

AGENDA
MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
THURSDAY, JUNE 26, 2025 – 5:00 P.M.
125 EAST SECOND STREET
MONROE, MI 48161
(734) 240-7003

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
Led by Commissioner Swartout
- IV. OPENING PRAYER
- V. APPROVAL OF AGENDA
- VI. APPROVAL OF MINUTES (06/17/2025 Regular Meeting)
- VII. PUBLIC COMMENT
- VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION
 - 1. Presentation by Daniel Clark and Dan Merritt from Rehmann regarding additional professional services related to Monroe County assigned counsel billings.
- IX. FINANCE MATTERS
- X. CONSENT AGENDA
 - 1. Approval of Non-Claims
 - a. Check Register dated 06/20/2025 in the amount of \$ 382,340.75
- XI. COMMUNICATIONS
 - 1. Letter dated June 20, 2025 from Chief Judge Mark S. Braunlich and Judge William Paul Nichols, 38th Circuit Court, requesting confirmation of a grant application to the State Court Administrative Office for FY2026 grant funding of the Adult Drug Treatment Court in the amount of \$107,571.31. The grant requires a local contribution of \$2,458.48, for expenses, not reimbursable by the grant. The request is for an additional 2025 appropriation of \$100.00 and \$2,358.48 to be included in the 2026 budget.
 - 2. Letter dated June 26, 2025 from Mr. Jason Berry, Community Planning & Engagement Director submitting the proposed updates to the Whiteford Township Master Plan for review and approval of the County Planner's recommendations.

[Link to Master Plan](#)

XII. PUBLIC HEARINGS—None

XIII. OLD BUSINESS

1. Appointment of Subcommittee for the County Administrator/CFO Hiring Process

XIV. NEW BUSINESS

XV. PUBLIC COMMENT

XVI. ANNOUNCEMENTS

1. Copies of any Tributes or Certificates issued since the June 17, 2025 meeting: None

XVII. MEMBERS TIME

XVIII. ADJOURNMENT

MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
JUNE 17, 2025

I. CALL TO ORDER

The Monroe County Board of Commissioners held a Regular Meeting in the City of Monroe, on Tuesday, June 17, 2025. Chairman David Vensel called the meeting to order at 6:00 p.m.

II. ROLL CALL

Roll call by Deputy Clerk, Grace Drewior, as follows:

PRESENT			ABSENT
J Henry Lievens	Brian Lamour	David Swartout	
David Hoffman	David Vensel	Jay Heinzerling	
Greg Moore, Jr. (6:06)	Dawn Asper		

A quorum being present, the Board proceeded to conduct business.

Chairman Vensel held a moment of silence for the multiple tragedies that have happened in Monroe County since Saturday.

III. PLEDGE OF ALLEGIANCE

Chairman Vensel led the Pledge of Allegiance.

IV. OPENING PRAYER

Deputy Clerk, Grace Drewior led the Opening Prayer.

V. APPROVAL OF AGENDA

Motion by Commissioner Swartout, supported by Commissioner Lamour to approve the June 17, 2025 Regular Meeting Agenda as presented.

Voice vote taken. Motion carried.

VI. APPROVAL OF MINUTES (06/03/2025 Regular Meeting Minutes)

Motion by Vice-Chairman Lievens, supported by Commissioner Lamour to approve the minutes as presented for the June 3, 2025 Regular Meeting and waive the reading thereof.

Roll call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
J Henry Lievens	Brian Lamour	David Swartout			
David Hoffman	David Vensel				
Jay Heinzerling	Dawn Asper				

Motion carried.

VII. PUBLIC COMMENT—

VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION —

1. Presentation of TMACOG by Ms. Sandy Spang, Executive Director of TMACOG

Ms. Spang was not in attendance yet so Mr. McBee moved forward with his presentation.

2. Presentation on recruitment process for County Administrator/CFO of Monroe County by Mr. Jeff McBee, Human Resources Director

Mr. McBee explained Dr. Everly and himself met a few times and it was very helpful for creating this process. He further explained the information in the power point is based on the standard executive recruitment process. He elaborated on what the phases of this process could look like and walked through the timeline.

Discussion held.

1. Presentation on TMACOG by Ms. Sandy Spang, Executive Director of TMACOG

Ms. Spang explained she is a relatively new Executive Director so she felt it was important for her to visit the meeting and talk about some services TMACOG provides to Monroe County. Ms. Spang apologized for being a few minutes late and explained she walked around the campus and it is beautiful. She also explained that Monroe County has a unique position with TMACOG and SEMCOG because they are members of both of the organizations. She elaborated on TMACOG's history and what they are currently working on and working towards.

Discussion was held.

IX. FINANCE MATTERS

1. Payment of the 06/18/2025 Accounts Payable Current Claims Report in the amount of \$ 1,383,084.99.

Motion by Commissioner Lamour, supported by Commissioner Hoffman to accept the 06/18/2025 Accounts Payable Current Claims Report in the amount of \$ 1,383,084.99 and approve the Claims for the date and amount presented.

Roll call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
J Henry Lievens	Brian Lamour	David Swartout			
David Hoffman	David Vensel	Jay Heinzerling			
Greg Moore, Jr.	Dawn Asper				

Motion carried.

X. CONSENT AGENDA

1. Approval of Non-Claims
 - a. Check Register dated 06/06/2025 in the amount of \$ 866,877.42

- b. Check Register dated 06/13/2025 in the amount of \$ 879,686.48

Motion by Commissioner Swartout, supported by Commissioner Lamour to confirm the non- claims payments as presented on the agenda for the dates and amounts listed.

Roll call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
David Hoffman	David Swartout	Dawn Asper			
Greg Moore, Jr.	Brian Lamour	Jay Heinzerling			
David Vensel	J. Henry Lievens				

Motion carried.

XI. COMMUNICATIONS

- Letter dated June 10, 2025 from Judge Amanda Eicher, 1st District Court, requesting approval to apply for a grant from the State Court Administrative Office for funding of the FY2025-2026 Mental Health Recovery Court in the amount of \$185,336, with a local contribution of \$1,152 to provide for payroll processing costs and travel costs that cannot be provided by the grant. An additional appropriation of up to \$279 would be required in 2025, with the balance of \$873 requested to be included in the 2026 budget.

Motion by Commissioner Asper, supported by Commissioner Lamour, to accept the communication, place it on file and approve the grant application from the State Court Administrative Office for funding of the FY2025-2026 Mental Health Recovery Court in the amount of \$185,336, with a local contribution of \$1,152. Further, authorize the County Administrator/Chief Financial Officer to provide an additional appropriation of up to \$279 in 2025 and authorize funding \$873 in the 2026 budget.

Roll Call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
David Hoffman	David Swartout	Dawn Asper			
Greg Moore, Jr.	Brian Lamour	Jay Heinzerling			
David Vensel	J. Henry Lievens				

Motion carried.

- Letter dated June 10, 2025 from Judge Amanda Eicher, 1st District Court, requesting approval to apply for a grant from the State Court Administrative Office FY2025-2026 Monroe County Sobriety Court in the amount of \$84, 171 with a local contribution of \$419 to provide for payroll processing costs and travel costs that cannot be provided by the grant. An additional appropriation of up to \$229 would be required in 2025, with the balance of \$190 requested to be included in the 2026 budget.

Jessica Chaffin explained this is a new court and it has not started yet. She explained they are hoping to get approval for this grant and then they will have a Sobriety Court by the end of the year.

Discussion commenced.

Motion by Vice-Chairman Lievens, supported by Commissioner Hoffman to accept the communication, place it on file and approve the grant application from the State Court Administrative Office FY2025-2026 Monroe County Sobriety Court in the amount of \$84,171, with a local contribution of \$419 to provide for payroll processing costs and travel costs that cannot be provided by the grant. Further, authorize the County Administrator/Chief Financial officer to provide an additional appropriation of up to \$229 in 2025, and authorize funding \$190 in the 2026 budget.

Roll Call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
David Hoffman	David Swartout	Dawn Asper			
Greg Moore, Jr.	Brian Lamour	Jay Heinzerling			
David Vensel	J. Henry Lievens				

Motion carried.

- Letter dated June 11, 225 from Judge Michael Brown, 1st District Court, requesting approval to apply and accept a grant award from the State Court Administrative Office for funding of the FY2025-2026 Veterans Treatment Court in the amount of \$35,840, with a local contribution of \$814 to provide for payroll processing costs and travel costs that cannot be provided by the grant. An additional appropriation of up to \$100 would be required in 2025 with the balance of \$714 requested to be included in the 2026 budget.

Motion by Commissioner Swartout, supported by Commissioner Hoffman to accept the communication, place it on file and approve the application and acceptance of the grant award from the State Court Administrative Office for funding of the FY2025-2026 Veterans Treatment Court in the amount of \$35,840 with a local contribution of \$814. Further, authorize the County Administrator/Chief Financial officer to provide an additional appropriation of up to \$100 to the Veterans Treatment Court in 2025 and authorize funding \$714 in the 2026 budget.

