

AGENDA
MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, JULY 15, 2025 – 6:00 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 Moore
- IV. OPENING PRAYER
- V. APPROVAL OF AGENDA
- VI. APPROVAL OF MINUTES (06/26/2025 Regular Meeting)
- VII. PUBLIC COMMENT
- VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION
 - 1. Monroe County Drainage District Bonds apportioned to Monroe County in the amount not to exceed \$412,500:
 - a. Letter dated June 14, 2025 from Mr. Steven Mann, Bond Counsel, Miller, Canfield, Paddock, and Stone, P.L.C. to Michael Bosanac Administrator/Chief Financial Officer enclosing Resolution Pledging Limited Tax Full Faith and Credit for the North Branch of Big Swan Creek Intercounty Drain Drainage District.
 - b. Bond authorizing Resolution under Public Act 342 for Monroe County 2025 Drainage District Bonds (Limited Tax General Obligation) apportioned to Monroe County in the amount not to exceed \$412,500.
- IX. FINANCE MATTERS
 - 1. Confirmation of the 07/02/2025 Accounts Payable Current Claims Report in the amount of \$ 689,195.84
 - 2. Payment of the 07/16/2025 Accounts Payable Current Claims Report in the amount of \$ 1,159,811.86
 - 3. Letter dated June 27, 2025 from Mr. Michael Bosanac, Administrator/Chief Financial Officer submitting reports filed with the Michigan Department of Treasury in compliance with Public Act 202 of 2017 regarding the Monroe County defined benefit pension and retiree health care trust funds.

X. CONSENT AGENDA

1. Approval of Non-Claims

- a. Check Register dated 06/27/2025 in the amount of \$ 836,791.77
- b. Check Register dated 07/03/2025 in the amount of \$ 645,203.78
- c. Check Register dated 07/11/2025 in the amount of \$ 899,430.82

XI. COMMUNICATIONS

1. Operations Committee - Report of Committee Chairman from 7/10/2025 meeting. Link to Operations Committee 7/10/2025 Agenda Packet: [HERE](#)

- a. Letter dated July 2, 2025 from Honorable William Paul Nichols, 38th Judicial Circuit Court requesting approval to accept the additional State Court Administrative Office grant funding in the amount of \$17,000, and change the Adult Drug Treatment Court Program Coordinator position from a part-time position to a full-time position with all additional costs being covered by the grant with zero additional cost to the County.
- b. Letter dated July 8, 2025 from Mr. Michael Woolford, Equalization Director, requesting approval to implement a new three-part plan for the Equalization Department with an estimated cost to the General Fund of \$22,020.00 for 2025.
 - I. Addition of an Appraiser/GIS Analyst position
 - II. Promotion of Trey Clements to Equalization Director once he achieves his Michigan Master Assessing Officer certification and back fill this position upon promotion.
 - III. Acceptance of Michael Woolford Retirement Notice and reemployment at less than 1,000 hours per year.

2. Letter dated July 9, 2025 from Judge Cheryl Lohmeyer, requesting approval to submit the application of FY2026 (October 1, 2025-September 30, 2026) Child Care Fund budget to the Michigan Department of Health and Human Services (MDHHS). The total budget submitted to MDHHS is \$5,373,000.00 with a County local share amount of \$2,273,125.00 with funding through December 31, 2025 included in the budget and the balance as part of the 2026 budget development.

3. Letter dated July 8, 2025 from Ms. Alana Horkey, Victim Rights Coordinator, Prosecutor's Office, requesting approval to apply and accept the William Van Regenmorter Crime Victim Rights Grant for FY2026 in the amount of \$276,261.00 from the Michigan Department of Health and Human Services. The grant requires a total match of approximately \$59,927.00.

4. Letter dated July 9, 2025 from Mr. Jeff McBee, Human Resources Director, requesting approval to begin the 45-day proposed job posting for the County Administrator/CFO Position.

XII. PUBLIC HEARINGS—None

XIII. OLD BUSINESS

XIV. NEW BUSINESS

XV. PUBLIC COMMENT

XVI. ANNOUNCEMENTS

1. Copies of any Tributes or Certificates issued since the June 26, 2025 meeting:
None

XVII. MEMBERS TIME

XVIII. ADJOURNMENT

MONROE COUNTY BOARD OF COMMISSIONERS
RESCHEDULED REGULAR MEETING MINUTES
JUNE 26, 2025

I. CALL TO ORDER

The Monroe County Board of Commissioners held a Rescheduled Regular Meeting in the City of Monroe, on Thursday, June 26, 2025. Chairman David Vensel called the meeting to order at 5:00 p.m.

II. ROLL CALL

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

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

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

III. PLEDGE OF ALLEGIANCE

Commissioner Swartout 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 Hoffman to approve the June 26, 2025 Rescheduled Regular Meeting Agenda as presented.

Voice vote taken. Motion carried.

VI. APPROVAL OF MINUTES (06/17/2025 Regular Meeting Minutes)

Motion by Vice-Chairman Lievens, supported by Commissioner Lamour to approve the minutes as presented for the June 17, 2025 Regular Meeting and waive the reading thereof.

Voice vote taken. Motion carried.

VII. PUBLIC COMMENT—

1. Dale Binecki: Brought attention to project greenstone in Milan Township. Explained the citizens of Milan are highly agitated and they do not want this project in their neighborhood. Explained they want to know what the endgame of this project is. Mr. Binecki then asked the Board for a resolution of non-support for project greenstone.

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.

Daniel Clark introduced himself and explained he is the partner that was responsible for the consulting project. Mr. Clark walked through the timeline and the structure of the

consulting project that was focused on evaluating the attorney invoices submitted for payment to the County, related to indigent defense. Mr. Clark also explained the goal of the project was to assess the accuracy and reasonableness of billed time to the County to determine the next best steps. He stated the scope was not forensic, it was designed as a consulting project nor did they have the ability to conclude on such things as actual fraud or not. Mr. Clark also explained the project was split into four phases. Project initiation, preliminary invoice review, detailed analysis, and reporting and recommendations. Mr. Clark went through each phase and explained what they did and what the outcome was.

Dan Merritt introduced himself as the principle in charge of the County's Annual Financial Audit. He explained his role is to assist the County in submission of annual financial reports, which need to be submitted by June 30th in order to properly report to the State Michigan. Amr. Merritt stated that as of this point, a draft of their report has been preceded to the County and is ready for submission. This report includes a summary of the consulting report and a set of recommendations of additional ways to strengthen eternal controls.

Michael Bosanac explained that during an audit, if there are recommendations from the audit team, our obligation is to respond to their recommendations. We then must prepare a more formal protocol or practice in our procedures to strengthen whatever the issue was that the audit team has identified.

Discussion commenced.

Mr. Clark explained if the Board wanted to move forward with a forensic audit, he would recommend not using Rehmann for sake of independence. Recommended Plant Moran as the company to move forward with.

Commissioner Moore asked for a motion that by the next meeting they would have a list of independent forensics with the prices.

Vice-Chairman Lievens explained he would like to see a motion for Plant Moran to begin their work not to exceed 15,000 for a forensic audit.

Phil Goldsmith explained he has spent a lot of time on this. He stated he would recommend attempting to define the scope of the forensic and using himself, Mary Gantz, Nicole Walters, and Melanie Young for help during this.

Chairman Vensel asked Mr. Goldsmith if there was anything in conversations he had that would cause him to say everything is justifiable.

Mr. Goldsmith answered no, he believes additional work needs to be done.

Motion by Commissioner Hoffman, supported by Commissioner Lamour to employ Plant Moran to enter into a forensic investigation related to the matters discussed tonight, not to exceed 15,000.

Commissioner Moore stated he does support a forensic if that is needed, but he asked what the scope would be and what is going to be expected from this company. Explained if this isn't laid out, he doesn't feel comfortable paying them \$15,000 so this would be a

no vote for him.

Commissioner Swartout explained it would be better to have Plant Moran look at what we have and then tell us if they think we should do a forensic audit.

Chairman Vensel agreed and said if they come back saying they don't see any reason to continue with the forensic audit, then we won't.

Discussion commenced.

Roll Call by Clerk as follows:

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

Motion carried.

Discussion was held regarding confirmation of the submission of the County's Annual Financial Audit.

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

Motion by Commissioner Swartout, supported by Commissioner Lamour to confirm the non-claim payment as presented on the agenda for the date and amount listed.

Roll Call by Clerk as follows:

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

Motion carried.

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.

Motion by Commissioner Lamour, supported by Commissioner Hoffman to accept the communication, place it on file and confirm the submission 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.

Roll Call by Clerk as follows:

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

Motion carried.

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 Planners recommendations. [Link to Master Plan](#)

Motion by Vice-Chairman Lievens, supported by Commissioner Lamour to accept the communication, place it on file, and approve the recommendations of the County Planner and transmit the recommendations to the Whiteford Township Council.

Roll Call by Clerk as follows:

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

Motion carried.

XII. PUBLIC HEARINGS — None

XIII. OLD BUSINESS—

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

Motion by Commissioner Lamour, supported by Commissioner Hoffman to accept the creation of the Ad Hoc Working Group to advise and assist in hiring a new County Administrator from Chairman Vensel, and to acknowledge the appointment of Commissioner David Swartout, Greg Moore Jr., David Vensel, and Brian Lamour as members of the Working Group, with Brian Lamour as Chairman of the Working Group.

Roll Call by Clerk as follows:

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

Motion carried.

XIV. NEW BUSINESS—

XV. PUBLIC COMMENT—

XVI. ANNOUNCEMENTS—

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

XVII. MEMBERS TIME –

Commissioner Moore – Thanked Dan Merritt and Daniel Clark for coming today and giving us an explanation. Stated it was good to see the Sheriff here and he is proud of how he reflects the County. Explained all the positive comments about Sheriff Goodnough he saw on different news articles and how much he appreciates that. Gave a shoutout to his wife for being in attendance.

Commissioner Swartout – Passed.

Commissioner Lamour – Stated he appreciates Rehmann for their candidness and helping us get through this process. He looks forward to getting some answers which should alleviate some of the mental strain. Thanked the board for doing what is right. Explained it is our responsibility to make sure taxpayers' money is being used properly. Happy Fourth of July!

Commissioner Heinzerling – Excused.

Commissioner Asper – Excused.

Commissioner Hoffman – Echoed Commissioner Lamour and explained citizens need more information on the Greenstone Project. Further explained it is hard for us to create a proclamation/resolution without enough information.

Discussion commenced regarding the Greenstone Project.

Vice-Chairman Lievens – Wants to look into something that protects our county's drinking water. Asked everyone to keep the Cuevas family in their thoughts and prayers. Our former post commander, Tony Cuevas, unexpectedly passed on Saturday. Tony was a great guy and his loss will be missed.

Chairman Vensel – Thanked members for adjusting their schedules so we could meet tonight.

XVIII. ADJOURNMENT - Chairman Vensel adjourned the meeting at 6:05 p.m. with no further business to discuss.

Respectfully submitted by:



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

Founded in 1852
by Sidney Davy Miller



STEVEN D. MANN
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June 14, 2025

Via email only

Mr. Michael Bosanac
Administrator / Chief Financial Officer
County of Monroe
125 East Second Street
Monroe, MI 48161

Re: Resolution Pledging Limited Tax Full Faith and Credit for the North Branch of Big Swan Creek Intercounty Drain Drainage District

Dear Michael:

I have enclosed a Resolution Pledging Limited Tax Full Faith and Credit for the North Branch of Big Swan Creek Intercounty Drain Drainage District (the "Intercounty Drainage District") for consideration for approval by the County Commission at its earliest convenience.

The Intercounty Drainage District is proposing to issue bonds in an amount not to exceed \$11 million with a term of 20 years to fund maintenance and improvement to the drain. Costs of the project have been apportioned as follows: Wayne County 80.50% (\$8,855,000), Washtenaw County 15.75% (\$1,732,500), and Monroe County 3.75% (\$412,500).

