

Personally conducts random drug and alcohol urine screens, maintains chain of custody and submits to laboratories for result verification.

Attends trainings and maintains professional affiliations to increase knowledge of Evidence Based Best Practices in both the Juvenile Justice and Mental Health.

Assists in all court Divisions and performs all duties assigned by the Chief Judge, Family Court Judge or Family Court Administrator.

Curriculum Vitae

Cynthia Ashbaugh, MA , LLPC

cindy@cheboygancounty.net

Employment:

2005 to Present: Juvenile Intensive Probation Caseworker, Cheboygan County Juvenile Court

2004-2005: Counselor, Northern Michigan Counseling and Consultation

Education:

2001-2004: Central Michigan University, Master of Arts Counseling, Licensed School Counselor

1999-2001: Spring Arbor University, Bachelor of Arts, Family Life Education, Cum Laude

1997-1999: North Central Michigan College, Associate of Arts, Phi Theta Kappa.

Internship:

2003-2004- Academic Advising/Personal Counseling North Central Michigan College

2000-2001- Intervention Specialist Cheboygan Area Schools

License, Certification, Training:

Limited License Professional Counselor 2004- Present

2005-2009 – School Guidance Counselor License

2005: Certified Juvenile Probation Officer Caseworker

2005: Passed First Level MCBAP Test for Addiction Counselor

2013: Mental Health/Treatment Court Training and Implementation

Membership:

Juvenile Justice Association of Michigan- Board of Directors

DENISE HART
JOB DUTIES- SUPPORT/ENFORCEMENT SPECIALIST
COLLECTIONS
STARTING THIS POSITION JULY, 1996 - 19 YEARS

- Enter Petitions and Traffic Tickets/Create the files and do an Order to Fingerprint
- Transfer or Waive Petitions out of County
- Send in electronic fingerprint by lien once minor is sentenced
- Abstract convictions to state-must be done within 5 days of adjudication all alcohol, drug and traffic cases must do sentencing abstract too if it did not occur at adjudication
- Process Diversion Records, send to prosecutor and family then close out case in computer
- Send out Intake Letters and put intake information in computer when families come in.
- Double check financial orders after disposition to make sure financial orders are entered correctly
- Receipt in Money-credit correct accounts and itemize as law requires always doing restitution first put something on all accounts if they have more then one, keeping them all active
- Enforcement of collections
- Send out monthly bills to youths and parents
- Juvenile Personal Protection Order's-must be settled within 24 hours of receiving
- Give out Financial Statements to parents and start a financial file to determine the amount of costs/assessments they can pay based on income
- Handle Restitution/vouchers/send checks to victims/put check numbers on voucher in each minors restitution file and send letter to victim with check, include claim numbers for insurance companies
- Monitor bills that need to be paid to make sure correct codes/costs are in the computer before requesting payment – detention bills mostly/ year-end caseload reports to SCAO
- Prepare and send out Order for Reimbursements to assess parents/minors costs back
- Order to transmit support payments and Order to Stop Payments to FOC, work with social security and FOC to obtain costs of care monies
- Work with employers for Wage Assignments
- Enter Placement change notices
- Monitor delays of Disposition/held in abeyance cases/consent calendar pleas
- Assess monthly vouchers back to parents after Toni pays using the reimbursement (RMB) code
- Statistics for agencies
- Show Cause Orders and Hearings, meet with delinquent payers prior to hearings to attempt to achieve compliance with orders. Appears in court to testify regarding the show cause orders.
- Reports for non-payment of restitution orders
- Court orders, notice of hearings, appoint attorney, credit memos
- Close out cases when dismissed or closed

- Create new forms
- Orders for un-collectible accounts
- Filing, answer phones, receipting in monies, etc.
- Do history reports on minors for enlisting in the service
- Do history reports for circuit court on repeat offenders
- Notice and orders to intercept state income taxes
- Licensing and lien checks on minors
- Tracking down families and minors once they are closed to get them to finish paying on their accounts/using internet/social media to locate

Starting to take on some new financial responsibilities to learn:

Turning in monies to treasurer

Child care fund, 207, etc.