Roll Call by Clerk as follow:

AYE			NAY	EXCUSED	ABSTAIN
David Hoffman	David Swartout	Dawn Asper			
Greg Moore, Jr.	Brian Lamour	Jay Heinzerling			
David Vensel	J. Henry Lievens				

Motion carried.

- Letter dated June 11, 2025 from Judge Cheryl Lohmeyer, requesting approval to apply and accept a Child and parent legal representation (CPLR) grant for the FY2026 in the amount of \$116,500 from the Michigan Department of Health and Human Services with no County match.

Motion by Commissioner Lamour, supported by Commissioner Hoffman to accept the communication, place it on file and approve the request to apply for and accept a Child and Parent Legal Representation (CPLR) grant for FY2026 in the amount of \$116,500 through the Michigan Department of Health and Human Services with no County match.

Roll Call by Clerk as follow:

AYE			NAY	EXCUSED	ABSTAIN
David Hoffman	David Swartout	Dawn Asper			
Greg Moore, Jr.	Brian Lamour	Jay Heinzerling			
David Vensel	J. Henry Lievens				

Motion carried.

- Letter dated June 3, 2025 from Mr. Chad Zeunen, Interim Director, requesting additional funding from the Southeastern Michigan Urban Area Security Initiative (UASI) Planning board for Monroe County up to the amount of \$46,000 with no matching funds.

Motion by Commissioner Heinzerling, supported by Commissioner Lamour to approve the request for additional funding from the Southeastern Michigan Urban Area Security Initiative (UASI) Planning Board for Monroe County up to the amount of \$46,000 with no matching funds.

Roll call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
David Hoffman	David Swartout	Dawn Asper			
Greg Moore, Jr.	Brian Lamour	Jay Heinzerling			
David Vensel	J. Henry Lievens				

Motion carried.

- Letter dated June 9, 2025 from Ms. Crystal Comer, Fiscal Manager, requesting approval to apply for and accept the FY2023 and FY2024 Operation Stonegarden grant awards in the amount of \$70,200 for the grant period of September 1, 2023 through July 31, 2026 for FY2023 OPSG and \$63,375 for the grant period of September 1, 2024 through July 31, 2027 for FY2024 with no local match required.

Motion by Commissioner Hoffman, supported by Commissioner Swartout to approve the application and acceptance of the FY2023 and FY2024 Operation Stonegarden grant awards in the amount of \$70,200 for the grant period September 1, 2023 through July 31, 2026 for FY2023 OPSG and \$63,375 for the grant period of September 1, 2024 through July 31, 2027 for FY2024 with no local match required.

Roll Call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
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David Hoffman	David Swartout	Dawn Asper			
Greg Moore, Jr.	Brian Lamour	Jay Heinzerling			
David Vensel	J. Henry Lievens				

Motion carried.

7. Letter dated June 11, 2025 from Chief Deputy Mike Preadmore requesting approval to accept the FY2025 Marine Safety Grant in the amount of \$12,850 which will reimburse 75% of eligible expenses not to exceed the grant award amount.

Motion by Commissioner Heinzerling, supported by Commissioner Lamour to accept the communication, place it on file and approve the acceptance of the FY2025 Marine Safety Grant from the Michigan Department of Natural Resources in the amount of \$12,850.

Roll Call by Clerk as follows:

AYE			NAY	EXCUSED	ABSTAIN
David Hoffman	David Swartout	Dawn Asper			
Greg Moore, Jr.	Brian Lamour	Jay Heinzerling			
David Vensel	J. Henry Lievens				

Motion carried.

XII. PUBLIC HEARINGS — None

XIII. OLD BUSINESS—

1. Michigan Indigent Defense Commission/Department update

Mary Gantzog, Managing Attorney explained they received the report from Rehmann and that the Board should have received it. Ms. Gantzog stated the findings of the report was that there was no abuse or fraud.

Discussion was held.

Motion by Commissioner Asper, supported by Commissioner Moore to table this report.

Roll Call by Clerk as follows:

AYE	NAY		EXCUSED	ABSTAIN
Dawn Asper	David Hoffman	Brian Lamour		
Greg Moore, Jr.	David Vensel	Jay Heinzerling		
David Swartout	Brian Lamour	J. Henry Lievens		

Motion did not carry.

Discussion was held.

Motion by Vice-Chairman Lievens, supported by Commissioner Lamour to have Rehmann come to the next meeting with a presentation of their recommendations,

parameters, and clarifications on where we are at and what needs to happen next.

Roll Call by Clerk as follows:

AYE		NAY	EXCUSED	ABSTAIN
David Hoffman	David Swartout	Greg Moore, Jr.		
Jay Heinzerling	Brian Lamour	Dawn Asper		
David Vensel	J. Henry Lievens			

Motion carried.

XIV. NEW BUSINESS—

1. Committee for CFO Hiring Process

Commissioner Lamour supported by Commission Hoffman to move forward with a committee for the CFO Hiring Process, members include: Commissioner Moore, Commissioner Swartout, Chairman Vensel, and Commissioner Lamour.

Commissioner Asper explained this is the fourth meeting where the agenda is approved and quite significant agenda items are added under new business towards the end of the meeting. States she would really appreciate it if the commissioners would put it on the agenda and discuss it with all the commissioners.

Discussion commenced.

Commissioner Lamour withdrew the motion and Commissioner Hoffman withdrew the support.

XV. PUBLIC COMMENT—

XVI. ANNOUNCEMENTS—

1. Copies of any Special Tributes or Certificates issued since the June 3, 2025 meeting:
None.

XVII. MEMBERS TIME –

Commissioner Moore – Passed.

Commissioner Swartout – Passed.

Commissioner Lamour – Passed.

Commissioner Heinzerling – Passed.

Commissioner Asper – Passed.

Commissioner Hoffman – Thanked the employees for working so hard to get these grants. Stated the County would not be as strong as it is if it wasn't for the employees. Explained

the Clubhouse for Mental Health was great. Reminded the board and the public of the event at the Battlefield this weekend.

Vice-Chairman Lievens – Passed

Michael Bosanac – Reminded the board and public of the open house at Milan Middle School on Thursday from 5pm to 7pm. There will be representatives from DTE and the Environmental Testing Company there.

Chairman Vensel – Explained the next meeting is the week of a holiday and some members of the board and public may have vacations planned. Asked for the Boards consideration of cancelling the agenda meeting (June 26th) and having the regular Board meeting this day instead.

Discussion commenced.

XVIII. ADJOURNMENT - Chairman Vensel adjourned the meeting at 7:22 p.m. with no further business to discuss.

Respectfully submitted by:

A handwritten signature in cursive script that reads "Grace Drewior".

Grace Drewior
Deputy Clerk/Administrative Assistant
Monroe County Board of Commissioners

June 10, 2025

Mr. Michael Bosanac
County Administrator/Chief Financial Officer
Monroe County
125 E 2nd Street, 2nd Floor
Monroe, MI 48161

Consulting Services Summary

Client Request

In November 2024, **Monroe County, Michigan** (the “County”) requested a consulting engagement surrounding the analysis of the assigned counsel expenditures for the period January 1, 2023, through December 15, 2024.

Scope of Work

Rehmann will provide a summary and analysis of assigned counsel billings of the County as follows:

1. Obtain a listing of all counsel assigned by the County and sort by total amounts paid to each assigned counsel.
2. Select a sample of assigned counsel individuals and summarize by period.
3. Compare the assigned counsel billings to the professional services agreements.
4. Evaluate the sampled assigned counsel billings for reasonableness.
5. Provide any conclusions to the County with areas of concerns with the billings or noncompliance with professional services agreements.

Findings

Attorney #1

For the highest paid attorney, they were paid \$306,270 in 2023 and \$289,762 in 2024 billing a total of 5,516 hours on 571 separate days with the data that was provided with the first day beginning January 2, 2023, and the last November 22, 2024. This equates to about 2,914 hours annually (56 hours weekly). There were 691 available days in the period, so 83% of the days were billed. 490 days billed were weekdays and 81 days were weekends.

The average hours billed each of these days was 10 hours with the greatest being 23.8 hours. The following schedule provides context on the number of days falling into each category of hour per day:

Number of Days	Daily Hours
16	Over 20
66	Over 16
129	Over 12
144	Over 8
216	Less Than 8
571	Total

Based on our results, 211 days had hours billed equal to or greater than 12 hours.



Attorney #2

For the second highest paid attorney, they were paid \$230,108 in 2023 and \$248,168 in 2024 billing a total of 2,724 hours on 582 separate days with the data that was provided with the first day beginning January 2, 2023, and the last December 15, 2024. This equates to about 1,393 hours annually (27 hours weekly). There were 714 available days in the period, so 82% of the days were billed. 469 days billed were weekdays and 113 days were weekends.

The average hours billed each of these days was five hours with the greatest being 21.52 hours.