The enclosed resolution pledges the County's limited tax full faith and credit and resources for the payment of the County's share of the bonds in the event that the collection of drain assessments are insufficient to pay debt service. The Resolution also provides that the County agrees to provide continuing annual financial disclosure pursuant to SEC Rule 15c2-12 to update certain information relating to the County and the bonds each year.

Please let me know the date of the meeting at which the County Commission will consider the resolution and myself or an associate will attend to answer any questions.

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

Mr. Michael Bosanac

-2-

June 14, 2025

If you have any questions, please do not hesitate to contact me.

Very truly yours,

Miller, Canfield, Paddock and Stone, P.L.C.

By: 

Steven D. Mann

cc: David Thompson, Monroe County Drain Commissioner
Julie Langton, Monroe County
Kari Blanchett, PFM
Alan Szuma, Miller Canfield

**COUNTY COMMISSION FOR THE
COUNTY OF MONROE
State of Michigan**

**RESOLUTION PLEDGING LIMITED TAX FULL FAITH AND CREDIT
FOR THE NORTH BRANCH OF BIG SWAN CREEK INTERCOUNTY DRAIN
DRAINAGE DISTRICT
2025 DRAIN BONDS (LIMITED TAX GENERAL OBLIGATION)**

A RESOLUTION TO PROVIDE FOR:

- County Pledge of Limited Tax Full Faith and Credit as secondary security for County's Share of the Drainage District Bonds.
- This pledge will allow the Drainage District to sell the bonds at a lower rate of interest, lowering the financing cost for the County's property owners in the Drainage District and for public corporations assessed for the project.

WHEREAS, the North Branch of Big Swan Creek Intercounty Drain Drainage District (the "Drainage District") has been established as an intercounty drain within the County of Monroe (the "County"), the County of Wayne and the County of Washtenaw, pursuant to the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the "Drain Code"); and

WHEREAS, pursuant to the Drain Code, the North Branch of Big Swan Creek Intercounty Drain Drainage District Board, comprised of a representative of the Director of the Michigan Department of Agriculture, the Monroe County Drain Commissioner, the Washtenaw County Water Resources Commissioner, and the Wayne County Drain Commissioner (the "Drainage Board"), has determined that improvements to the North Branch of Big Swan Creek Intercounty Drain (the "Project") are necessary for the protection of the public health; and

WHEREAS, the Monroe County Drain Commissioner (the "Drain Commissioner"), has prepared, or caused to be prepared, a roll providing for assessments (the "Assessments") to be levied in the portion of the Drainage District located in the County to pay for the construction and financing of the Project; and

WHEREAS, the Assessments shall be paid, in part, by the benefited lands and public corporations in the County, according to apportionments determined by the Drain Commissioner acting pursuant to the Drain Code, in annual principal installments over a period of not to exceed twenty (20) years as determined by the Drain Commissioner, with interest thereon at such interest rate as shall be calculated to be sufficient to pay interest on any bonds to be payable from the Assessments; and

WHEREAS, not-to-exceed \$8,855,000 (approximately 80.5%) of the cost of the Project has been apportioned by the Drainage Board to Wayne County, not-to-exceed \$412,500 (approximately 3.75%) of the cost of the Project has been apportioned by the Drainage Board to the County, and not-to-exceed \$1,732,500 (approximately 15.75%) of the cost of the Project has been apportioned by the Drainage Board to Washtenaw County; and

WHEREAS, the Drainage Board intends to authorize the issuance of bonds by the Drainage District to be designated as the 2025 Drain Bonds (Limited Tax General Obligation) in the aggregate principal amount of not-to-exceed \$11,000,000 (the “Bonds”) in anticipation of the payment of the Assessments; and

WHEREAS, the County has been asked to pledge its full faith and credit for the payment of the County’s share of the Bonds to the extent of special assessments assessed against property and public corporations in the County; and

WHEREAS, the Drain Code authorizes the County to pledge its limited tax full faith and credit for the payment of the County’s share of the Bonds if the County Commission has adopted a resolution by a majority vote of its total membership; and

WHEREAS, it is in the best interest of the County that the County’s share of the Bonds be secured by a pledge of the limited tax full faith and credit of the County in order that the Bonds may be sold at the lowest and most favorable interest cost.

THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION FOR THE COUNTY OF MONROE, AS FOLLOWS:

1. Public Purpose; Limited Tax Full Faith and Credit Pledge of the County. The County Commission does hereby determine that the Project is necessary for the protection of the public health, safety and welfare of the County and its residents. Pursuant to the authorization provided in the Drain Code, the County Commission does hereby irrevocably pledge the full faith and credit of the County for the prompt payment of the County’s share of principal of and interest on the Bonds when due to the extent of special assessments against property and public corporations in the County, and pursuant to said pledge, in the event that the collection of the Assessments in the County are insufficient to pay the County’s share of the Bonds or the interest thereon when due, the amount unpaid shall be promptly advanced from County funds as a first budget obligation, or, if necessary, the County shall levy taxes upon all taxable property in the County therefor, subject to applicable constitutional, statutory and charter tax rate limitations. The County Treasurer is directed to immediately make such advancement to the extent necessary.

2. Reimbursement of Advance from Assessment Roll. In the event that pursuant to the pledge of its full faith and credit the County advances out of County funds all or any part of the County’s share of principal of and interest on the Bonds, it shall be the duty of the County Treasurer and the Drain Commissioner, for and on behalf of the County, to take all actions and proceedings and pursue all remedies permitted or authorized by law for the enforcement and collection of the Assessments, and the reimbursement of such advances so paid by the County, including without limitation the reassessment by the Drain Commissioner of the assessment roll as provided in Section 276 of the Drain Code.

3. Tax Covenant. To the extent permitted by law, the County shall take all actions within its control necessary to maintain the exclusion of the interest on the Bonds from adjusted gross income for general federal income tax purposes under the Internal Revenue Code of 1986, as amended, including but not limited to, actions relating to the rebate of arbitrage earnings, if

applicable, and the expenditure of proceeds of the Bonds and moneys deemed to be proceeds of the Bonds.

4. Official Statement and Continuing Disclosure. The County hereby agrees to cooperate in preparation of preliminary and final official statements or other marketing circular describing the Bonds, and in any application for bond ratings and municipal bond insurance for the Bonds. If appropriate, the County hereby agrees to enter into a Continuing Disclosure Undertaking in order to enable the underwriters of the Bonds to comply with the requirements of Rule 15c2-12, as amended, promulgated by the Securities and Exchange Commission. The County Administrator, Chief Financial Officer or appropriate official of the County are each individually authorized to offer such assistance and to execute and deliver final official statements, or other marketing circulars, and a Continuing Disclosure Undertaking.

5. Application to Michigan Department of Treasury. If necessary, the Drain Commissioner, Deputy Drain Commissioner or Chief Financial Officer of the County, or deputy or other appropriate official are each hereby individually authorized to complete, execute and file any and all applications or requests for waivers with the Michigan Department of Treasury necessary to effectuate the sale and delivery of the Bonds, including application for prior approval to the Bonds, and to pay any necessary fees.

6. Actions by Officers of the County. The Drain Commissioner, Deputy Drain Commissioner, or Chief Financial Officer of the County or deputy, or other officers, administrators, agents and attorneys of the County are authorized and directed to take all other actions necessary and convenient to facilitate issuance and sale of the Bonds, and to execute and deliver all other agreements, documents and certificates and to take all other actions necessary or convenient in accordance with this resolution.

7. Act 34 Notice Posting. The County hereby confirms that the posting required pursuant to Act 34, Public Acts of Michigan, 2001, as amended, as set forth in Exhibit A attached hereto, was done in due time and form as required by said act.

8. Rescission. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby repealed. This resolution shall become effective immediately upon its passage.

[Remainder of Page Intentionally Left Blank]

I hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the County Commission for the County of Monroe, Michigan at a regular meeting held on _____, 2025 at 6:00 p.m., Eastern Time, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act 267.

I further certify that Notice of this meeting was posted pursuant to the requirements of Section 308, Act 34, Public Acts of Michigan, 2001, as amended, not less than 18 hours prior to the meeting, in the form attached hereto as Exhibit A.

I further certify that the following Members were present at said meeting: _____

and that the following Members were absent: _____

_____.

I further certify that Member _____ moved for adoption of said resolution and that Member _____ supported said motion.

I further certify that the following Members voted for adoption of said resolution:

_____, and that the following Members voted against adoption of said resolution: _____.

I further certify that the Members voting for adoption of said resolution constitute at least a majority of the total membership of the County Commission.

Clerk of the County Commission
County of Monroe, Michigan

EXHIBIT A

Form of Notice pursuant to Section 308, Act 34,
Public Acts of Michigan, 2001, as amended

MEETING NOTICE

County Commission for the County of Monroe
State of Michigan

At the regular meeting of the County Commission for the County of Monroe to be held on _____, 2025 at 10:00 a.m., Eastern Time, in the Commission Chambers on the first floor, 125 E. Second Street, Monroe, the County Commission will consider a resolution relating to issuance of bonds by the North Branch of Big Swan Creek Intercounty Drain Drainage District. If the bonds are issued, the bonds will contain a limited tax full faith and credit pledge of the County for the County's share of the Bonds with said share being not-to-exceed \$412,500.

If the bonds are issued, it is anticipated that the bonds will be paid from assessments levied within the North Branch of Big Swan Creek Intercounty Drain Drainage District.

THIS NOTICE is given pursuant to the requirements of Section 308, Act 34, Public Acts of Michigan, 2001, as amended.

[RAP205]

OPTIMUM PAYMENTS SUMMARY

PAGE 1
OFFICE: 001

RUN: 005688 PAYMENT DATE: 07/02/25 PAY-THROUGH DATE: 06/24/25

Vendor	Name	Amount	Count
000000010335	ACCESS & ALARM INC	2775.45	1
000000010502	ACTION WALLPAPERING AND PAINTI	2200.00	2
000000010845	STANFORD ALLEN CHEVROLET CADIL	269.78	1
000000010849	ALLIE BROS. INC.	7134.37	19
000000012366	J C ANDRUS & ASSOCIATES, INC	9050.00	1
000000012398	ARBOR INSPECTION SERVICES, LLC	1300.00	2
000000020039	BANAS BUILDING CENTER	1387.79	1
000000020070	BOB BARKER COMPANY, INC.	180.50	2
000000020072	BAKER'S GAS & WELDING SUPPLIES	1015.16	14
000000020180	BATTERY WHOLESALE	389.41	3
000000020405	BEDFORD TOWNSHIP SEWER O & M	420.00	1
000000020554	BELLE TIRE DISTRIBUTORS, INC.	2474.27	11
000000020600	RELX INC. DBA LEXIS NEXIS	872.46	1
000000021195	BRAVO COMPANY USA, INC	13700.00	1
000000030009	CDW GOVERNMENT INC.	3984.00	2
000000030218	CAMPBELL INC.	1738.25	1
000000030451	CATHOLIC CHARITIES OF SOUTHEAS	100.00	1
000000031179	COMPASSIONATE COMPANIONS, INC.	23916.67	1
000000031808	CORE TECHNOLOGY CORPORATION	9974.80	1
000000031830	COUNTY AGENCY ADMINISTRATIVE	31122.41	29
000000040280	DES MOINES STAMP, MFG CO.	90.70	1
000000050011	ELECTIONSOURCE	35.09	1
000000050565	ERIE WELDING & MECHANICAL CONT	160374.23	2
000000050590	EXCEL SYSTEMS GROUP INC	1402.40	1
000000060192	THE FELLOWSHIP OF ARTS & MYSTE	700.00	1
000000060790	FRAME'S PEST CONTROL, INC.	1631.68	4
000000070050	GEAL ELECTRIC COMPANY	232.00	1
000000070200	GENERAL LINEN/UNIFORM SERVICE	15.00	1
000000070345	GOODWILL INDUSTRIES OF SOUTHEA	95.84	3
000000070351	GORDON FOOD SERVICE INC	95.79	1
000000070501	GRAINGER	1154.12	3
000000070920	GROULX AUTOMOTIVE, INC.	1368.78	1
000000080350	HERKIMER RADIO SERVICE	100.00	1
000000080904	HOUSE ARREST SERVICES, INC.	408.60	1
000000080922	HR STAFFING TEAM, LLC	4783.95	2
000000080980	THE HUNTINGTON NATIONAL BANK	287.61	1
000000090204	IDENTISYS INC.	952.00	1
000000100013	J L MECHANICAL SERVICES INC	17538.71	3
000000100157	JAS. TOWNSEND & SON INC.	665.00	2
000000110290	KENT COMMUNICATIONS INC	1308.00	1
000000111998	KYLE'S LAWN AND LANDSCAPING, I	19460.00	1
000000120340	LANGUAGE LINE SERVICES, INC.	116.38	4
000000120600	LECKLER'S, INC.	575.25	4
000000121021	LUCAS COUNTY CORONER'S OFFICE	1189.00	7
000000130130	IMPERIAL DADE	3797.87	8
000000130185	MANNIK & SMITH GROUP INC	80985.08	4
000000130196	MARGO'S GARDEN CENTER	37.06	1
000000130218	MARKS PLUMBING PARTS	2760.62	3
000000130307	MASSERANT'S FEED & GRAIN INC	563.42	3