Paying placement bills, vouchers

Month end responsibilities

After hour vouchers

53rd Circuit Court

Cheboygan County Family Division

Kyle Brendon Culbertson

JOB TITLE: Intensive Probation officer

REPORTS TO: Judge/Director of Juvenile services

SUMMARY

Investigates assigned juvenile delinquency cases and recommends appropriate disposition, supervises assigned probationers, maintains case documentation and performs other functions related to case supervision.

PRINCIPAL DUTIES AND RESPONSIBILITIES

*(An * denotes duties or responsibilities judged to be "essential job functions" in terms of the Americans with Disabilities Act or ADA).*

- Interviews law enforcement officers, clients, victims, school officials, client's family, agencies involved with clients, and other pertinent parties. Reviews incident reports and police records, assesses home environment, and obtains other relevant information necessary for a dispositional recommendation.*
- Assesses information obtained during investigations and recommends the most appropriate disposition, including placement, treatment plans and other relevant terms and conditions.*
- Meets regularly with assigned probationers to discuss and monitor compliance with terms and conditions of probation. Obtains, reviews and discusses attendance records, treatment status/progress reports with school officials, treatment agencies and others involved with probationers.*
- Advises youths and their families about basic employment, family relationship, and educational issues. Makes referrals to outside agencies for counseling and treatment as necessary.*
- Responds to crisis and emergency intake situations and determines the most appropriate reaction in accordance with case history and court policies and procedures.*
- Consults with child care facility staff, treatment agency staff and others regarding the status, needs and progress of assigned youths. Participates in development and modification of treatment plans.*

Juvenile Caseworker (continued)

- **Appears and testifies in court regarding case investigations and recommendations.***
- **Prepare progress reports on juveniles for court hearings.***
- **Documents interaction with probationers, probationers' families and others involved with probationers, including telephone calls, visitation, and other relevant contacts during case supervision. Establishes and maintains personal files for each case.***
- **Meets with youths in violation of court ordered terms and conditions of probation and attempts to obtain voluntary compliance. Initiates the issuance of show cause notices and bench warrants for violations of terms and conditions of probation.***
- **Interviews prospective adoptive parents, assesses home environment and prepares reports of findings for adoption proceedings.***
- **Participates in the development and monitoring of programs designed to assist juveniles and families. Assigns youths to programs and monitors attendance and progress.***
- **May transport juveniles to locations such as detention facilities, community service sites, evaluations, and counseling.**
- **Conducts random alcohol and drug testing in accordance with established court policy. Submits tests to designated laboratories for results verification.**
- **May assist in all Court Divisions when necessary to meet the needs of the court.**
- **Performs other duties as assigned by the Chief Judge, Family Court Judge or Court Administrator.**

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

QUALIFICATIONS

- Education:** Bachelor's degree in social sciences or a related human services field.
- Experience:** Minimum three to six months of prior experience (including internships and on-the-job training) in counseling, mental health, correctional, substance abuse agency or related area.

Juvenile Caseworker (continued)

Core Competencies: Position requires the ability to work independently, be adaptable and detail oriented, comprehend and apply statutes and court rules, multi-task and be adept at operating all automated systems to assist the court in managing information. Must possess strong problem solving abilities, decisiveness, a strong work ethic, math skills particular to the position as well as organizational, excellent written and verbal communication, time management and conflict resolution skills.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

CERTIFICATION OR LICENSURE

Valid Michigan driver's license.

53rd Circuit Court
Cheboygan County Family Division
Kyle Brendon Culbertson
Bachelors of Science Degree 2003

11 years serving juveniles in Cheboygan County
4 years working for 53rd Circuit Court Family Division

September 2004- March 2011

Working out of Inland Lakes School I ran grants working with juveniles in Cheboygan County

- Workforce Investment Act Grant/ Michigan Works: Serving underprivileged youth in Indian River, Wolverine, Mackinaw City, as well as SAYPA and Presque Isle Academy.
- Cheboygan Otsego Presque Isle ESD: McKinney-Veto Homeless Program, training Liaisons and identifying/serving homeless youth and families.

April 2011-Present

Intensive Probation Officer Cheboygan County Juvenile Court

MEGAN M. FENLON

2098 Fenlon Rd. Cheboygan, MI 49721

Home Phone: (231) 625- 2098 Cell Phone: (906) 322-0900 | Megan_saypa_@live.com

To secure a position with a well established organization in a stable environment that will lead to a lasting relationship in the field of human service and/or finance.