Number of Days	Daily Hours
1	Over 20
3	Over 16
19	Over 12
69	Over 8
490	Less Than 8
582	Total

Based on our results, 23 days had hours billed equal to or greater than 12 hours.

Attorney #3

For the third highest paid attorney, they were paid \$150,701 in 2023 and \$160,157 in 2024 and appear to work full time for the court primarily billing on weekdays. No further analysis was deemed necessary.

Additional Follow Up

County management completed additional follow up as noted below and in a separately issued report dated June 3, 2025. Rehmann has reviewed the separately issued report.

Attorney #1

The County reviewed the 10 days with the highest number of hours billed and requested feedback from the first attorney. They responded to the County that:

- 1) Some of the work included in those days occurred on a different day.

Rehmann Notes: This did not result in corrected invoices.

- 2) Based on the contract with the County that the invoices bill rounded up to the 10th of an hour (i.e. 1-6 minutes billed at 0.1 hours, 6-12 minutes billed at 0.2 hours, etc.) resulting in between 3.4 and 5 hours of billing in excess of the actual time worked for each of these top 10 days.

Rehmann Notes: The contract reads that "Attorney will be compensated on an hourly basis for services rendered. Attorney shall submit invoices for payment on a monthly basis pursuant to the Attorney Payment Schedule by the Indigent Defense Department. Attorney will be compensated an hourly rate as determined by the County and in compliance with MIDC Standard 8."

Attorney #2

The County reached out to the second attorney, who stood by their billing and provided no further explanation.

Conclusion

In conclusion we identified the following:

- 1) Higher than anticipated bills may be explained by the rounding rule being used for billing. It appears that this was understood by the County and the contract can be interpreted to allow this billing practice.
- 2) Invoices reviewed include billing for time where a different date was indicated on the bill. This conclusion is based on the written explanation from the attorney. The fact that certain invoices may have had differing service dates may invalidate certain day totals as included in the summary schedules provided above; however, the total number of hours was supported by attorney provided invoices.

Rehmann Lohman LLC



MONROE COUNTY

FINANCE DEPARTMENT

125 East Second Street · Monroe, Michigan 48161-2197

Telephone: (734) 240-7250 · Fax (734) 240-7266

June 3, 2025

Monroe County Board of Commissioners
125 East Second Street
Monroe, Michigan 48161

This report is a conclusion to a review of high case volume and associated billings for attorneys who work under contract to the County through the Indigent Defense Office. The Office manages assigned counsel who represent indigent individuals who are charged with criminal offenses in Monroe County. The Office is funded annually via a grant program under the Michigan Indigent Defense Commission based on a compliance plan and cost analysis for each state fiscal year commencing October 1. The cost analysis incorporates the MIDC standards that plans must comply with including hourly rates paid to assigned counsel. In the current year, the state grant is \$3,414,342 (94%) with a County match of \$217,687 (6%).

The Board of Commissioner's requested staff perform an evaluation of the billings and the high payments to select contracted assigned counsel attorneys. Staff reviewed payments made to roster attorneys of the Indigent Defense Office and selected ten (10) attorneys with the highest billings/payments. To perform the evaluation and engage expertise, the County retained an independent public accounting firm, Rehmann, to conduct the evaluation. The consulting scope Rehmann performed was to provide a summary and analysis of assigned counsel billings of the County as follows:

1. Obtain a listing of all counsel assigned by the County and sort by total amounts paid to each assigned counsel.
2. Select a sample of assigned counsel individuals and summarize by period.
3. Compare the assigned counsel billings to the professional services agreements.
4. Evaluate the sampled assigned counsel billings for reasonableness.
5. Provide any conclusions to the County with areas of concerns with the billings or noncompliance with professional services agreements. This would include communication with the MIDC regional administrator through staff as to the progress and any guidance during the evaluation.

Monroe County received a preliminary analysis of the evaluation on Friday, January 17, 2025. After staff reviewed the data and discussed the same with Rehmann, there were concerns highlighted about the hours billed by two (2) attorneys.

One attorney had four (4) days where his daily billing included charges for time worked more than twenty-three (23) hours. In addition, this attorney had three (3) days which included billings for over twenty-two (22) hours and six (6) days that included over twenty-one (21) hours and one hundred ninety-eight (198) days over twelve (12) hours. These invoices were submitted over a year and a half (18 months) time frame.

The second attorney had one (1) day when billing for time work exceeded twenty (20) hours and three (3) days billing for over sixteen (16) hours and nineteen (19) days where billings exceeded twelve (12) hours.

The consultants flagged these preliminary findings for both attorneys to review further

and pull the billing files to confirm the billings were not fraudulent or misrepresentative of proper billing.

The detailed review of these subject billings included the MIDC office request for more information from the two (2) attorneys; specifically it was requested that the attorney take one of the days in question and list the events performed for their clients. The first attorney came back with a four (4) page letter that explained what he did on one (1) of his twenty-three (23) hour days. The letter was not completely clear on the underlying support for the billing as it explained more about his office procedure and how he billed twenty-three (23) hours in one day. The other attorney wrote a two sentence reply and said he stood by his billing.

The Indigent Defense Office along with County Finance reviewed the responses and determined more detail was needed to verify the daily events charged that made up the billing time charge per day on the invoice. Finance created Microsoft Excel sheets with the invoiced workdays and times loaded into the Microsoft Excel sheet; these were provided to both attorneys with a request to write in separately each client and the work performed on that day. The attorneys had to go back through client billing records to verify and complete the data request. The first attorney filled out the Microsoft Excel sheet containing ten (10) days of work with the highest hours. The second attorney refused to fill out any of the Microsoft Excel information.

The Microsoft Excel sheets from the responding attorney were submitted to the Indigent Defense Office on March 31, 2025. As the Microsoft Excel sheets with populated information were reviewed, it was noted the attorney had performed work on cases over

several days but then bundled the time and charged the work performed all on one specific day. The billing practice used as an example was that he would start writing a motion on a Monday then would work on the same motion on Tuesday and finish working on the motion on Wednesday. All of the work was then bundled and charged on the billing invoice for the Wednesday date as if all the time was worked on one day. The Indigent Defense Office staff interviewed several attorneys on the practice of performing work for a client on multiple days and carrying these days forward to invoice all work on specific day. These interviews confirmed this was a normal practice for some (not all) attorneys on the Office's assigned counsel roster list to invoice their billing in this manner.

The County Indigent Defense Office consulted on this billing practice with the MIDC regional director on the practice of performing work on one day and bundling or carrying the time invoiced onto the day the work is then completed. The MIDC regional director interviewed attorneys in different counties in the region under her supervision and she confirmed that many of the attorneys she spoke with also invoice their hours by bundling and then invoicing when an event/task is completed instead of invoicing work performed every day.

As a result of the evaluation and the billing review, along with interviewing attorneys, the conclusions are:

1. One of the roster attorneys received considerably more cases than other roster attorneys. This is attributed to assigning cases to whoever answered the query email blasts for assignments first. This practice has since been changed by the

office and individual emails are now sent out to each attorney and the office waits for a response.

2. At the time the higher number of cases were being assigned to this particular attorney, the Indigent Defense office did not have enough attorneys qualified to do some of the felony work. Some of the qualified and available attorneys also practice in federal court and they are limited in the amount of cases that they accept from Monroe County.
3. While the subject attorney was assigned a high number of cases, our review with the County Indigent Defense Office reported he fulfilled his duty toward each of the clients assigned. The work product was satisfactory and the legal services provided were within the office and MIDC standards for timeliness. The office has not received any performance complaints in writing or verbally about the attorney's representation of any clients. Similarly, the office reported they did not receive any complaints from any judges that this attorney did not fulfill his duties toward his clients.
4. After reviewing the billings that were flagged for detailed review and the responses from the attorney supporting the work and billing, we concluded the attorney bills were fair and accurate. One finding is the billing software used by attorneys and that is common in the legal profession is to bill in a 10th of an hour and the time is then rounded up. In the most extreme example where each single minute was invoiced separately would round each minute up to 6 minutes. Over the total of one hour, the invoice would show 360 minutes or 6 times the minutes actually available. While this was not occurring in each and every instance, the software feature was rounding up. The office reported this had been the standard practice for billing for these services dating back prior to the MIDC's creation.

The office has since directed and changed the billing to eliminate the rounding and only actual time billed is now allowed.

5. Further, the large number of hours on some of the days the attorney billed for time is explained above by work accomplished over several days on a case and then were bundled and invoiced on the last day work was performed.
6. From January 2023 through July 2024, the average number of billed hours per week from the attorney was 61.34. Overall, when reviewing all cases from the attorney covering the total billed hours working on Indigent Defense cases averaged 55.67 hours per week.

Our conclusion is that we could not prove or confirm there was fraudulent billing on cases. We did note and identify the reason for hours billed on a daily invoice included multiple days that bundled the hours and billed them to the specific case and task related to the case. We further outline in our review a series of events led to a larger caseload assignment and a large number of hours worked for this attorney.