[RAP205]

PAGE 2
OFFICE: 001

OPTIMUM PAYMENTS SUMMARY

RUN: 005688 PAYMENT DATE: 07/02/25 PAY-THROUGH DATE: 06/24/25

Vendor	Name	Amount	Count
000000130450	MCKESSON MEDICAL-SURGICAL GOVE	181.87	3
000000130899	MERCY MEMORIAL HOSPITAL CORPOR	800.00	1
000000131365	MICHIGAN LAUNDRY MACHINERY SER	377.00	1
000000131399	MICHIGAN PROBATE JUDGES ASSOC.	487.00	1
000000131496	MICHIGAN STATE POLICE - CASHIE	140.00	1
000000132619	MONROE COUNTY SALVATION ARMY	5925.00	1
000000132850	GANNETT MICHIGAN LOCALIQ	505.10	1
000000140094	M50 TRUCK & AUTO PARTS MONROE	7.28	1
000000140311	NATIONAL REGISTRY OF FOOD SAFE	143.96	1
000000140499	NORTHERN CONCRETE PIPE, INC.	8253.24	1
000000140507	NORTH SKYE LLC	300.00	1
000000140901	OAKS VILLAGE	3589.38	1
000000160012	PSYBUS P.C.	2500.00	1
000000160075	PADNOS	1604.00	1
000000160251	PEERLESS SUPPLY CO.	242.22	4
000000160425	PERSPECTIVE ENTERPRISES, INC	3077.00	1
000000160948	PITNEY BOWES INC	325.00	1
000000160996	POINTCLICKCARE TECHNOLOGIES IN	334.54	1
000000170300	QUILL CORPORATION	468.44	5
000000180185	RECOVERY ADVOCACY WARRIORS	4160.85	1
000000180199	RECOVERY MOBILE CLINIC	6711.66	2
000000190405	ST. PIERRE ACE HARDWARE	414.46	11
000000190931	SCHOOL HEALTH CORPORATION	68.33	1
000000191500	SHERWIN WILLIAMS	177.90	1
000000191600	SIEB PLUMBING & HEATING	175.50	1
000000191803	JOHNSON CONTROLS FIRE PROTECTI	4146.00	1
000000192050	SMILEMAKERS, INC.	231.27	1
000000192358	SRM CONCRETE	910.00	1
000000192421	STAPLES BUSINESS ADVANTAGE	522.33	6
000000192731	STATE OF MICHIGAN	10.00	1
000000192780	STATE OF MICHIGAN	210.00	7
000000192892	STEVENS DISPOSAL	7691.60	6
000000192920	STONECO OF MICHIGAN	371.07	1
000000193219	SYLVAN STUDIO	12.50	1
000000200155	TEK84 INC.	6400.00	1
000000200423	THOMA TRUCKING AND BULLDOZING,	1800.00	1
000000200880	PROMEDICA CPR TRAINING	440.00	1
000000201600	TROUTS YACHT BASIN	1297.92	4
000000210260	U.S. FOODSERVICE INC	1896.55	1
000000210575	UTILITIES INSTRUMENTATION SERV	962.33	1
000000220206	VICTORY SUPPLY, LLC	1014.35	2
000000230651	WILLIAMS BROTHERS DUNDEE DODGE	89.53	1
000000230841	WOLVERINE COMMERCIAL FURNISHIN	12250.00	1
000000230868	WORLDWIDE INTERPRETERS INC	490.00	3
000000230887	WYANDOTTE ALARM	404.82	2
000000230891	WYANDOTTE ELECTRIC SUPPLY CO.	122.54	1
000000250015	YINGER PHARMACY SHOPPE	303.85	1
000000400170	CITY OF MONROE	3625.00	1
000000400349	VILLAGE OF BLISSFIELD	25.00	1

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OPTIMUM PAYMENTS SUMMARY

RUN: 005688 PAYMENT DATE: 07/02/25 PAY-THROUGH DATE: 06/24/25

Vendor	Name	Amount	Count
000000500175	MONROE CO CLERK/REG OF DEEDS	10.00	1
000000509850	JAMES RISINGER	424.32	1
000000509851	LAUREN HANUS	236.34	1
000000510855	TITLE CHECK, LLC	3721.66	1
000000700100	GERMAYN GORMAN	989.35	1
000000700523	PENELOPE KREPS	188.70	1
000000708070	STEPHANIE MARIE ROSINSKI	5279.60	2
000000720107	DR. ELDIB MONROE PLLC	5282.00	1
000000720125	AVERTEST, LLC	1150.00	1
000000720766	KRISTEN D. HENRY	8370.00	3
000000720793	JAMES S. JACOBS ARCHITECTS, PL	8655.00	1
000000721092	KAY ROBISON	710.00	2
000000721126	SANDRA KURTANSKY	2320.00	1
000000721140	LIVIA KLEINOW	1000.00	1
000000721274	TERRICKA LEWIS	1000.00	2
000000721361	ZUBIN J MISTRY & ASSOCIATES	1500.00	1
000000721374	YOLANDA MORALES	140.00	1
000000721620	M HANIF PERACHA, MD, PC	290.00	2
000000721956	SMB PROBATION CENTER INC.	665.00	1
000000722304	WALLACE PSYCHSERVICES LLC	500.00	1
000000731296	MONROE DODGE CHRYSLER	3005.32	1
000000750021	JAMES BARTLETT	7687.50	2
000000750028	RONALD J BENORE, JR	7935.50	11
000000750037	DAVID MICHAEL BOGARD	4406.25	2
000000750041	BODMAN PLC	6587.50	1
000000750240	FAHEY SCHULTZ BURZYCH RHODES P	475.00	1
000000821551	ANTOINETTE CARDER	137.90	1
000000822630	CAROLEE GOODNOUGH	78.96	1
000000822673	JEFFREY DUSSEAU	424.69	1
000000823965	ANGELA HAVEKOST	152.60	1
000000824441	TATYANA IVANOVA	802.99	3
000000824648	LELAND JORDAN	32.00	1
000000825796	MITCHELL A. McFADDEN	150.64	1
000000826046	KAYSI SHOPSHIRE	1869.00	1
000000826203	KRISTEN NABOZNY-WESTOVER	54.60	1
000000826242	AIDAN NAVARRE	50.50	1
000000826808	ALEXIS POTOFF	21.87	1
000000826883	JEFFREY PRZEWOZNIAK	429.39	3
000000826922	EMMA RANGLES	9.16	1
000000827775	MELISSA STRONG	133.78	1
000000828575	AMANDA WILCOUSKY	329.24	1
000000828680	CEILIA WODARSKI	614.50	1
000000828737	JEFFERY YORKEY	214.20	1
000000902121	BUCK & KNOBBY EQUIP CO INC	350.00	1
000000903181	MENARDS	47.82	1
000000903239	MONROE COUNTY ENTERPRISE FUND	10938.07	4
000000903450	PAC ENGINEERING LLC	57400.00	2
000000903819	SCHUMAKER BROTHERS	38000.00	2
DRAIN FUND	EZAUTOMATION	1499.00	1

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OPTIMUM PAYMENTS SUMMARY

RUN: 005688 PAYMENT DATE: 07/02/25 PAY-THROUGH DATE: 06/24/25

Vendor Name

Amount Count

***** TOTALS: 689195.84 330

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OPTIMUM PAYMENTS SUMMARY

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RUN: 005697 PAYMENT DATE: 07/16/25 PAY-THROUGH DATE: 07/08/25

Vendor	Name	Amount	Count
000000010044	ADP SCREENING AND SELECTION SE	230.00	1
000000010849	ALLIE BROS. INC.	3223.77	14
000000020004	B & L OFFICE MACHINES	140.00	1
000000020070	BOB BARKER COMPANY, INC.	428.80	1
000000020072	BAKER'S GAS & WELDING SUPPLIES	932.35	11
000000020180	BATTERY WHOLESALE	193.78	2
000000020405	BEDFORD TOWNSHIP SEWER O & M	690.00	1
000000020554	BELLE TIRE DISTRIBUTORS, INC.	1499.64	12
000000020556	BELFOR USA GROUP, INC.	4046.78	1
000000020600	RELX INC. DBA LEXIS NEXIS	375.00	1
000000020877	BIZSTREAM	1680.00	1
000000020949	BLUE CROSS BLUE SHIELD OF MICH	43071.13	2
000000021010	BOILERS, CONTROLS & EQUIPMENT	1865.35	1
000000021680	BRADLEY SCHREIBER	244.00	1
000000030005	AUTO VALUE OF MONROE	199.48	2
000000030009	CDW GOVERNMENT INC.	803.52	1
000000030310	CAPITAL TIRE INC	423.96	1
000000030561	CHANGING TECHNOLOGIES, INC.	569.00	1
000000030985	COHN'S COMMERCIAL FLOOR COVERI	5798.00	1
000000031502	CONSUMERS ENERGY	625.07	1
000000031580	CONTROL SOLUTIONS, INC.	692.82	2
000000031830	COUNTY AGENCY ADMINISTRATIVE	15377.39	20
000000031846	COVERTTRACK GROUP, INC	1200.00	1
000000040245	DELL MARKETING L.P.	33451.08	1
000000040280	DES MOINES STAMP, MFG CO.	51.00	1
000000042380	DYKEMA GOSSETT PLLC	623.70	1
000000050531	ENVIRONMENTAL ENTERPRISES, INC	26394.91	1
000000060003	FBI-LEEDA INC	1590.00	2
000000060012	EXPLICO INC.	1425.00	1
000000060192	THE FELLOWSHIP OF ARTS & MYSTE	600.00	1
000000060790	FRAME'S PEST CONTROL, INC.	546.86	3
000000070044	GARCIA CLINICAL LABORATORY, IN	484.02	2
000000070045	GAYLORD BROS.	1557.23	2
000000070200	GENERAL LINEN/UNIFORM SERVICE	15.00	1
000000070332	GOVERNMENTJOBS.COM, INC.	4350.00	1
000000070345	GOODWILL INDUSTRIES OF SOUTHEA	44.37	3
000000070351	GORDON FOOD SERVICE INC	1342.93	3
000000070500	GRAHAM MEDIA GROUP MICHIGAN, L	8566.70	5
000000070501	GRAINGER	145.32	1
000000070775	GREENSTONE INSURANCE COMPANY,	7246.00	1
000000080350	HERKIMER RADIO SERVICE	3268.68	1
000000080904	HOUSE ARREST SERVICES, INC.	25689.30	4
000000080922	HR STAFFING TEAM, LLC	2379.86	1
000000080923	HUMANE SOCIETY OF MONROE COUNT	11102.96	1
000000090204	IDENTISYS INC.	428.86	1
000000100013	J L MECHANICAL SERVICES INC	4666.47	2
000000100050	JACK'S LAWN SERVICE	452.03	1
000000100157	JAS. TOWNSEND & SON INC.	350.00	1
000000100182	JENSEN BRIDGE & SUPPLY CO.	10791.60	1