SUMMARY OF ABILITIES & SKILLS

- Excellent filing, bookkeeping, recording and computational skills.
 - Ability to work as a team member and follow directions.
 - Ability to perform routine office work using basic clerical skills.
 - Ability to work in an office with data entry operations.
 - Ability to exercise proper telephone protocol.
 - Ability to handle money correctly.
 - Ability to use correct grammar and punctuation.
 - Skilled at computing, reviewing & supporting data
 - Ability to take notes and organize information.
 - Skilled at labeling, copying and mentoring.
 - Skilled at prioritizing, editing, translating and implementing ideas.
-

PROFESSIONAL EXPERIENCE

Cheboygan County, Straits Area Youth Promotion Academy
7461 N. Straits Hwy
Cheboygan, MI 49721

(231) 627-4139

Case Manager

2007 – Present

Developed liaisons and networks with other parole officers, community agencies, correctional institutions, psychiatric facilities, and aftercare agencies to plan for helping juvenile offenders with life adjustments

Duties

Bookkeeping, Planning and Scheduling, Documentation, Legal Procedures, Juvenile Case Management
Data Processing, Financial Reporting, Working out in the field, Home Visits

EDUCATION

Lake Superior State University

650 W. Easterday Ave.
Sault Ste. Marie, MI 49783

Bachelor of Science Degree Sociology -2013
Associates Degree of Social Work -2004
Member; Alpha Kappa Chi
Member; Sociological Club

Johannesburg-Lewiston High School

10854 M-32 E
Johannesburg, MI 49751

High School Diploma 2002

ACCOMPLISHMENTS

Cheboygan County Human Services Coordinating Body
Community Champion Award
May 8, 2009

McGinn Counseling
Program effectiveness in teamwork
September 03, 2010

LICENSES & TRAININGS

Michigan Judicial Institute
Family Division of the Circuit Court Certification
Juvenile Probation Officers
Completed May 5, 2015

Juvenile Justice Association of Michigan
JJAM
Board Member 2014

PESI
Suicide & Self mutilation
Certification of completion
11/10/2008

PESI
Children with emotional and Behavior Problems
Certification of completion
7/28/2008

PESI
Case manager
Certification of completion
12/31/08

Circle of Parents Trainer
Certification of completion
4/20/2010

State of Michigan
Department of Human Services
Regional Detention Support Services
03/19/09

Straits Area Youth Promotion Academy

Youth Case Manager
Job Description

Case Management

- Meet with families and youth (weekly)
- Do intakes, service plans, and discharge.
- Establish and maintain youth/family goals.
- Works with agencies and service providers to facilitate case coordination and information sharing.
- Maintains case records and provides appropriate documentation
- Works closely with law enforcement agencies, schools, health and welfare agencies
- Assists with prevention and education in the classroom setting.
- Monitor all SAYPA levels in and out of classroom setting
- Grant writing
- JJAM attendance
- After Hours Supervision (Probation On Patrol)
- On- Call
- Intervention Services for School & Probation

Case Files

- Language skills and the ability to read, write, and interpret documents such as law enforcement reports and legal interpretations.
- Maintain all files in case load.
- Write all court reports and update the team on youth's progress.

Tether

- Responsible for contacting, setting up and scheduling all tether related issues.

Attendance

- Responsible for taking Attendance/locating any youth NOT at program on time.

Drug Screens

- Ability to administer urine, oral drug test and PBT screens.
- Adhering to all chain of evidence rules/ guidelines.
- Maintain drug/PBT logs
- Maintain drug screen supplies and order when necessary
- Contact Toxicology Lab when necessary

Community Service

- Establish placement for youth to complete community service
- Maintain records of community service
- Assist in monitoring compliance.

Financial Records

- Maintain all SAYPA budgets
- Complete all vouchers for program
- Completes Full Time Equivalent (FTE's) report for Cheboygan County
- Responsible for all purchases for Program

Summer Program

- Schedule & complete all programming for youth in SAYPA summer program
- Complete all necessary reports for summer food program
(Meet Up & Eat Up) 1,500 or more youth for the summer
- Monitor youth attendance