A concern over hours worked and billed did exist, our responsibility was to understand the origin and what occurred. As the review took place, changes were made by the Office to practices or procedures related to assignment procedures, caseload distribution, billing software and tracking monthly along with reporting to the regional MIDC office. The office is managing case assignments to achieve assignments in a more even distribution across all roster attorneys. The office is accomplishing this by:

First, new policies have been put in place for assigning cases. Case distribution is more even due to the office having more attorneys to assign cases to and they have stopped the former practice of sending out email blasts to see who answers first. The office is now assigning cases to individual attorneys and waiting for a response. In this way the office

is also are managing compliance to the caseload standard of the MIDC.

Second, the office is operating with new software (Clio) that will assist in tracking attorney pay and caseload information. This provides the office a clearer picture of how many cases each attorney is assigned/managing. Similarly, the MIDC has instituted a study to track attorney hours and pay. In order to report this information to the MIDC, the office completes Microsoft Excel sheets monthly that are sent to the MIDC for monitoring. This program started in May 2025 and is in its beginning stages.

Finally, the MIDC has implemented Standard 6. Standard 6 puts a limitation on how many cases an attorney may take within a year. This is a standard for all indigent defense system models. This reported information is monitored by the Monroe Indigent Defense office and the state MIDC.

NON CLAIM RUN 06/20/25

[RAP215]

PAYMENT REGISTER -

06/18/25

PAGE 1

Company 01 County of Monroe

PARAMETERS FOR PAYMENT RUN NUMBER 005685

Company code 01
Office code 001
Discount type A
Run schedule A
Priorities 000 TO 000
Select type
Type codes
Bank code
Checks? Y
Transfers? Y
BACS? Y
Drafts? Y
Manuals? Y
Others? Y
Vendor

NON CLAIM RUN 06/20/25

[RAP215]		PAYMENT REGISTER - Checks						06/18/25		PAGE	2
Office 001	Main	Company 01	County of Monroe	Bank BNK001	National City Bank	Run	005685	Payment Date	06/20/25	Pay-thru Date	06/17/25
Vendor Name		Vendor Number	Invoice Number	Voucher Number	Invoice Date		Gross Amount	Deduction Amounts		Net Amount	Payment Number
ASH SENIOR CITIZEN C		000000012750	50617112814	5255796	06/17/25		2201.43 2201.43	0.00 0.00		2201.43 2201.43	000000589304
AUTOMATIC DATA PROCE		000000012850	693050690	5255748	06/17/25		138.25 138.25	0.00 0.00		138.25 138.25	000000589305
CHARTER COMMUNICATIO		000000030566	060725 060725	5255749 5255750	06/17/25 06/17/25		253.88 158.87 412.75	0.00 0.00 0.00		253.88 158.87 412.75	000000589306
CONSUMERS ENERGY		000000031502	20358980806 20385677108 20545853456 20109815468 20385677710 20545853464	5255706 5255707 5255708 5255709 5255710 5255711	06/16/25 06/16/25 06/16/25 06/16/25 06/16/25 06/16/25		88.91 73.86 35.47 33.96 28.69 105.49 366.38	0.00 0.00 0.00 0.00 0.00 0.00 0.00		88.91 73.86 35.47 33.96 28.69 105.49 366.38	000000589307
DELTA DENTAL PLAN OF		000000040250	CNS01871594	5255794	06/17/25		11329.55 11329.55	0.00 0.00		11329.55 11329.55	000000589308
DTE ENERGY		000000040603	06/06/2025 JUNE092025	5255705 5255751	06/16/25 06/17/25		69.42 487.03 556.45	0.00 0.00 0.00		69.42 487.03 556.45	000000589309
Void Stub		*****	*****	*****	*****	*****	*****	*****	*****	*****	000000589310
FIFTH THIRD BANK		000000060211	0366-050225 0366 050225 0366 050225 0366050225 0366-50225 0366-5225 0366 5225 050225-0366 050225 0366 050225 0366 05225-0366 5225-0366 0366-050525 0366 050525 0366-050625 0366 050625 0366 050625 0366-050725 0366-050925 0366-051625	5255715 5255716 5255717 5255718 5255719 5255720 5255721 5255722 5255723 5255724 5255725 5255726 5255727 5255728 5255729 5255730 5255731 5255732 5255733 5255734	06/16/25 06/16/25		100.00 50.00 50.00 50.00 50.00 50.00 57.88 50.00 100.00 100.00 39.98 175.00 69.80 83.76 19.98 16.06 76.43 40.00 250.00 91.78	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00		100.00 50.00 50.00 50.00 50.00 50.00 57.88 50.00 100.00 100.00 39.98 175.00 69.80 83.76 19.98 16.06 76.43 40.00 250.00 91.78	

NON CLAIM RUN 06/20/25

[RAP215]											
PAYMENT REGISTER - Checks											
06/18/25											
PAGE 3											
Office 001 Main	Company 01	County of Monroe	Bank BNK001	National City Bank	Run	005685	Payment Date	06/20/25	Pay-thru Date	06/17/25	
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date		Gross Amount	Deduction Amounts		Net Amount	Payment Number	
FIFTH THIRD BANK	000000060211	0366 051625	5255735	06/16/25		121.40	0.00		121.40		
		0366031625	5255736	06/16/25		112.88	0.00		112.88		
		0366051625	5255737	06/16/25		24.48	0.00		24.48		
		0366-051925	5255738	06/16/25		34.48	0.00		34.48		
		0366-052025	5255739	06/16/25		200.00	0.00		200.00		
		0366-052125	5255740	06/16/25		36.48	0.00		36.48		
		0366 052125	5255741	06/16/25		619.00	0.00		619.00		
		0366-060225	5255742	06/16/25		124.08	0.00		124.08		
		1207-050825	5255743	06/16/25		2250.00	0.00		2250.00		
		1207-052025	5255744	06/16/25		798.25	0.00		798.25		
		1207-052725	5255745	06/16/25		268.26	0.00		268.26		
						6109.98	0.00		6109.98		000000589311
LAKE ERIE TRANSIT CO	000000120125	666	5255746	06/16/25		300.00	0.00		300.00		
						300.00	0.00		300.00		000000589312
MICHIGAN GAS UTILITI	000000131350	5506854221	5255752	06/17/25		3385.77	0.00		3385.77		
						3385.77	0.00		3385.77		000000589313
MICH MUNICIPAL RISK	000000131392	MMRMA-D2504	5255753	06/17/25		50855.62	0.00		50855.62		
						50855.62	0.00		50855.62		000000589314
MONROE COUNTY DENTAL	000000132420	062025 554	5255758	06/17/25		46.39	0.00		46.39		
		062025 565	5255759	06/17/25		780.90	0.00		780.90		
						827.29	0.00		827.29		000000589315
MONROE FAMILY YMCA	000000132435	062025 YMC	5255778	06/17/25		1105.91	0.00		1105.91		
						1105.91	0.00		1105.91		000000589316
MONROE CO.HEALTH INS	000000132450	062025 554M	5255760	06/17/25		809.61	0.00		809.61		
		062025 554V	5255761	06/17/25		7.12	0.00		7.12		
		062025 565M	5255762	06/17/25		13649.32	0.00		13649.32		
		062025 565V	5255764	06/17/25		128.10	0.00		128.10		
						14594.15	0.00		14594.15		000000589317
MONROE CO. OPPORTUNI	000000132600	50617022916	5255795	06/17/25		10022.39	0.00		10022.39		
		50616112407	5255798	06/17/25		19072.30	0.00		19072.30		
						29094.69	0.00		29094.69		000000589318
MONROE SENIOR CITIZE	000000133450	50617120114	5255797	06/17/25		8468.97	0.00		8468.97		
						8468.97	0.00		8468.97		000000589319
STEALTH PARTNER GROU	000000192812	JULY2025	5255799	06/17/25		67944.68	0.00		67944.68		
						67944.68	0.00		67944.68		000000589320
SYMMETRY ENERGY SOLU	000000193220	20223014	5255754	06/17/25		3751.89	0.00		3751.89		
						3751.89	0.00		3751.89		000000589321
VERIZON WIRELESS	000000220156	6114963408	5255712	06/16/25		729.70	0.00		729.70		