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OPTIMUM PAYMENTS SUMMARY

RUN: 005697 PAYMENT DATE: 07/16/25 PAY-THROUGH DATE: 07/08/25

Vendor	Name	Amount	Count
0000001100300	JIM'S TOWING	80.00	1
0000001111998	KYLE'S LAWN AND LANDSCAPING, I	10850.00	1
0000001120175	LAKE SIDE TELECOM	150.00	1
0000001120600	LECKLER'S, INC.	519.60	1
0000001120986	LOWE'S COMPANIES INC	2531.13	9
0000001121003	LOWERY CORP	6817.54	4
0000001130002	MAPERS (MI ASSOC. OF PUBLIC EM	475.00	1
0000001130130	IMPERIAL DADE	2559.39	8
0000001130185	MANNIK & SMITH GROUP INC	102.00	1
0000001130902	MERCY MEMORIAL HOSPITAL CORPOR	1454.00	1
0000001131062	MICH.ASSN.OF COUNTY TREASURERS	200.00	1
0000001131358	MICHIGAN JUDGES ASSOCIATION	450.00	1
0000001131376	MICHIGAN SHERIFFS' ASSOCIATION	280.00	1
0000001131490	MICHIGAN STATE INDUSTRIES	2850.00	2
0000001131507	MICHIGAN STATE UNIVERSITY	59512.75	1
0000001131736	MIDWEST ENVIRONMENTAL, INC.	852.50	1
0000001132206	MONROE CHURCH OF NAZARENE	1625.00	1
0000001132235	MONROE COMMUNITY AMBULANCE	240.00	1
0000001133890	MOTOROLA SOLUTIONS, INC.	309679.80	1
0000001140094	M50 TRUCK & AUTO PARTS MONROE	451.68	2
0000001140255	CRISIS PREVENTION INSTITUTE, I	399.48	1
0000001140311	NATIONAL REGISTRY OF FOOD SAFE	539.85	1
0000001140390	NOEL LAWN SERVICE	2774.40	4
0000001140405	NORDMANN ROOFING CO., INC.	1055.11	1
0000001140499	NORTHERN CONCRETE PIPE, INC.	8662.53	1
0000001140507	NORTH SKYE LLC	90.00	1
0000001150020	OAKLAND COMMUNITY COLLEGE	1500.00	1
0000001150243	ONCELL SYSTEMS, INC	219.00	1
0000001160143	PANCONI'S SERVICE CENTER	48.39	1
0000001160251	PEERLESS SUPPLY CO.	574.28	3
0000001162060	PFM FINANCIAL ADVISORS, LLC	1300.00	1
0000001181001	ROSE PEST SOLUTIONS	97.00	1
0000001181150	RUPP FUNERAL HOME	1371.00	1
0000001190405	ST. PIERRE ACE HARDWARE	57.97	2
0000001190900	SCHINDLER ELEVATOR CORP.	13883.67	2
0000001191500	SHERWIN WILLIAMS	254.38	1
0000001191900	SIRCHIE FINGER PRINT LABORATOR	752.27	1
0000001192299	SOUTH COUNTY WATER SYSTEM	120.00	1
0000001192421	STAPLES BUSINESS ADVANTAGE	322.12	3
0000001192780	STATE OF MICHIGAN	90.00	3
0000001192848	STERICYCLE	59.49	1
0000001192920	STONECO OF MICHIGAN	364.14	1
0000001192996	SUMMIT FIRE PROTECTION CO.	254.25	1
0000002000046	AXON ENTERPRISE INC	1790.00	1
0000002000426	THE 53RD GROUP LLC	20416.94	1
0000002000475	TIGER QUILL IMAGES, LLC	1660.00	1
0000002000880	PROMEDICA CPR TRAINING	1060.00	3
000000201525	TRANSUNION RISK & ALTERNATIVE	165.20	1
000000201600	TROUTS YACHT BASIN	593.04	2

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RUN: 005697 PAYMENT DATE: 07/16/25 PAY-THROUGH DATE: 07/08/25

Vendor	Name	Amount	Count
000000210006	ULINE	2242.62	1
000000210090	UNDERGROUND CONTRACTORS, INC.	5000.00	2
000000210100	UNDERGROUND SECURITY COMPANY	2541.11	1
000000220162	VERIZON WIRELESS	75.00	1
000000221200	VOSS LIGHTING	1844.50	1
000000230110	WASHTENAW COMMUNITY COLLEGE	40958.75	1
000000230401	THOMSON REUTERS	5395.36	6
000000230651	WILLIAMS BROTHERS DUNDEE DODGE	85.34	1
000000230868	WORLDWIDE INTERPRETERS INC	887.00	4
000000230891	WYANDOTTE ELECTRIC SUPPLY CO.	493.80	2
000000250015	YINGER PHARMACY SHOPPE	100.70	1
000000501650	MONROE COUNTY PRINTING	950.00	1
000000509851	LAUREN HANUS	358.31	1
000000509855	TEREY DESLISLE	309.60	1
000000700523	PENELOPE KREPS	112.60	1
000000720094	WILLIAM A LABO	500.00	1
000000720125	AVERTEST, LLC	1080.40	1
000000720130	AYLWARD CONSULTANTS, LLC	750.00	1
000000720328	DEAF COMMUNITY ADVOCACY NETWOR	145.10	1
000000720737	HERB L. GILBERT	135.00	1
000000720776	HUNTER LAWN SERVICE & SNOW REM	11600.00	10
000000721092	KAY ROBISON	900.00	2
000000721246	LIGHTHOUSE TELEHEALTH, LLC	375.00	1
000000721361	ZUBIN J MISTRY & ASSOCIATES	1500.00	1
000000721365	BRIAN C. MENGE	1000.00	1
000000721374	YOLANDA MORALES	120.00	1
000000721418	BRIAN NAREWSKI	780.00	1
000000721620	M HANIF PERACHA, MD, PC	145.00	1
000000721903	MARGARET ANN SCHILLING	676.50	1
000000721951	SPARTAN AGRICULTURAL CONSULTIN	2750.00	1
000000721974	KENNETH STUMPMIER	200.00	1
000000722034	THE CENTER FOR ASSESSMENT, INC	1742.50	1
000000722231	US SIGNAL COMPANY, LLC	1317.08	1
000000722253	VITALCORE HEALTH STRATEGIES, L	120474.49	2
000000722299	VITAL RECORDS HOLDINGS, LLC	422.03	1
000000722368	VICKI LEE YOST	3000.00	3
000000750021	JAMES BARTLETT	7826.25	4
000000750028	RONALD J BENORE, JR	4875.00	4
000000750037	DAVID MICHAEL BOGARD	5250.00	2
000000750089	LESLIE CARR	4855.50	23
000000750212	JEFFREY A. DULANY	1400.00	2
000000750230	CAMERON A. ERVIN	264.00	2
000000750321	LAW OFFICE OF BEN GONEK, PLLC	2389.50	16
000000750325	JOHN GONTA	10394.50	16
000000750335	DAVID GRENN	15191.60	25
000000750356	HYDER LAW, PC	4540.66	13
000000750368	CHRISTINA D HILLS	377.00	2
000000750420	STEVEN TODD JEDINAK	12744.00	29
000000750439	RURKA LAW, PLC	4796.00	6

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RUN: 005697 PAYMENT DATE: 07/16/25 PAY-THROUGH DATE: 07/08/25

Vendor	Name	Amount	Count
000000750442	JASON KACZMAREK	6095.50	21
000000750446	KERSHAW, VITITOE & JEDINAK, PL	3395.60	15
000000750450	SAJID A KHAN	672.50	2
000000750459	APEX LEGAL GROUP PLLC	588.00	3
000000750497	TIMOTHY LAITUR	3085.80	14
000000750521	ERIC MITCHELL LANGTON	14057.74	37
000000750522	MARIELL R. LEHMAN	1963.62	7
000000750618	SEAN M. MYERS	21368.65	58
000000750619	HARALAMBOS D. MIHAS	1426.00	15
000000750639	KERSHAW, VITITOE & JEDINAK PLC	756.50	3
000000750645	BRETT C PERELMAN	11733.40	22
000000750667	SANFORD PLOTKIN	648.60	1
000000750678	MICHAEL A. RATAJ	1762.50	3
000000750714	THOMAS RICHARD RUDDY	14355.50	48
000000750749	MICHAEL A SMITH	28182.90	57
000000750762	NICOLE L. SMITH	3075.91	27
000000750763	ALLEXIS M. STANG	4556.00	10
000000750819	H. MATTHEW VITITOE	2317.80	7
000000820226	FRANK L. ARNOLD	567.90	2
000000821259	MICHAEL BROWN	149.20	1
000000822673	JEFFREY DUSSEAU	289.10	1
000000823597	DIANA GOODRIDGE	93.59	1
000000823799	JACK HALL	201.51	1
000000823965	ANGELA HAVEKOST	132.16	1
000000823996	JULIETTE K. HEGYI	1867.68	1
000000825114	DEANNA LAMBERT	131.00	1
000000825381	KRISTI LIECHTY	155.50	1
000000825796	MITCHELL A. McFADDEN	132.44	1
000000826125	JENNA MORSE	194.60	1
000000826270	ERIN NEDDO	98.70	1
000000826377	KELSEY NUSSBAUM	66.50	1
000000826994	KRISTEN REED	67.48	1
000000827405	SHANNON SHINAVAR	77.00	1
000000827887	VICTORIA TAYLOR	41.13	1
000000828441	LAUREL HIEBERT	351.78	1
000000828536	CHRISTOPHER WESTOVER	308.89	1
000000828769	ALEX ZUCKERMAN	99.32	2
000000902208	CHEVRETTE GRADALL SERVICE	20000.00	1
000000903239	MONROE COUNTY ENTERPRISE FUND	12943.44	4
000000903819	SCHUMAKER BROTHERS	20000.00	1
VET BURIALS	MARY MILLER	300.00	1
VET BURIALS	KATHLEEN CAVINS	300.00	1
VET BURIALS	JULIA GORSICH	350.00	1
VET BURIALS	GLORIA IDUKAS	300.00	1
VET BURIALS	BRANDY RUNYON	350.00	1
VET BURIALS	ROSAMARIA WEHNER	300.00	1
**** TOTALS:		1159811.86	792



MONROE COUNTY

FINANCE DEPARTMENT

125 East Second Street · Monroe, Michigan 48161-2110

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

June 27, 2025

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

Re: Submitting Report of Pension and OPEB-Public Act 202 of 2017

Dear Chairman Vensel and Members of the Board:

Attached for your information are two (2) reports required under the above public act covering the 2024 fiscal year. One (1) report includes information on the pension trust and one (1) report includes information on the other post-employment benefits (OPEB) plan for Monroe County. This latter report is for the County plan only and excludes the Road Commission and Mental Health. Both reports were due no later than June 30, 2025 to the Michigan Department of Treasury. They both include information from audit reports, actuary reports and financial reports of the County.

The governing board was provided electronic communication of the enclosed reports under separate cover dated on the date written above and prior to our submission to Michigan Treasury. Accordingly, the undersigned certified the reports were submitted according to the act and that the information is complete and accurate to the best of our knowledge. The instructions for local units of government filing these reports are to submit the same through their chief financial officer or designee. The reporting requirements also provide that the governing board has received electronic copies of these reports prior to submitting them to the state.

These reports are included on your agenda to formally acknowledge receipt beyond the separate electronic copies previously provided. It is recommended the Monroe County Board of Commissioners accept and place them on file documenting the governing board has formally received the required information and the official minutes of the Board of Commissioners reflect this action. We have also informed the pension and retiree health care trust boards for their records.

If you have any questions or desire any further information with respect to the reports, please contact me.

Sincerely,

Michael G. Bosanac
Administrator/Chief Financial Officer

Enclosures

Enter Local Government Name	County of Monroe	Instructions: For a list of detailed instructions on how to complete and submit this form, visit michigan.gov/LocalRetirementReporting .
Enter Six-Digit Municode	580000	
Unit Type	County	
Fiscal Year End Month	December	
Fiscal Year (four-digit year only, e.g. 2019)	2024	
Contact Name (Chief Administrative Officer)	Michael G. Bosanac	Questions: For questions, please email LocalRetirementReporting@michigan.gov . Return this original Excel file. Do not submit a scanned image or PDF.
Title if not CAO	Administrator/CFO	
CAO (or designee) Email Address	michael_bosanac@monroemi.org	
Contact Telephone Number	734-240-7267	
Pension System Name (not division) 1	Monroe County Employees' Retirement System	If your pension system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
Pension System Name (not division) 2		
Pension System Name (not division) 3		
Pension System Name (not division) 4		
Pension System Name (not division) 5		

Line	Descriptive Information	Source of Data	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary government (County, Township, City, Village)?	Calculated	YES	YES	YES	YES	YES
2	Provide the name of your retirement pension system	Calculated from above	Monroe County Employees' Retirement				
3	Financial Information						
4	Enter retirement pension system's assets (system fiduciary net position ending)	Most Recent Audit Report	157,396,828				
5	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report	217,500,726				
6	Funded ratio	Calculated	72.4%				
7	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	6,622,198				
8	Governmental Fund Revenues	Most Recent Audit Report	108,425,711				
9	All systems combined ADC/Governmental fund revenues	Calculated	6.1%				
10	Membership						
11	Indicate number of active members	Actuarial Funding Valuation used in Most Recent Audit Report	293				
12	Indicate number of inactive members	Actuarial Funding Valuation used in Most Recent Audit Report	153				
13	Indicate number of retirees and beneficiaries	Actuarial Funding Valuation used in Most Recent Audit Report	562				
14	Investment Performance						
15	Enter actual rate of return - prior 1-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	10.42%				
16	Enter actual rate of return - prior 5-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	7.66%				
17	Enter actual rate of return - prior 10-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	6.80%				
18	Actuarial Assumptions						
19	Actuarial assumed rate of investment return	Actuarial Funding Valuation used in Most Recent Audit Report	7.00%				
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	Level Percent				
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	20				
22	Is each division within the system closed to new employees?	Actuarial Funding Valuation used in Most Recent Audit Report	Yes				
23	Uniform Assumptions						
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	156,202,165				
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	220,762,249				
26	Funded ratio using uniform assumptions	Calculated	70.8%				
27	Actuarially Determined Contribution (ADC) using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	7,659,062				
28	All systems combined ADC/Governmental fund revenues	Calculated	7.1%				
29	Pension Trigger Summary						
30	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	Primary government triggers: Less than 60% funded <u>AND</u> greater than 10% ADC/Governmental fund revenues. Non-Primary government triggers: Less than 60% funded	NO	NO	NO	NO	NO

Requirements (For your information, the following are requirements of P.A. 202 of 2017)
Local governments must post the current year report on their website or in a public place.
The local government must electronically submit the form to its governing body.
Local governments must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years.
Local governments must have had a peer actuarial audit conducted by an actuary that is not the plan actuary OR replace the plan actuary at least every 8 years.

Enter Local Government Name	County of Monroe	Instructions: For a list of detailed instructions on how to complete and submit this form, visit michigan.gov/LocalRetirementReporting .
Enter Six-Digit Municode	580000	
Unit Type	County	
Fiscal Year End Month	December	
Fiscal Year (four-digit year only, e.g. 2015)	2024	
Contact Name (Chief Administrative Officer)	Michael G. Bosanac	Questions: For questions, please email LocalRetirementReporting@michigan.gov . Return this original Excel file. Do not submit a scanned image or PDF.
Title if not CAO	Administrator/CFO	
CAO (or designee) Email Address	michael_bosanac@monroemi.org	
Contact Telephone Number	734-240-7267	
OPEB System Name (not division) 1	Monroe County Retiree Health Plan	If your OPEB system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
OPEB System Name (not division) 2		
OPEB System Name (not division) 3		
OPEB System Name (not division) 4		
OPEB System Name (not division) 5		

Line	Descriptive Information	Source of Data	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary government (County, Township, City, Village)?	Calculated	YES	YES	YES	YES	YES
2	Provide the name of your retirement health care system	Calculated from above	Monroe County Retiree Health Plan				
3	Financial Information						
4	Enter retirement health care system's assets (system fiduciary net position ending)	Most Recent Audit Report	94,422,694				
5	Enter retirement health care system's liabilities (total OPEB liability)	Most Recent Audit Report	78,856,756				
6	Funded ratio	Calculated	119.7%				
7	Actuarially determined contribution (ADC)	Most Recent Audit Report	621,877				
7a	Do the financial statements include an ADC calculated in compliance with Numbered Letter 2018-3?	Most Recent Audit Report	YES				
8	Governmental Fund Revenues	Most Recent Audit Report	108,425,711				
9	All systems combined ADC/Governmental fund revenues	Calculated	0.6%				
10	Membership						
11	Indicate number of active members	Actuarial Funding Valuation used in Most Recent Audit Report	123				
12	Indicate number of inactive members	Actuarial Funding Valuation used in Most Recent Audit Report					
13	Indicate number of retirees and beneficiaries	Actuarial Funding Valuation used in Most Recent Audit Report	631				
14	Provide the amount of premiums paid on behalf of the retirees	Most Recent Audit Report or Accounting Records	4,549,347				
15	Investment Performance						
16	Enter actual rate of return - prior 1-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	10.44%				
17	Enter actual rate of return - prior 5-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	7.22%				
18	Enter actual rate of return - prior 10-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	6.84%				
19	Actuarial Assumptions						
20	Assumed Rate of Investment Return	Actuarial Funding Valuation used in Most Recent Audit Report	5.50%				
21	Enter discount rate	Actuarial Funding Valuation used in Most Recent Audit Report	5.50%				
22	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	Level Dollar				
23	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	8				
24	Is each division within the system closed to new employees?	Actuarial Funding Valuation used in Most Recent Audit Report	Yes				
25	Health care inflation assumption for the next year	Actuarial Funding Valuation used in Most Recent Audit Report	2.30%				
26	Health care inflation assumption - Long-Term Trend Rate	Actuarial Funding Valuation used in Most Recent Audit Report	3.70%				
27	Uniform Assumptions						
28	Enter retirement health care system's actuarial value of assets using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	87,840,515				
29	Enter retirement health care system's actuarial accrued liabilities using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	79,472,276				
30	Funded ratio using uniform assumptions	Calculated	110.5%				
31	Actuarially Determined Contribution (ADC) using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	-				
32	All systems combined ADC/Governmental fund revenues	Calculated	0.0%				
33	Summary Report						
34	Did the local government pay the retiree insurance premiums for the year?	Accounting Records	YES				
35	Did the local government pay the normal cost for employees hired after June 30, 2018?	Accounting Records	N/A				
36	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	Primary government triggers: Less than 40% funded AND greater than 12% ARC/Governmental fund revenues. Non-Primary government triggers: Less than 40% funded	NO	NO	NO	NO	NO

Requirements (For your information, the following are requirements of P.A. 202 of 2017)

Local governments must post the current year report on their website or in a public place

The local government must electronically submit the form to its governing body.

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NON CLAIM CHECK RUN 06/27/25

[RAP215]

PAYMENT REGISTER -

06/26/25

PAGE 1

Company 01 County of Monroe

PARAMETERS FOR PAYMENT RUN NUMBER 005690

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 CHECK RUN 06/27/25

[RAP215] PAYMENT REGISTER - Checks											06/26/25	PAGE 2
Office 001 Main	Company 01	County of Monroe	Bank BNK001	National City Bank	Run	005690	Payment Date	06/27/25	Pay-thru Date	06/25/25		
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date		Gross Amount	Deduction Amounts		Net Amount	Payment Number		
AT & T	000000010000	JUNE102025	5255877	06/24/25		55.27	0.00		55.27			
		JUN102025	5255878	06/24/25		91.90	0.00		91.90			
		JUNE102025	5255879	06/24/25		99.54	0.00		99.54			
		JUN102025	5255880	06/24/25		199.08	0.00		199.08			
						445.79	0.00		445.79		000000589344	
AT&T MOBILITY	000000010026	28728330440	5255805	06/18/25		3439.57	0.00		3439.57			
		06142025	5255881	06/24/25		1831.12	0.00		1831.12			
		06112025	5255882	06/24/25		821.87	0.00		821.87			
		06142025	5255883	06/24/25		390.42	0.00		390.42			
		X06142025	5255905	06/24/25		183.16	0.00		183.16			
						6666.14	0.00		6666.14		000000589345	
AT&T MOBILITY	000000010043	UTV052025	5255806	06/18/25		1716.43	0.00		1716.43			
						1716.43	0.00		1716.43		000000589346	
REPUBLIC SERVICE OF	000000020010	003920077	5255861	06/23/25		12034.35	0.00		12034.35			
						12034.35	0.00		12034.35		000000589347	
BEDFORD TOWNSHIP VET	000000020406	50624085034	5255915	06/24/25		471.88	0.00		471.88			
						471.88	0.00		471.88		000000589348	
BRIGHTSPEED	000000030539	43000155878	5255885	06/24/25		82.09	0.00		82.09			
						82.09	0.00		82.09		000000589349	
COMCAST	000000031086	243852565	5255884	06/24/25		1500.00	0.00		1500.00			
						1500.00	0.00		1500.00		000000589350	
CONSUMERS ENERGY	000000031502	20705951643	5255804	06/18/25		8241.06	0.00		8241.06			
		20198799853	5255860	06/23/25		28.69	0.00		28.69			
		20661508915	5255886	06/24/25		36.79	0.00		36.79			
						8306.54	0.00		8306.54		000000589351	
CONTINENTAL SERVICES	000000031545	RC13522	5255802	06/18/25		20391.73	0.00		20391.73			
		RC13516	5255803	06/18/25		20007.43	0.00		20007.43			
						40399.16	0.00		40399.16		000000589352	
DELTA DENTAL PLAN OF	000000040250	CNS01874683	5255887	06/24/25		3147.12	0.00		3147.12			
		CNS01887728	5255921	06/25/25		11206.25	0.00		11206.25			
						14353.37	0.00		14353.37		000000589353	
DTE ENERGY	000000040603	JUNE172025	5255888	06/24/25		112.71	0.00		112.71			
		JUNE192025	5255889	06/24/25		118.60	0.00		118.60			
						231.31	0.00		231.31		000000589354	
DUNDEE SENIOR CITIZE	000000042250	50618010921	5255916	06/24/25		23587.50	0.00		23587.50			
						23587.50	0.00		23587.50		000000589355	
ENSURITY MOBILE CORP	000000050522	35324	5255874	06/24/25		1332.00	0.00		1332.00			