NON CLAIM RUN 06/20/25

[RAP215] PAYMENT REGISTER - Checks										
Office 001 Main		Company 01	County of Monroe	Bank BNK001	National City Bank	Run 005685	Payment Date	06/18/25	PAGE 4	
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	06/20/25	Pay-thru Date	06/17/25 Payment Number
					729.70	0.00	729.70			000000589322
MONROE COUNTY	000000500002	062025 DPR	5255779	06/17/25	1077.38	0.00	1077.38			
		062025 MPR	5255780	06/17/25	41926.78	0.00	41926.78			
		062025 VPR	5255781	06/17/25	142.26	0.00	142.26			
					43146.42	0.00	43146.42			000000589323
MONROE COUNTY	000000500003	062025 554	5255765	06/17/25	3.18	0.00	3.18			
		062025 565	5255766	06/17/25	82.68	0.00	82.68			
					85.86	0.00	85.86			000000589324
MONROE COUNTY GENERA	000000501100	062025 554	5255767	06/17/25	39.23	0.00	39.23			
					39.23	0.00	39.23			000000589325
MONROE COUNTY	000000510725	062025 554	5255768	06/17/25	861.41	0.00	861.41			
					861.41	0.00	861.41			000000589326
MONROE CO. EMP. RETI	000000550200	062025 PST	5255785	06/17/25	276.39	0.00	276.39			
		062025 RET	5255786	06/17/25	18691.33	0.00	18691.33			
		062025 RTC	5255787	06/17/25	2512.37	0.00	2512.37			
		062025 RTD	5255788	06/17/25	1222.42	0.00	1222.42			
		062025 RTS	5255789	06/17/25	13277.22	0.00	13277.22			
					35979.73	0.00	35979.73			000000589327
UNITED WAY OF MONROE	000000550215	062025 UW	5255782	06/17/25	30.00	0.00	30.00			
		50612025100	5255800	06/17/25	20971.63	0.00	20971.63			
					21001.63	0.00	21001.63			000000589328
GREAT-WEST LIFE & AN	000000550280	062025 GWE	5255783	06/17/25	5792.00	0.00	5792.00			
					5792.00	0.00	5792.00			000000589329
AXA EQUITABLE	000000550285	062025 EQU	5255784	06/17/25	875.00	0.00	875.00			
					875.00	0.00	875.00			000000589330
MONROE CO.UNEMPLOYME	000000550310	062025 554	5255769	06/17/25	2.31	0.00	2.31			
		062025 565	5255770	06/17/25	83.26	0.00	83.26			
					85.57	0.00	85.57			000000589331
MONROE COUNTY WORKER	000000550315	062025 554	5255771	06/17/25	1.62	0.00	1.62			
					1.62	0.00	1.62			000000589332
MONROE CO.LONG TERM	000000550320	062025 554	5255772	06/17/25	15.56	0.00	15.56			
		062025 565	5255773	06/17/25	480.64	0.00	480.64			
					496.20	0.00	496.20			000000589333
MONROE CO.RETIREE HE	000000550325	062025 CRH	5255790	06/17/25	592.24	0.00	592.24			
		062025 DRH	5255791	06/17/25	306.06	0.00	306.06			

NON CLAIM RUN 06/20/25

[RAP215]				PAYMENT REGISTER - Checks				06/18/25		PAGE	5
Office 001	Main	Company 01	County of Monroe	Bank BNK001	National City Bank	Run	005685	Payment Date	06/20/25	Pay-thru Date	06/17/25
Vendor Name		Vendor Number	Invoice Number	Voucher Number	Invoice Date		Gross Amount	Deduction Amounts		Net Amount	Payment Number
MONROE CO.RETIREE HE		000000550325	062025 RHC	5255792	06/17/25		4665.96	0.00		4665.96	
			062025 SRH	5255793	06/17/25		3299.71	0.00		3299.71	
							8863.97	0.00		8863.97	000000589334
DEPARTMENT OF THE TR		000000550339	JUNE 2025	5255755	06/17/25		4254.22	0.00		4254.22	
							4254.22	0.00		4254.22	000000589335
JAMES BENNETT		000000710015	05/28/2025	5255774	06/17/25		14.49	0.00		14.49	
							14.49	0.00		14.49	000000589336
LORETTA J LAPOINTE		000000714660	06/02/2025	5255775	06/17/25		1.75	0.00		1.75	
							1.75	0.00		1.75	000000589337
KEITH MASSERANT		000000715024	05/28/2025	5255776	06/17/25		8.05	0.00		8.05	
							8.05	0.00		8.05	000000589338
BRIAN R PAULES		000000716004	05/28/2025	5255777	06/17/25		4.83	0.00		4.83	
							4.83	0.00		4.83	000000589339
CARL J. SCHMIDT		000000721904	6/1-14/25	5255713	06/16/25		3044.15	0.00		3044.15	
							3044.15	0.00		3044.15	000000589340
CARI GRAHL		000000823645	060625	5255747	06/16/25		45.50	0.00		45.50	
							45.50	0.00		45.50	000000589341
CHERYL LOHMEYER		000000825464	2024MPJA	5255714	06/16/25		1340.71	0.00		1340.71	
							1340.71	0.00		1340.71	000000589342
OMAHA MORTGAGE SERVI		TREASURER	JUNE 2025	5255700	06/13/25		54224.95	0.00		54224.95	
							54224.95	0.00		54224.95	000000589343
BANK BNK001 - TOTAL							382340.75	0.00		382340.75	*
OFFICE 001 - TOTAL							382340.75	0.00		382340.75	**



State of Michigan

HONORABLE WILLIAM PAUL NICHOLS
38TH JUDICIAL CIRCUIT COURT JUDGE
COUNTY OF MONROE

June 20, 2025

Mr. David Vensel, Chairman
Monroe County Board of Commissioners
125 East Second Street
Monroe, Michigan 48161

Re: FY 2026 – Adult Drug Treatment Court Operational Grant Application

Dear Chairman Vensel:

The 38th Circuit Court is requesting approval to submit an application to the State Court Administrative Office seeking an Adult Treatment Court grant for fiscal year 2026 in the total amount of \$107,571.31. This grant will be used to cover program costs which include the wages and fringe benefits for a full-time Program Coordinator, defense attorney, drug testing, electronic monitoring, program incentives and other related operational and training expenses.

Although this operational grant does not require any matching funds from Monroe County, we are seeking a county general fund contribution of \$2,458.48. This request includes a contribution of \$400.00 to pay for payroll processing fees using ADP which is not covered by the grant. Additionally, this request includes a contribution of \$2,058.48 to cover the balance of costs not covered by the grant for lodging and mileage expenses for team members attending the 2026 Annual Michigan Associations of Treatment Court Professionals (MATCP) conference in Lansing, Michigan as well as the 2026 Annual All Rise Conference in Nashville, Tennessee.

In total, we are seeking a state contribution of \$107,571.31 and a county contribution of \$2,458.48. The county contribution would require an allocation of \$100.00 from the 2025 county budget and an allocation of \$2,358.48 from the 2026 county budget. If you have any questions regarding this request, you may contact Judge William Paul Nichols or Program Coordinator Patricia Riddell who will be in attendance at your meeting to respond to any issues concerning the grant application request.

Respectfully,


Honorable Mark S. Braunlich
Chief Judge, 38th Circuit Court


Hon. William Paul Nichols
38th Circuit Court,
Adult Drug Treatment Court Judge



Michigan Supreme Court

State Court Administrative Office

Field Services Division

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-4835

Ryan P. Gamby
Field Services Director

MEMORANDUM

DATE: April 15, 2025

TO: Honorable Mark S. Braunlich, Chief Judge
Honorable William Nichols, Program Judge
Annamarie Osment, Court Administrator
Patricia Riddell, Project Director
cc: Kristi Drake, SCAO Regional Administrator

FROM: Andrew Smith, Problem-Solving Courts Manager

RE: 38th Circuit Court – Adult Drug Court
SCAO Unique Identifier: U10150
Fiscal Year 2026 Operational Target Award

Target Award

Your 38th Circuit Court – Adult Drug Court program's FY 2026 Operational Target Award is \$51,200.¹

The Operational Target Award refers to the specific amount of SCAO grant funding needed to maintain the program at its **current level**. This funding is intended to cover the operational costs required to run the program as it exists today, including all ongoing expenditures required for day-to-day functioning, such as salaries, services, materials, and other resources directly tied to sustaining operations at their existing scale and efficiency. In essence, the Operational Target Award provides the financial resources required to maintain the program's current operational capacity and scope, without any expansion or enhancement.

¹ All Operational Target Awards are subject to SCAO's receipt of sufficient federal and state funding. An Operational Target Award calculation is not a grant offer and may be subject to change. Agreeing to a target award calculation in the grant application does not constitute acceptance of a grant award. The SCAO will formally notify courts of their grant award later this year after reviewing all grant applications.

How the Operational Target Award was Determined

If your program received FY 2025 SCAO grant funding, the Operational Target Award is the program's current fiscal year grant award adjusted for projected Consumer Price Index (CPI) inflation.

Next Steps

All programs are required to submit one of the following responses regarding your Operational Target Award in WebGrants through the FY 2026 grant application process:

- Agree with the Operational Target Award amount.
- Request a higher Operational Target Award. Programs may justify needing a higher Operational Target Award due to increased operational costs that exceed the projected CPI inflation rate, such as a new union contract, increased costs for drug testing, or an adjustment to your healthcare policy. Courts may also explain why the FY 2025 award did not accurately capture the operational costs typically incurred by the program; or
- Request a lower amount.

Additionally, the application will provide courts with the opportunity to request additional funding, provided such requests are reasonable, to expand capacity or implement enhancements.