NON CLAIM CHECK RUN 06/27/25

[RAP215]		PAYMENT REGISTER - Checks					06/26/25		PAGE 3
Office 001 Main	Company 01	County of Monroe	Bank BNK001	National City Bank	Run	005690	Payment Date	06/27/25	Pay-thru Date 06/25/25
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date		Gross Amount	Deduction Amounts	Net Amount	Payment Number
						1332.00	0.00	1332.00	000000589356
GOV. FINANCE OFFICER	000000070430	06252025	5255922	06/25/25		760.00	0.00	760.00	
						760.00	0.00	760.00	000000589357
LAKE ERIE TRANSIT CO	000000120125	50624025641	5255917	06/24/25		20719.60	0.00	20719.60	
						20719.60	0.00	20719.60	000000589358
AARON JOHN ADAMS	000000120490	2786	5255920	06/25/25		875.00	0.00	875.00	
						875.00	0.00	875.00	000000589359
LIVING INDEPENDENCE	000000120967	50624093435	5255918	06/24/25		41682.54	0.00	41682.54	
						41682.54	0.00	41682.54	000000589360
SYSKO DETROIT LLC	000000131804	658785505	5255890	06/24/25		-5.45	0.00	-5.45	
		658805441	5255891	06/24/25		57.61	0.00	57.61	
		658809500	5255892	06/24/25		836.62	0.00	836.62	
		658819970	5255893	06/24/25		62.24	0.00	62.24	
		658828109	5255894	06/24/25		-4.41	0.00	-4.41	
		658822720	5255895	06/24/25		1039.73	0.00	1039.73	
		658809498	5255923	06/25/25		1254.17	0.00	1254.17	
		658809499	5255924	06/25/25		369.72	0.00	369.72	
		658822719	5255925	06/25/25		1086.83	0.00	1086.83	
						4697.06	0.00	4697.06	000000589361
CITY OF MONROE	000000133650	0620253130	5255897	06/24/25		19.68	0.00	19.68	
		0620254221	5255898	06/24/25		50.16	0.00	50.16	
		0620254255	5255899	06/24/25		916.45	0.00	916.45	
		0620254694	5255900	06/24/25		12459.43	0.00	12459.43	
		0620254697	5255901	06/24/25		172.32	0.00	172.32	
		0620254722	5255902	06/24/25		50.77	0.00	50.77	
		0620255523	5255903	06/24/25		295.53	0.00	295.53	
		0620256840	5255904	06/24/25		60.13	0.00	60.13	
		0620257204	5255906	06/24/25		994.33	0.00	994.33	
		0620258881	5255908	06/24/25		362.01	0.00	362.01	
		06202517485	5255909	06/24/25		220.64	0.00	220.64	
		06202524826	5255910	06/24/25		27.64	0.00	27.64	
		0620254254	5255926	06/25/25		1155.41	0.00	1155.41	
						16784.50	0.00	16784.50	000000589362
POSTMASTER	000000161100	20251680904	5255911	06/24/25		298.39	0.00	298.39	
						298.39	0.00	298.39	000000589363
PRAIRIE FARMS DAIRY,	000000161170	9052358	5255927	06/25/25		76.17	0.00	76.17	
						76.17	0.00	76.17	000000589364
RICOH USA, INC.	000000180818	109281046	5255875	06/24/25		146.49	0.00	146.49	

NON CLAIM CHECK RUN 06/27/25

[RAP215] PAYMENT REGISTER - Checks										
Office 001 Main		Company 01	County of Monroe	National City Bank		Run 005690	Payment Date	06/27/25	Pay-thru Date	06/25/25
Vendor Name	Vendor Number	Bank	BNK001 Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number	
						146.49	0.00	146.49	000000589365	
SOUTH COUNTY WATER S	000000192299		06152025	5255912	06/24/25	26.99	0.00	26.99		
						26.99	0.00	26.99	000000589366	
STATE OF MICHIGAN	000000192620		551-658600	5255801	06/18/25	180.00	0.00	180.00		
						180.00	0.00	180.00	000000589367	
TERRY CREQUE EXCAVAT	000000200409		6/17/25 BID	5255868	06/24/25	200.00	0.00	200.00		
			6/20/25 BID	5255869	06/24/25	200.00	0.00	200.00		
						400.00	0.00	400.00	000000589368	
WYANDOTTE ALARM	000000230887		258663	5255876	06/24/25	71.00	0.00	71.00		
						71.00	0.00	71.00	000000589369	
ALEXANDERIA ALAMO-CR	000000300116		21-246232FC	5255863	06/24/25	105.00	0.00	105.00		
						105.00	0.00	105.00	000000589370	
ISAIAH ALLEN	000000300124		21-246451FC	5255807	06/18/25	125.00	0.00	125.00		
						125.00	0.00	125.00	000000589371	
GARY & DIANA BADEN	000000300249		02-32529-FH	5255808	06/18/25	25.00	0.00	25.00		
						25.00	0.00	25.00	000000589372	
DAVE & MARGARET BURT	000000300462		17-243774FH	5255809	06/18/25	162.50	0.00	162.50		
						162.50	0.00	162.50	000000589373	
CJ & PATRICIA DIXON	000000300469		17-243774FH	5255810	06/18/25	162.50	0.00	162.50		
						162.50	0.00	162.50	000000589374	
KELLY DRUMMONDS	000000300481		07-36554FH	5255811	06/18/25	225.12	0.00	225.12		
						225.12	0.00	225.12	000000589375	
THOMAS BILAN	000000300531		22-246736FH	5255812	06/18/25	200.00	0.00	200.00		
						200.00	0.00	200.00	000000589376	
LESLIE & TINA BUTLER	000000300546		19-245503FH	5255813	06/18/25	198.97	0.00	198.97		
						198.97	0.00	198.97	000000589377	
LATITUDE SUBROGATION	000000300663		23-247765FH	5255814	06/18/25	40.00	0.00	40.00		
						40.00	0.00	40.00	000000589378	
MORGAN FOCO	000000300671		20-246055FH	5255864	06/24/25	109.41	0.00	109.41		
						109.41	0.00	109.41	000000589379	
JOHN GERWECK	000000300713		13-40525-FH	5255815	06/18/25	150.00	0.00	150.00		
						150.00	0.00	150.00	000000589380	
GRANGE INSURANCE	000000300734		08-36683-FH	5255816	06/18/25	450.24	0.00	450.24		

NON CLAIM CHECK RUN 06/27/25

[RAP215]		PAYMENT REGISTER - Checks						06/26/25	PAGE 5
Office 001 Main	Company 01	County of Monroe	BNK001	National City Bank	Run 005690	Payment Date	06/27/25	Pay-thru Date	06/25/25
Vendor Name	Vendor Number	Bank	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
						450.24	0.00	450.24	000000589381
GOODWILL INDUSTRIES	000000300756		19-245556FH	5255817	06/18/25	2000.00 2000.00	0.00 0.00	2000.00 2000.00	000000589382
HERKIMER RADIO	000000300876		22-247167FH	5255818	06/18/25	40.00 40.00	0.00 0.00	40.00 40.00	000000589383
TIM HENES	000000300877		22-247236FH	5255865	06/24/25	140.00 140.00	0.00 0.00	140.00 140.00	000000589384
HOUSE ARREST SERVICE	000000300884		24-247861FH	5255819	06/18/25	733.00 733.00	0.00 0.00	733.00 733.00	000000589385
TONEY JONES	000000301002		18-244321FH	5255820	06/18/25	50.00 50.00	0.00 0.00	50.00 50.00	000000589386
KEITH KAMPRATH	000000301021		20-245788FH	5255821	06/18/25	105.00 105.00	0.00 0.00	105.00 105.00	000000589387
TAMARA KAMPRATH	000000301022		21-246248FC	5255822	06/18/25	100.67 100.67	0.00 0.00	100.67 100.67	000000589388
SUZETTE MATTISON	000000301248		13-40758-FC	5255823	06/18/25	225.10 225.10	0.00 0.00	225.10 225.10	000000589389
MICHIGAN STATE POLIC	000000301255		22-247168FH	5255824	06/18/25	200.00 200.00	0.00 0.00	200.00 200.00	000000589390
MICHIGAN STATE POLIC	000000301255		25-248227FH	5255825	06/18/25	200.00 200.00	0.00 0.00	200.00 200.00	000000589391
TERRY & ELAINE MILLE	000000301296		17-243774FH	5255827	06/18/25	162.50 162.50	0.00 0.00	162.50 162.50	000000589392
MI DEPT OF CORRECTIO	000000301298		23-247407FH	5255828	06/18/25	299.00 299.00	0.00 0.00	299.00 299.00	000000589393
TREMAYNE MCNAIR	000000301299		17-243369FC	5255829	06/18/25	111.40 111.40	0.00 0.00	111.40 111.40	000000589394
ROBERT NAWROCKI	000000301429		19-245096FH	5255830	06/18/25	100.00 100.00	0.00 0.00	100.00 100.00	000000589395
ROBERT & HEIDI NOLAN	000000301437		24-248059FH	5255831	06/18/25	125.00 125.00	0.00 0.00	125.00 125.00	000000589396
BERNARD OCHS	000000301497		22-247157FH	5255832	06/18/25	50.00	0.00	50.00	

NON CLAIM CHECK RUN 06/27/25

[RAP215]		PAYMENT REGISTER - Checks					06/26/25		PAGE 6
Office 001	Main	Company 01	County of Monroe	Bank BNK001	National City Bank	Run 005690	Payment Date	06/27/25	Pay-thru Date 06/25/25
Vendor Name		Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number
						50.00	0.00	50.00	000000589397
BRIAN OWENS		000000301514	23-247384FH	5255833	06/18/25	80.00 80.00	0.00 0.00	80.00 80.00	000000589398
LANIS PILON		000000301641	17-243774FH	5255834	06/18/25	162.50 162.50	0.00 0.00	162.50 162.50	000000589399
TAMMY PEREZ		000000301646	18-244457FH	5255835	06/18/25	103.44 103.44	0.00 0.00	103.44 103.44	000000589400
PROGRESSIVE INSURANC		000000301681	20-245963FH	5255836	06/18/25	112.50 112.50	0.00 0.00	112.50 112.50	000000589401
PAUL REED		000000301729	17-243876FH	5255837	06/18/25	100.00 100.00	0.00 0.00	100.00 100.00	000000589402
RICHARD ROZANSKI		000000301783	98-29179-FH	5255838	06/18/25	25.00 25.00	0.00 0.00	25.00 25.00	000000589403
STATE FARM INSURANCE		000000301869	04-33532-FH	5255839	06/18/25	102.63 102.63	0.00 0.00	102.63 102.63	000000589404
SUSAN SMITH		000000301962	19-245535FH	5255840	06/18/25	100.00 100.00	0.00 0.00	100.00 100.00	000000589405
STATE FARM FIRE CLAI		000000301963	21-246477FH	5255841	06/18/25	50.00 50.00	0.00 0.00	50.00 50.00	000000589406
WILLIAM SPACKEY		000000301965	24-247999FH	5255842	06/18/25	100.00 100.00	0.00 0.00	100.00 100.00	000000589407
SAVE MONROE STRAYS		000000301966	24-248118FH	5255843	06/18/25	1000.00 1000.00	0.00 0.00	1000.00 1000.00	000000589408
BINOD THAKUR		000000301975	21-246329FH	5255844	06/18/25	275.00 275.00	0.00 0.00	275.00 275.00	000000589409
THE LIQUOR CABINET		000000302122	23-247411FH	5255845	06/18/25	118.00 118.00	0.00 0.00	118.00 118.00	000000589410
TERRY TRIPP		000000302123	20-245695FH	5255866	06/24/25	40.00 40.00	0.00 0.00	40.00 40.00	000000589411
JOYCE & RANDALL TURN		000000302192	19-245157FH	5255846	06/18/25	400.00 400.00	0.00 0.00	400.00 400.00	000000589412
DAVID UHL		000000302241	17-243979FH	5255896	06/24/25	500.00	0.00	500.00	

NON CLAIM CHECK RUN 06/27/25

[RAP215] PAYMENT REGISTER - Checks										
06/26/25										
PAGE 7										
Office 001 Main	Company 01	County of Monroe	Bank BNK001	National City Bank	Run 005690	Payment Date	06/27/25	Pay-thru Date	06/25/25	
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number		
					500.00	0.00	500.00	000000589413		
WILLOW GREEN MOBILE	000000302379	22-246945FH	5255847	06/18/25	250.00	0.00	250.00			
					250.00	0.00	250.00	000000589414		
VILLANOVA CONSTRUCTI	000000302382	22-246938FH	5255848	06/18/25	25.00	0.00	25.00			
					25.00	0.00	25.00	000000589415		
ALAYNA WING	000000302383	22-246679FH	5255849	06/18/25	50.00	0.00	50.00			
					50.00	0.00	50.00	000000589416		
STATE OF MICHIGAN	000000602054	551-658433	5255873	06/24/25	12417.00	0.00	12417.00			
					12417.00	0.00	12417.00	000000589417		
CHARRING SQUARE PRES	000000720404	06172025	5255907	06/24/25	1260.00	0.00	1260.00			
					1260.00	0.00	1260.00	000000589418		
CHEVRETTE GRADALL SE	000000902208	6/17/25 BID	5255870	06/24/25	200.00	0.00	200.00			
					200.00	0.00	200.00	000000589419		
CITY OF MONROE	000000902219	0000181012	5255858	06/23/25	613255.60	0.00	613255.60			
					613255.60	0.00	613255.60	000000589420		
SCHUMAKER BROTHERS	000000903819	6/17/25 BID	5255871	06/24/25	200.00	0.00	200.00			
		6/20/25 BID	5255872	06/24/25	200.00	0.00	200.00			
					400.00	0.00	400.00	000000589421		
BP GAS STATION	CLERK/REGIST	14-41406-FC	5255856	06/18/25	102.48	0.00	102.48			
					102.48	0.00	102.48	000000589422		
AUTO OWNER'S INS	CLERK/REGIST	19-245001FH	5255855	06/18/25	50.00	0.00	50.00			
					50.00	0.00	50.00	000000589423		
ALLEN JAMES HALL #80	CLERK/REGIST	22-246815FC	5255852	06/18/25	275.00	0.00	275.00			
					275.00	0.00	275.00	000000589424		
STEVEN SGRO	CLERK/REGIST	22-247006FH	5255850	06/18/25	100.00	0.00	100.00			
					100.00	0.00	100.00	000000589425		
KELLI HOELSCHER	CLERK/REGIST	23-247407FH	5255851	06/18/25	201.00	0.00	201.00			
					201.00	0.00	201.00	000000589426		
SHERRY BOWLES	CLERK/REGIST	23-247638FH	5255853	06/18/25	9.00	0.00	9.00			
					9.00	0.00	9.00	000000589427		
RONALD BISHOP #18388	CLERK/REGIST	24-247838FH	5255854	06/18/25	130.46	0.00	130.46			
					130.46	0.00	130.46	000000589428		
PENNY CHADWELL	CLERK/REGIST	12-39587-FH	5255867	06/24/25	13.14	0.00	13.14			

NON CLAIM CHECK RUN 06/27/25

[RAP215]		PAYMENT REGISTER - Checks					06/26/25		PAGE 8
Office 001 Main	Company 01	County of Monroe	Bank BNK001	National City Bank	Run 005690	Payment Date	06/27/25	Pay-thru Date	06/25/25
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number	
					13.14	0.00	13.14	000000589429	
KRISTIN MCMANN	CLERK/REGIST	24-247987FH	5255862	06/24/25	50.00	0.00	50.00	000000589430	
					50.00	0.00	50.00		
MEGAN CONSTANTE	PARKS & REC	CONSTANTE	5255914	06/24/25	30.00	0.00	30.00	000000589431	
					30.00	0.00	30.00		
DEVON VERGIELS	TREASURER	JUNE 2025	5255857	06/20/25	264.31	0.00	264.31	000000589432	
					264.31	0.00	264.31		
BANK BNK001 - TOTAL					836791.77	0.00	836791.77	*	
OFFICE 001 - TOTAL					836791.77	0.00	836791.77	**	

NON CLAIM RUN 07/03/25

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PAYMENT REGISTER -

07/02/25

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Company 01 County of Monroe

PARAMETERS FOR PAYMENT RUN NUMBER 005694

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 07/03/25

[RAP215] PAYMENT REGISTER - Checks										
07/02/25										
PAGE 2										
Office 001 Main	Company 01	County of Monroe	Bank BNK001	National City Bank	Run	005694	Payment Date	07/03/25	Pay-thru Date	07/01/25
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date		Gross Amount	Deduction Amounts		Net Amount	Payment Number
AT&T MOBILITY	000000010026	X06192025.	5255931	06/27/25		214.47	0.00		214.47	
		06192025	5256059	07/01/25		191.92	0.00		191.92	
						406.39	0.00		406.39	000000589582
ALZHEIMER'S & DEMENT	000000011076	50626114935	5255958	06/30/25		5200.00	0.00		5200.00	
						5200.00	0.00		5200.00	000000589583
AREA AGENCY ON AGING	000000012654	50627102256	5255956	06/30/25		1168.36	0.00		1168.36	
						1168.36	0.00		1168.36	000000589584
AT & T	000000012805	9413333016	5256060	07/01/25		336.43	0.00		336.43	
						336.43	0.00		336.43	000000589585
BERLIN SENIOR CITIZE	000000020750	50627114757	5255957	06/30/25		2600.64	0.00		2600.64	
						2600.64	0.00		2600.64	000000589586
COMCAST CABLEVISION	000000031085	61825	5255972	07/01/25		373.77	0.00		373.77	
		061625	5256025	07/01/25		229.95	0.00		229.95	
						603.72	0.00		603.72	000000589587
CONSUMERS ENERGY	000000031502	20572551612	5255954	06/30/25		198.55	0.00		198.55	
		20652611415	5255983	07/01/25		780.23	0.00		780.23	
						978.78	0.00		978.78	000000589588
CONTINENTAL SERVICES	000000031545	RC13528	5255969	07/01/25		19873.77	0.00		19873.77	
						19873.77	0.00		19873.77	000000589589
DELTA DENTAL PLAN OF	000000040250	CNS01891141	5256002	07/01/25		11079.60	0.00		11079.60	
						11079.60	0.00		11079.60	000000589590
DTE ENERGY	000000040603	JUNE2325	5255947	06/30/25		18.27	0.00		18.27	
		JUNE232025	5255948	06/30/25		18.78	0.00		18.78	
		JUNE252025	5255986	07/01/25		54.48	0.00		54.48	
		JUNE262025	5255990	07/01/25		25.27	0.00		25.27	
		JUNE2625	5255993	07/01/25		196.81	0.00		196.81	
		JUNE262025	5255995	07/01/25		31.10	0.00		31.10	
		JUNE2625	5256001	07/01/25		28.45	0.00		28.45	
						373.16	0.00		373.16	000000589591
LAKESIDE TELECOM	000000120175	8789	5255936	06/30/25		400.00	0.00		400.00	
						400.00	0.00		400.00	000000589592
LIVING INDEPENDENCE	000000120967	50626105535	5255960	06/30/25		3868.56	0.00		3868.56	
						3868.56	0.00		3868.56	000000589593
MICHIGAN GAS UTILITI	000000131350	5529746343	5255937	06/30/25		41.41	0.00		41.41	
		5530288522	5255938	06/30/25		40.66	0.00		40.66	

NON CLAIM RUN 07/03/25

[RAP215]		PAYMENT REGISTER - Checks										07/02/25	PAGE	3
Office 001	Main	Company 01	County of	Monroe	National City	Bank	Run	005694	Payment Date	07/03/25	Pay-thru Date	07/01/25		
Vendor Name		Vendor Number	Bank	BNK001 Invoice Number	Voucher Number	Invoice Date		Gross Amount	Deduction Amounts		Net Amount	Payment Number		
MICHIGAN GAS UTILITI		000000131350		5530664018	5255939	06/30/25		13.61	0.00		13.61			
				5530697801	5255940	06/30/25		41.41	0.00		41.41			
				5530478305	5255941	06/30/25		45.87	0.00		45.87			
				5529564637	5255942	06/30/25		27.12	0.00		27.12			
				5524492931	5255949	06/30/25		74.40	0.00		74.40			
				5524507219	5255950	06/30/25		235.85	0.00		235.85			
				5524767392	5255951	06/30/25		62.51	0.00		62.51			
				5525076334	5255952	06/30/25		19.39	0.00		19.39			
				5525157615	5255953	06/30/25		50.61	0.00		50.61			
				5521905148	5255955	06/30/25		48.56	0.00		48.56			
				5528254821	5256003	07/01/25		65.48	0.00		65.48			
				5528318202	5256004	07/01/25		534.15	0.00		534.15			
				5528474995	5256005	07/01/25		75.90	0.00		75.90			
				5527931244	5256069	07/01/25		58.04	0.00		58.04			
								1434.97	0.00		1434.97		000000589594	
SYSCO DETROIT LLC		000000131804		658835952	5256006	07/01/25		1520.20	0.00		1520.20			
				658841090	5256007	07/01/25		-4.88	0.00		-4.88			
								1515.32	0.00		1515.32		000000589595	
MONROE COUNTY BUSINE		000000132249		JULY-SEPT25	5256061	07/01/25		51000.00	0.00		51000.00			
								51000.00	0.00		51000.00		000000589596	
MONROE COUNTY DENTAL		000000132420		070325 554	5255978	07/01/25		46.39	0.00		46.39			
				070325 565	5255979	07/01/25		780.90	0.00		780.90			
								827.29	0.00		827.29		000000589597	
MONROE FAMILY YMCA		000000132435		070325 YMC	5256008	07/01/25		1057.66	0.00		1057.66			
								1057.66	0.00		1057.66		000000589598	
MONROE CO.HEALTH INS		000000132450		070325 554M	5255980	07/01/25		809.61	0.00		809.61			
				070325 554V	5255982	07/01/25		7.12	0.00		7.12			
				070325 565M	5255984	07/01/25		13649.32	0.00		13649.32			
				070325 565V	5255985	07/01/25		128.10	0.00		128.10			
								14594.15	0.00		14594.15		000000589599	
MONROE CO. OPPORTUNI		000000132600		50627013158	5255961	06/30/25		10730.01	0.00		10730.01			
				50627014158	5255962	06/30/25		23382.00	0.00		23382.00			
				50627014959	5255963	06/30/25		703.44	0.00		703.44			
				50627015800	5255964	06/30/25		10678.50	0.00		10678.50			
				50627020800	5255965	06/30/25		13950.00	0.00		13950.00			
				50627025801	5255966	06/30/25		6220.00	0.00		6220.00			
				50627031302	5255967	06/30/25		750.00	0.00		750.00			
				50627034203	5255968	06/30/25		20.00	0.00		20.00			
								66433.95	0.00		66433.95		000000589600	
CITY OF MONROE		000000133650		06202025	5255970	07/01/25		6265.87	0.00		6265.87			

NON CLAIM RUN 07/03/25

[RAP215] PAYMENT REGISTER - Checks										
07/02/25										
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Office 001 Main	Company 01	County of Monroe	Bank BNK001	National City Bank	Run	005694	Payment Date	07/03/25	Pay-thru Date	07/01/25
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number		
CITY OF MONROE	000000133650	06/20/2025 0620256391 0620253160	5255971 5256070 5256071	07/01/25 07/01/25 07/01/25	710.96 52.91 132.42 7162.16	0.00 0.00 0.00 0.00	710.96 52.91 132.42 7162.16		000000589601	
PANCONE'S SERVICE CE	000000160143	12922	5255930	06/26/25	889.99 889.99	0.00 0.00	889.99 889.99		000000589602	
PRAIRIE FARMS DAIRY,	000000161170	9045815	5256062	07/01/25	106.67 106.67	0.00 0.00	106.67 106.67		000000589603	
MICHIGAN DEPARTMENT	000000192709	2ND QTR 25	5255973	07/01/25	954.38 954.38	0.00 0.00	954.38 954.38		000000589604	
THE HARTFORD	000000200415	82427402135	5256072	07/01/25	31635.25 31635.25	0.00 0.00	31635.25 31635.25		000000589605	
TRIPLE A MANAGEMENT	000000201553	1016	5256029	07/01/25	8588.33 8588.33	0.00 0.00	8588.33 8588.33		000000589606	
U.S. FOODSERVICE INC	000000210260	2976098 2472804	5255126 5256063	05/06/25 07/01/25	-5.28 1055.88 1050.60	0.00 0.00 0.00	-5.28 1055.88 1050.60		000000589607	
VERIZON WIRELESS	000000220156	6116756791	5255981	07/01/25	369.43 369.43	0.00 0.00	369.43 369.43		000000589608	
BEDFORD PUBLIC SCHOO	000000450250	50701011555	5256039	07/01/25	5496.65 5496.65	0.00 0.00	5496.65 5496.65		000000589609	
MONROE COUNTY	000000500002	070325 DPR 070325 MPR 070325 VPR	5256009 5256010 5256011	07/01/25 07/01/25 07/01/25	1069.57 41290.10 141.75 42501.42	0.00 0.00 0.00 0.00	1069.57 41290.10 141.75 42501.42		000000589610	
MONROE COUNTY	000000500003	070325 554 070325 565	5255987 5255988	07/01/25 07/01/25	3.18 82.68 85.86	0.00 0.00 0.00	3.18 82.68 85.86		000000589611	
MONROE COUNTY GENERA	000000501100	070325 554	5255991	07/01/25	39.23 39.23	0.00 0.00	39.23 39.23		000000589612	
MONROE CO.MENTAL HEA	000000501330	JULY2025	5256065	07/01/25	83150.25 83150.25	0.00 0.00	83150.25 83150.25		000000589613	
JOSHUA DOROW	000000509820	CHITS 38-45	5255989	07/01/25	1351.40 1351.40	0.00 0.00	1351.40 1351.40		000000589614	
MONROE COUNTY	000000510725	070325 554	5255992	07/01/25	861.41	0.00	861.41			