Please note that Operational Target Awards are calculated based on all sources of SCAO drug court funding: the Michigan Drug Court Grant Program (MDCGP), the Office of Highway Safety Planning (OHSP), and the Edward Byrne Memorial Justice Assistance Grant (Byrne JAG). The application includes the eligibility criteria for each of these three programs.

By submitting one application, you can choose to be considered not only for MDCGP funding but also for the federally administered OHSP and Byrne JAG grants. If you're eligible, we strongly encourage you to opt in to all available funding sources to maximize your chances of receiving the full target award.

The FY 2026 grant applications will open on **April 18, 2025**, and are due by **June 20, 2025**.

After the due date, grant applications will be thoroughly reviewed, and your program will be notified of the final FY 2026 SCAO grant award amount.

If you have any questions about this process, please reach out to PSC@courts.mi.gov.

40902 - FY 2026 - 38th Circuit Court - Adult Drug Treatment Court - Operational Grant Application

Application Details

Funding Opportunity:

40207-Fiscal Year 2026 State and Federal Drug, DWI, Hybrid, Juvenile and Family Treatment Court Funding

Funding Opportunity Due Date:

Jun 20, 2025 11:59 PM

Program Area:

Michigan Drug Court Grant Program (MDCGP)

Status:

Editing

Stage:

Final Application

Initial Submit Date:

Initially Submitted By:

Last Submit Date:

Last Submitted By:

Contact Information

Primary Contact Information

Name:

Mr.

William

Paul

Nichols

SalutationFirst NameMiddle NameLast Name

Title:

Judge

Email*:

william_nichols@monroemi.org

Address*:

106 E 1st St

Phone*:

Monroe

Michigan

48161

CityState/ProvincePostal Code/Zip

734-240-7073

Ext.

Phone

###-###-####

Fax:

734-240-7048

###-###-####

To access the WebGrants Access form click [here](#).

WebGrants Authorization Approval Form:

Organization Information

Name*:

38th Circuit Court - Monroe County (C38)

Organization Type*:

State Court Administrative Office

Tax Id:

Organization Website:

Address*:

106 E. First Street

Monroe Michigan 48161
City State/Province Postal Code/Zip

Phone*: (734) 240-7160 Ext.
###

Fax: ### ###

Program Contact Information

Program Information

Select your court*: C38 Monroe

County*: Monroe

If your program is multi-jurisdictional or, includes additional counties in the same jurisdiction? Please list all of the participating jurisdictions and/or counties here (e.g. 21st District Court and 23rd District Court OR Clare and Gladwin Counties).

(e.g. 21st District Court and 23rd District Court OR Clare and Gladwin Counties)

***:**

NA

Please pick your program type*: Adult Circuit Drug Court

What is the program's unique identifier? U10150

Unique Identifier is a "U" followed by five numbers that all operational programs are assigned. This will be found on the target award memo that was sent by SCAO. New programs use "U00000"

***:**

What is the program's target population*:

The primary target population for our Adult Drug Treatment Court program consists of felony offenders charged with possession or use of prescription drugs, fentanyl, heroin, methamphetamine and/or related property offenses. Defendants convicted of delivery or manufacturing of a controlled substance and those charged with misdemeanor offenses are typically not eligible.

Federal Tax ID *: 38-6004873

What is the program's most recent LAO number.

LAO# C38 2023-02

Planning programs enter 0000-00

***:**

Region*: Region 2

Chief Judge *: Hon. Mark S. Braunlich

Court*: 38th Circuit Court

Building: Monroe County Courthouse

Street Address*: 106 East First Street

City, State and Zip code *: Monroe, Michigan 48161

Email Address*: mark_braunlich@monroemi.org

Program Judge 1 Name*: Hon. William Paul Nichols

Number of years as a program judge*: >2 years

Court*: 38th Circuit Court

Program Judge 1 Email Address*: william_nichols@monroemi.org

Program Judge 2 Name:

Number of years as a program judge.:

Court:

Program Judge 2 Email Address:

Program Judge 3 Name:

Number of years as a program judge.:

Court:

Program Judge 3 Email Address:

Program Judge 4 Name:

Number of years as a program judge.:

Court:

Program Judge 4 Email Address:

Court Administrator*: Chief Judge Mark S. Braunlich

Court*: 38th Circuit Court

Email*: mark_braunlich@monroemi.org

Financial Officer*: Susan Maier

Project Director*: Patricia Riddell

Court*: 38th Circuit Court

Building: Monroe County Courthouse

Street Address*: 106 East First Street

City, State, Zip code*: Monroe, Michigan 48161

Project Director E-mail Address*: patricia_riddell@monroemi.org

Project Director Phone Number*: 734-240-7121 Ext.

Authorizing Official (individual who will sign the grant contract) Name*: Michael Bosanac

Authorizing Official E-mail Address*: michael_bosanac@monroemi.org

Authorizing Official Phone Number*: 734-240-7267 Ext.

Authorizing Official Title *: County Administrator / CFO

SIGMA Vendor ID #*:

CV0048076

This number begins with CV, followed by 7 digits. Review previous payments from the State for this number. If you would like assistance, please contact PSC@courts.mi.gov.

Operational Target Award

Operational Target Award

Does the program agree to the Operational Target Award amount as provided?*

No

Please note - the program may agree with with the **Operational Target Award amount** and request Expansion or Enhancement funding on the next page.

If no, what is the program requesting? : Program requests an increased target award.

What is the reason(s) for the requested increase: Program has an increase in current operational costs.

Briefly describe the requested increases as identified above.

Include expense needs that are pertinent to the basic operation of the program. Please note: the target award accounts for inflationary increases
:

Request includes the following: (1) increasing the Program Coordinator position from a 20 hour per week part-time employee to a 40 hour per week full-time employee, (2) increasing the funding for drug and alcohol testing based on the increased number of participants and (3) increasing the funding for incentives based on the increased number of participants.

Operational Cost Increases

Budget Category	Cost Description	Current Fiscal Year Rate and Units	Future Fiscal Year Rate and Units	Amount of Increase Requested
Personnel	Wages	1st Quarter \$24.66 per hour/20 hours per wk increased to \$28.35 for remaining FY25 = \$28,524.60	1st Quarter \$28.35 per hour/40 hours per wk increased to \$29.20 for remaining FY26 = \$60,294.00	\$31,769.40
Fringe	Social Security	0.0765 x \$28,524.60 = \$2,182.13	0.0765 x \$60,294.00 = \$4,612.49	\$2,430.36
Fringe	Workers Compensation	0.01577 x \$28,524.60 = \$449.83	0.0145 x \$60,294.00 = \$874.26	\$424.43
Fringe	Unemployment	0.001 x \$28,524.60 = \$28.52	0.001 x \$60,294.00 = \$60.29	\$31.77
Fringe	General Liability	0.01699 x \$28,524.60 = \$484.63	0.01699 x \$60,294.00 = \$1,024.40	\$539.77
Fringe	DCret	\$0	1st Quarter 0.08 x \$14,742 = \$1,179.36 and remaining FY26 0.09 x \$45,552.00 = \$4,099.68	\$5,279.04
Fringe	Health	\$0	\$252.08	\$252.08
Fringe	Life Insurance	\$0	1st Quarter 3.11 x \$14,742.00 = \$9.32 and remaining FY26 2.07 x \$45,552.00 = \$18.63	\$27.95
Fringe	Health Care Savings	\$0	1st Quarter 0.030 x \$14,742.00 = \$442.26 and remaining FY26 0.040 x \$45,552.00 = \$1,822.08	\$2,264.34
Fringe	Disability	\$0	1st Quarter 0.00674 x \$14,742.00 = \$99.36 and remaining FY26 0.00701 x \$45,552.00 = \$319.21 and	\$418.57
Contractual	Drug and Alcohol Testing	11 Panel at \$16.90 per test x 32 tests per month = \$6,489.60	12 Panel at \$19.90 per test x 64 tests per month = \$15,283.20	\$8,793.60
Supplies	Participant Incentives	Approximately \$25 per incentive = \$1,200	Approximately \$25 per incentive = \$2,400 based on doubling number of participants and tests	\$1,200.00
				\$53,431.31

Program Expansion and Enhancement

Program Expansion

Does the program plan to expand participant capacity?: No

Is the program broadening or increasing its scope?: No

Program Expansion Request

Budget Category	Cost Description	Amount Requested
-----------------	------------------	------------------

No Data for Table

Program Enhancement

Does the program plan to enhance the program as defined above?: Yes

Briefly describe the proposed enhancements. :

Due to the trajectory and growth of our program, we are requesting the Program Coordinator's position be increased from 20 hours per week to 40 hours per week. This will allow us to expand the program to its full capacity of 20 participants. As discussed with Ms. Heather Walther, the computation for this increased cost is included in the "Operational Cost Increases" section.

Additionally, we are requesting funds to allow 2 Team members to attend the All Rise 2026 Annual Conference.

Program Enhancement Request

Budget Category	Cost Description	Amount Requested
Travel and Training	All Rise 2026 Annual Conference - Nashville, TN - Conference Fee - \$945 x2 Team members = \$1,890.	\$1,890.00
Travel and Training	All Rise 2026 Annual Conference - Lodging - \$85 per night x3 nights x2 = \$510.	\$510.00
Travel and Training	All Rise 2026 Annual Conference - Meals - \$40 per day x3 days x2 = \$240.	\$240.00
Travel and Training	All Rise 2026 Annual Conference - Airfare - Estimate \$150 per ticket x2 = \$300.	\$300.00
		\$2,940.00

Federal Funding Application Form

Would you like to be considered for SCAO administered federal grants (OHSP and Byrne JAG)?

No
OHSP and Byrne JAG funds are available to adult programs only.

If no, there is no need to answer further questions on this page. Please save the form and mark as complete.

*:

I understand that by selecting no to the question above, my program will not be considered for OHSP or Byrne JAG funds. : Yes

Prior Funding

Has the applicant received a prior State Court Administrative Office grant under Byrne JAG or OHSP funding? :

Has the applicant received a prior State Court Administrative Office grant under Michigan Drug Court Grant Program, Michigan Mental Health Court Grant Program, Michigan Veterans Treatment Court Grant Program, or Swift and Sure Sanctions Probation Program? :

Does your county have an Equal Employment Opportunity Plan (EEOP)?

If the program has an EEOP but has been unable to submit due to the pause on EEOP collections by the OCR, mark 'Yes'.
:

Number of Court Employees : Total number of the employees that work in the court (not including judges) where the program operates.

Please upload a screenshot of the court/county status listed in SAM.gov based on your Federal Unique Entity Identification (UEI) number.:

Will your program collect program income during the fiscal year? :

Pre-Award Financial Risk Assessment

The applicant is required to complete a pre-award financial risk assessment as part of the grant application. The questionnaire helps the SCAO assess the financial management and internal control systems, and the associated potential risks of an applicant. The pre-award financial risk assessment should only be completed by program and financial staff most familiar with the applicant's systems, policies, and procedures to ensure the correct responses. The responses directly impact the pre-award risk assessment and should accurately reflect the applicant's financial management and internal control system at the time of the application. The pre-award financial risk assessment is an additional factor in determining funding. Applicant risk level may affect the funding decision and/or result in additional reporting requirements, monitoring, special conditions, or additional award requirements.

Does the applicant have new individuals involved with the grant (less than 1 year)? This includes anyone directly or indirectly involved with the grant operations and financial management, (i.e., coordinator, judge, financial personnel, etc.):

Does the applicant have any new system changes within the past 12 months (system means in relation to purchasing an organization's system or systems for purchasing and contracting, including lease-or-buy decisions, the selection of contractors, analysis of quoted prices, negotiation of prices with contractors, placing and administering of orders, and expediting delivery of materials or services). :

Audit

For this section, an audit is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Accepted Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

Has the applicant undergone any of the following types of audits? (check all that apply):

On the most recent audit, what was the auditor's opinion?:

Were material weaknesses noted in the report?:

Financial Management System

Does the applicant's accounting system have the capability to identify the receipt and expenditure of awards funds separately for each SCAO award? :

Does the applicant's accounting system have the capability to record expenditures for each SCAO award by the budget cost categories shown in the approved budget?:

Does the applicant's accounting system have the capability to accurately track employees actual time spent performing work for each SCAO award, and to accurately allocate charges for employee salaries and wages for each SCAO award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee? :

Does the applicant's accounting system include budgetary controls to preclude the applicant from incurring obligations or costs that exceed the amount of funds available under an SCAO award (the total amount of award as well the amount available in each budget cost category)? :

Is the applicant familiar with the cost principles that apply to recent and future Federal awards, including the general and specific principles set out in 2 C. F. R Part 200? :

Procurement

Does the applicant maintain written policies and procedures for procurement transactions that *(Check all that apply)*:

Are the applicant's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition? :

Do the applicant's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejections of contractors, and basis for the contract price?:

Does the applicant have written policies and procedures designed to prevent the applicant from entering into a procurement contract under an SCAO award with an entity or individual that is suspended or debarred from such contracts, including provisions for checking for suspended or debarred prior to award?:

Subrecipient

Does the applicant have written policies and procedures, and/or guidance designed to ensure that any subawards made by the applicant under an SCAO award (1) clearly document applicable grant requirements, (2) are appropriately monitored by the applicant, and for Federal Grant Applicants (3) comply with the requirements in 2 C. F. R. Part 200 (see 2 C. F. R. 200.331)?:

Is the applicant aware of the differences between subawards under SCAO awards and procurement contracts under SCAO awards, including the different roles and responsibilities associated with each? :

Does the applicant have written policies and procedures designed to prevent the applicant from making a subaward under an SCAO award to an entity or individual who is suspended or debarred from such subaward, including provisions for checking for suspended or debarred prior to award?:

Other Federal Risk

Is the applicant designated "high risk" by a federal grant-making agency? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.):

Certification

Certification on behalf of the applicant

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR?"), or other official with the requisite knowledge and authority).

On behalf of the applicant, I certify to the State Court Administrative Office that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant.:

No

Name*: Michael Bosanac
Title*: County Administrator / CFO
Phone*: (734) 240-7267
Date*: 06/20/2025

Other Funding Sources

Additional Funding Sources

Does the program receive funding support from other funding sources to maintain program operations (local, in-kind, community foundations, millage, Child Care Fund, opioid settlement funds, program income, federal grants etc.)?:

Yes

Please complete the table below titled *Current Funding Sources*.

Yes

Has the program applied for, but not yet received, additional funding from other sources (local, in-kind, community foundations, millage, Child Care Fund, opioid settlement funds, program income, federal grants etc.)?:

No

Current Funding Sources

Funding Source	If Other, Please Describe	Budget Category	Expense Description	Start Date	End Date	Amount Received	Describe any Spending Restrictions
Local		Personnel	Payroll Processing - ADP	10/01/2024	09/30/2025	\$350.00	Monroe County pays the cost of payroll processing for the Program Coordinator's position. During FY25, the total cost was \$350.
Local		Travel and Training	MATCP Membership fees	10/01/2024	09/30/2025	\$150.00	MATCP Membership Fees - 3 Team members x \$50 = \$150. Monroe County only pays for the fees of Team members who are county employees.
Local		Travel and Training	Conference/Training Lodging	10/01/2024	09/30/2025	\$811.90	Monroe County pays the cost for lodging that is not covered by the grant. MATCP Annual Conference - Lodging estimate = \$200 per night. Grant pays \$85 per night. County cost is \$115 per night x 2 nights x 3 Team members = \$690. MATCP Coordinator and Case Manager Conference - Lodging = \$206.90 per night. Grant pays \$85 per night. County cost is \$121.90 per night x 1 night x 1 Team member = \$121.90.
Local		Travel and Training	Conference/Training Mileage	10/01/2024	09/30/2025	\$290.72	Monroe County pays the cost for mileage that is not covered by the grant. MATCP Annual Conference - 3 cars x 354 miles x .23 per mile = \$244.26. MATCP Coordinator and Case Manager Conference - 1 car x 202 miles x .23 = \$46.46
							\$1,602.62

Prospective Funding Sources

Funding Source	If Other, Please Describe	Expense Type	Budget Category	Expense Description	Expected Award Date	Start Date	End Date	Amount Requested	Describe any Spending Restrictions
Local		Program Enhancement	Travel and Training	All Rise 2026 Annual Conference - 2 Team members - (July 20th thru July 23rd) - Lodging and Travel	06/20/2025	10/01/2025	09/30/2026	\$703.00	Lodging - 2 Rooms - Conference rate of \$200.00 per night x 3 nights x 2 Team members = \$1,200. Grant cost is \$85 per night x 3 nights x 2 Team members = \$510. County cost is \$115 per night x 3 nights x 2 Team members = \$690. Mileage - Car pooling with one car to Detroit Metro Airport is a 50 mile round-trip from the courthouse. Grant cost is 1 car x 50 miles x .44 per mile = \$22.00. County contribution would make up the difference of .26 per mile x 50 miles = \$13.00.
Local		Program Enhancement	Travel and Training	MATCP Membership Fees	06/20/2025	10/01/2025	09/30/2026	\$150.00	ADTC Grant does not pay for MATCP membership fees. County cost is computed as 3 County Employees x \$50 per member = \$150.00

Local	Program Enhancement	Travel and Training	Annual MATCP Conference in Lansing (May 6th and 7th) - Lodging	06/20/2025 10/01/2025 09/30/2026	\$690.00	Monroe County only pays for lodging that is not covered by the ADTC grant. Hotel lodging estimated at \$200 per night x 2 nights x 3 County Employees = \$1,200. Grant pays up to the allowable rate which is currently \$85 per night x 2 nights x 3 County Employees = \$510. County cost is \$1,200 - \$510 = \$690.
Local	Program Enhancement	Travel and Training	Annual MATCP Conference in Lansing - Travel	06/20/2025 10/01/2025 09/30/2026	\$173.16	Monroe County only pays the cost for mileage that is not covered by the grant. Mileage rate = .70 per mile. Grant covers 3 cars x 222 miles round trip to Lansing x .44 = \$293.04. County cost is 3 cars x 222 miles x .26 = \$173.16.
Local	Program Enhancement	Travel and Training	MATCP Coordinator and Case Manager Conference in Muskegon (November 5th and 6th) - Lodging	06/20/2025 10/01/2025 09/30/2026	\$230.00	Monroe County only pays for lodging that is not covered by the grant. Hotel lodging estimated at \$200 per night x 2 nights x 1 County Employee = \$400. Grant pays up to the allowable rate which is currently \$85 per night x 2 nights x 1 County Employee = \$170. County cost is \$400 - \$170 = \$230.
Local	Program Enhancement	Travel and Training	MATCP Coordinator and Case Manager Conference in Muskegon - Travel	06/20/2025 10/01/2025 09/30/2026	\$112.32	Monroe County only pays for mileage that is not covered by the grant. Mileage rate = .70 per mile. Grant covers 1 car x 432 miles round trip to Muskegon x .44 = \$190.08. County cost is 1 car x 432 miles x .26 = \$112.32.
Local	Operational Expense	Personnel Payroll Processing - ADP		06/20/2025 10/01/2025 09/30/2026	\$400.00	ADTC grant does not cover cost of payroll processing. County cost is \$400 allocated as follows: \$100 allocated in the FY25 budget and \$300 allocated in the FY26 budget.
					\$2,458.48	



**Monroe County Community Planning & Engagement
Department**

965 South Raisinville Road, Monroe, Michigan 48161
Telephone: 734-240-7375 • Fax: 734-240-7385 •
www.co.monroe.mi.us/planning

June 26, 2025

Mr. Dave Vensel, Chairman
Monroe County Board of Commissioners
125 E. Second Street
Monroe, MI 48161

RE: 2025 Whiteford Township Master Plan Review

Dear Chairman Vensel and Members of the Board:

Please find the attached review/recommendation from our County Planner of the proposed the Whiteford Township Master Plan. This is a requirement of the Michigan Planning Enabling Act (Act 33 of 2008). The Act requires municipalities located within a county to submit a proposed master plan update to the board of commissioners for review and comment. We ask that the Board approve the recommendation if it is in agreement.

A complete copy of the proposed Master Plan can be found at:

<https://www.co.monroe.mi.us/DocumentCenter/View/5013/Whiteford-Township-Master-Plan-2025>

Sincerely,

Jason Berry
Community Planning & Engagement Director

2025

OTHER REVIEW

Monroe County, Michigan

MEMORANDUM**DATE:** June 26, 2025**TO:** Monroe County Board of Commissioners**FROM:** Monroe County Community Planning & Engagement Staff**SUBJECT:** Case #200.3-5-25-2

PROJECT: Whiteford Township
Master Plan 2025**SUBJECT**

Whiteford Township has forwarded a copy of the Whiteford Township Master Plan 2025 to the Monroe County Board of Commissioners for review and comment. In compliance with the Michigan Planning Enabling Act, the Township is required to submit this master plan to Monroe County for review, and the County has 63 days to review it and to offer any comments.

DESCRIPTION

The Whiteford Township Master Plan 2025 includes a short summary of the history and culture of Whiteford Township, followed by a list of general goals and objectives for the Township Master Plan. After these sections, there is a section listing all of the major land uses in the Township, with goals and objectives for each particular land use. After this section is a section that details transportation and infrastructure in the Township. Finally, there is a Map section of the Plan that includes maps for the existing land uses in the Township, as well as the Future Land Use Map.

ANALYSIS

The Whiteford Township Master Plan features a wide variety of goals and objectives, all of which Staff feels are appropriate for a rural, agricultural community. The agricultural goals and objectives are focused upon the preservation of farmland, and Staff agrees that that this is an important goal for the community.

As for residential uses, we agree with the Master Plan that it is important to limit residential uses to areas that are best suited for and have the available infrastructure for this use. However, we feel that there is little indication on the Future Land Use Map where these future residential areas should be located in the Township, as there are no new residential zones specified on the Map. Staff believes that the area of the Township close to the Ohio border and east of U.S. 23 is an ideal place for future residential development in the Township. Other areas east of U.S. 23 that are

already developing residentially may also be suitable places for residential growth. We feel that these potential residential areas could be indicated on the Township's Future Land Use Map.

As for future commercial land uses, we agree with the Master Plan's stated goal that such uses should be focused around major freeway interchanges in Whiteford Township. However, on the Future Land Use Map, there is no indication of what areas near the interchanges these uses should expand to. Staff believes that land areas for commercial uses near freeway interchanges should be clearly indicated on the Future Land Use Map.

Regarding industrial uses, the past Monroe County Comprehensive Plan indicated Science and Technology uses along the U.S. 23 corridor, and Staff still feels that these uses would be ideal along the US 23 corridor. While the Township may not wish to include a separate category for Science and Technology in its Master Plan, we feel that many of the areas near the U.S. 23 corridor could be appropriate for general light industrial uses, especially areas that would be adjacent to Sewer District 2. However, areas for future industrial uses are also not indicated on the proposed Future Land Use Map, and we feel that the parcels that would be suited for these uses should be indicated on the Map.

For the Recreation, Education and Open Space section, Staff agrees with the goal that the existing parks should continue to be developed by the Township. However, we feel that non-motorized transportation linkages between the parks should also be mentioned as a goal in this section of the Plan, as we feel that enhancing non-motorized transportation in all areas of the County is important not only for the recreation and quality of life of current residents, but also to attract new economic development and workers into Monroe County.

Finally, Staff suggests that there should be two separate Agricultural categories on the Future Land Use Map rather than one category – an Agricultural Preservation category, for land that should be preserved as farmland in perpetuity, and a Secondary Agricultural category, for land that is suitable for farmland now, but that could be developed residentially in the future. We feel that two separate designations for farmland in the County would best identify the farmlands that are prime farmlands in the County and better ensure that they are preserved into the future rather than developed residentially.

Typographical errors in the Plan include;

- Page 25 includes data that are out of date, referring to the "last three years" of residential construction being 2007, 2008 and 2009. Staff recommends acquiring the most recent data and adding it to this section of the Plan.
- Page 41 includes blank page and figure references that have not been filled in with the appropriate page and figure numbers.
- Both the Existing Land Use Map and Future Land Use Map have legends that are cut off at the bottom of the page so that not every category of land use is shown in the legend.

In conclusion, Staff feels that more effort should be made on the Township's Future Land Use Map to reflect the goals and objectives for the various land uses within Whiteford Township. Residential, commercial and industrial uses should be indicated on the map to show in what areas of the Township they would be most appropriate in the future if such uses are expanded, and agricultural uses on the Map should be split into an agricultural preservation category and a secondary category of farmlands that could possibly be developed with rural residences if necessary. We feel that these additions to the Master Plan would help to better guide land development in Whiteford Township in the years to come.

RECOMMENDATION

Staff recommends that the Monroe County Board of Commissioners approve and submit the above comments regarding the Whiteford Township Master Plan 2025 to Whiteford Township.

**CREATION OF AD HOC WORKING GROUP
TO ADVISE AND ASSIST IN HIRING A NEW COUNTY ADMINISTRATOR**

Pursuant to County Board Bylaws, Section 5.24, Article V, I, the Chairman of the Monroe County Board of Commissioners, hereby establish an Ad Hoc County Commissioner Working Group, to be known as the "Ad Hoc Working Group to Advise and Assist in Hiring a new County Administrator", and which shall be composed of four members, they being Commissioner Brian Lamour, as Chairman, and Commissioner David Vensel, Commissioner David Swartout, and Commissioner Greg Moore, and such Ad Hoc Working Group is to work with Jeff McBee, the County Human Resources Department Director, and advise and assist the County Board of Commissioners in its task of hiring a new County Administrator.

The Ad Hoc Working Group shall have no power to exercise any governmental or proprietary authority or to perform a governmental or proprietary function.

The Ad Hoc Working Group shall not deliberate toward or render any decision on behalf of the County Board of Commissioners, or cause any decision or policy to be made or taken on behalf of the County Board.

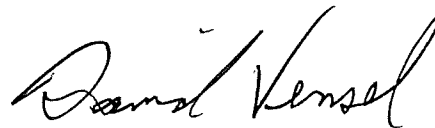
The Ad Hoc Working Group shall not make any determination, action, vote, or disposition which effectuates or formulates public policy

The Ad Hoc Working Group is strictly a temporary Working Group to act for as long as it takes for the County Board of Commissioners to hire a new County Administrator.

Respectfully submitted,

Dated: _____

6-24-25



David Vensel, Chairman of the Board

To be issued to the Board of Commissioners on June 26, 2025 at its rescheduled regular meeting.