NON CLAIM RUN 07/03/25

[RAP215]		PAYMENT REGISTER - Checks					07/02/25		PAGE	5	
Office 001	Main	Company 01	County of Monroe	Bank BNK001	National City Bank	Run	005694	Payment Date	07/03/25	Pay-thru Date	07/01/25
Vendor Name		Vendor Number	Invoice Number	Voucher Number	Invoice Date		Gross Amount	Deduction Amounts		Net Amount	Payment Number
							861.41	0.00		861.41	000000589615
MONROE CO. EMP. RETI		000000550200	070325 PST	5256012	07/01/25		276.39	0.00		276.39	
			070325 RET	5256013	07/01/25		18484.15	0.00		18484.15	
			070325 RTC	5256014	07/01/25		2491.82	0.00		2491.82	
			070325 RTD	5256015	07/01/25		1220.32	0.00		1220.32	
			070325 RTS	5256016	07/01/25		13359.76	0.00		13359.76	
							35832.44	0.00		35832.44	000000589616
UNITED WAY OF MONROE		000000550215	070325 UW	5256017	07/01/25		30.00	0.00		30.00	
							30.00	0.00		30.00	000000589617
POLICE OFFICERS ASSN		000000550231	070325 U01	5256018	07/01/25		3851.52	0.00		3851.52	
			070325 U07	5256019	07/01/25		245.00	0.00		245.00	
			070325 U08	5256020	07/01/25		340.62	0.00		340.62	
			070325 U09	5256021	07/01/25		847.34	0.00		847.34	
			070325 U10	5256022	07/01/25		2794.64	0.00		2794.64	
			070325 U12	5256023	07/01/25		550.00	0.00		550.00	
			070325 U14	5256024	07/01/25		681.23	0.00		681.23	
			070325 U16	5256026	07/01/25		349.50	0.00		349.50	
			070325 U17	5256027	07/01/25		444.64	0.00		444.64	
			070325 U18	5256028	07/01/25		210.00	0.00		210.00	
							10314.49	0.00		10314.49	000000589618
MONROE COUNTY COMMAN		000000550241	070325 9A	5256036	07/01/25		65.00	0.00		65.00	
							65.00	0.00		65.00	000000589619
MONROE COUNTY TPOAM		000000550242	070325 4A	5256037	07/01/25		350.00	0.00		350.00	
							350.00	0.00		350.00	000000589620
TPOAM		000000550243	070325 U03	5256040	07/01/25		290.00	0.00		290.00	
			070325 U04	5256042	07/01/25		2450.00	0.00		2450.00	
			070325 U06	5256044	07/01/25		525.00	0.00		525.00	
			070325 U11	5256046	07/01/25		245.00	0.00		245.00	
			070325 U13	5256047	07/01/25		105.00	0.00		105.00	
							3615.00	0.00		3615.00	000000589621
MONROE CO DEPUTY SHE		000000550244	070325 1A	5256048	07/01/25		640.00	0.00		640.00	
							640.00	0.00		640.00	000000589622
MO CO CORRECTION OFF		000000550248	070325 10A	5256049	07/01/25		335.00	0.00		335.00	
							335.00	0.00		335.00	000000589623
LOCAL 517, UTILITY W		000000550250	070325 U02	5256050	07/01/25		1077.12	0.00		1077.12	
							1077.12	0.00		1077.12	000000589624
MONROE CO CORRECTION		000000550252	070325 17A	5256051	07/01/25		90.00	0.00		90.00	

NON CLAIM RUN 07/03/25

[RAP215] PAYMENT REGISTER - Checks										
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PAGE 6										
Office 001 Main	Company 01	County of Monroe	Bank BNK001	National City Bank	Run	005694	Payment Date	07/03/25	Pay-thru Date	07/01/25
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date		Gross Amount	Deduction Amounts	Net Amount		Payment Number
						90.00	0.00	90.00		000000589625
MONROE COUNTY ASSIST	000000550274	070325 14A	5256052	07/01/25		200.00	0.00	200.00		000000589626
						200.00	0.00	200.00		
GREAT-WEST LIFE & AN	000000550280	070325 GWE	5256053	07/01/25		5762.00	0.00	5762.00		000000589627
						5762.00	0.00	5762.00		
AXA EQUITABLE	000000550285	070325 EQU	5256054	07/01/25		875.00	0.00	875.00		000000589628
						875.00	0.00	875.00		
MONROE CO.UNEMPLOYME	000000550310	070325 554	5255994	07/01/25		2.31	0.00	2.31		
		070325 565	5255996	07/01/25		84.26	0.00	84.26		
						86.57	0.00	86.57		000000589629
MONROE COUNTY WORKER	000000550315	070325 554	5255997	07/01/25		1.62	0.00	1.62		
						1.62	0.00	1.62		000000589630
MONROE CO.LONG TERM	000000550320	070325 554	5255999	07/01/25		15.56	0.00	15.56		
		070325 565	5256000	07/01/25		481.86	0.00	481.86		
						497.42	0.00	497.42		000000589631
MONROE CO.RETIREE HE	000000550325	070325 CRH	5256055	07/01/25		592.24	0.00	592.24		
		070325 DRH	5256056	07/01/25		306.06	0.00	306.06		
		070325 RHC	5256057	07/01/25		4649.29	0.00	4649.29		
		070325 SRH	5256058	07/01/25		3271.26	0.00	3271.26		
						8818.85	0.00	8818.85		000000589632
STATE OF MI-DEPT OF	000000601952	JULY 2025	5256067	07/01/25		82750.58	0.00	82750.58		
		2025	5256068	07/01/25		36080.57	0.00	36080.57		
						118831.15	0.00	118831.15		000000589633
REBECCA CURLEY	000000711400	03102025	5255975	07/01/25		555.00	0.00	555.00		000000589634
						555.00	0.00	555.00		
BND ENTERPRISES	000000720185	062325	5256030	07/01/25		1402.50	0.00	1402.50		000000589635
						1402.50	0.00	1402.50		
KRISTEN GARCEAU	000000720750	062625	5255943	06/30/25		1375.00	0.00	1375.00		000000589636
						1375.00	0.00	1375.00		
LANDINGS AT CEDAR CR	000000721141	062525	5256031	07/01/25		730.15	0.00	730.15		000000589637
						730.15	0.00	730.15		
CARL J. SCHMIDT	000000721904	6/15-28/25	5255929	06/26/25		3044.15	0.00	3044.15		000000589638
						3044.15	0.00	3044.15		
AUDREY SCHROEDER	000000721906	50627100656	5255959	06/30/25		3735.00	0.00	3735.00		

NON CLAIM RUN 07/03/25

[RAP215] PAYMENT REGISTER - Checks										
07/02/25 PAGE 7										
Office 001 Main	Company 01	County of Monroe	Bank BNK001	National City Bank	Run 005694	Payment Date	07/03/25	Pay-thru Date	07/01/25	
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number		
					3735.00	0.00	3735.00	000000589639		
SUN COMMUNITIES OPER	000000721981	062325	5256032	07/01/25	1199.00	0.00	1199.00	000000589640		
					1199.00	0.00	1199.00			
KRISTI & LANCE HOSLE	000000730535	6161RST	5255932	06/27/25	25.00	0.00	25.00	000000589641		
					25.00	0.00	25.00			
MJ ELECTRIC	000000731348	6162RST	5255933	06/27/25	517.26	0.00	517.26	000000589642		
					517.26	0.00	517.26			
STATE FARM INSURANCE	000000731965	6163RST	5255934	06/27/25	25.00	0.00	25.00	000000589643		
					25.00	0.00	25.00			
JAMIE MATTHEWS	000000821549	063025	5256033	07/01/25	72.10	0.00	72.10	000000589644		
					72.10	0.00	72.10			
STACEY MCCOY	000000823525	063025	5256034	07/01/25	44.10	0.00	44.10	000000589645		
					44.10	0.00	44.10			
CARI GRAHL	000000823645	063025	5256035	07/01/25	40.60	0.00	40.60	000000589646		
					40.60	0.00	40.60			
SHELLY JOHNSON	000000824585	063025	5256038	07/01/25	12.60	0.00	12.60	000000589647		
					12.60	0.00	12.60			
JODY PETROFF	000000826666	063025	5256041	07/01/25	22.40	0.00	22.40	000000589648		
					22.40	0.00	22.40			
JENNIFER PFEIFFER	000000826692	063025	5256043	07/01/25	25.90	0.00	25.90	000000589649		
					25.90	0.00	25.90			
CAROLINA RIOS	000000827078	063025	5256045	07/01/25	9.80	0.00	9.80	000000589650		
					9.80	0.00	9.80			
TERI SONNER	CLERK/REGIST	21-246394FH	5255944	06/30/25	2250.00	0.00	2250.00	000000589651		
					2250.00	0.00	2250.00			
BRIONNE BROOKS	CLERK/REGIST	24-248172FH	5255946	06/30/25	500.00	0.00	500.00	000000589652		
					500.00	0.00	500.00			
SHELBY MINNEY	CLERK/REGIST	24-248190FH	5255945	06/30/25	90.00	0.00	90.00	000000589653		
					90.00	0.00	90.00			
IDA FAMILY CLINIC	TREASURER	JUNE 2025	5255928	06/26/25	1748.05	0.00	1748.05	000000589654		
					1748.05	0.00	1748.05			
LOANDEPOT.COM	TREASURER	JUNE 2025	5255935	06/30/25	70840.69	0.00	70840.69			

NON CLAIM RUN 07/03/25

[RAP215]			PAYMENT REGISTER - Checks						07/02/25		PAGE	8
Office 001	Main	Company 01	County of Monroe	Bank	BNK001	National City Bank	Run	005694	Payment Date	07/03/25	Pay-thru Date	07/01/25
Vendor Name		Vendor Number	Invoice Number	Voucher Number	Invoice Date			Gross Amount	Deduction Amounts	Net Amount		Payment Number
								70840.69	0.00	70840.69		000000589655
JAE CHOI		TREASURER	2024 PRE	5256066	07/01/25			1522.04	0.00	1522.04		000000589656
								1522.04	0.00	1522.04		
BANK BNK001 - TOTAL								645203.78	0.00	645203.78		*
OFFICE 001 - TOTAL								645203.78	0.00	645203.78		**

NON CLAIM RUN 07/11/2025

[RAP215]

PAYMENT REGISTER -

07/10/25

PAGE 1

Company 01 County of Monroe

PARAMETERS FOR PAYMENT RUN NUMBER 005699

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 07/11/2025

[RAP215] PAYMENT REGISTER - Checks										
Office 001 Main		Company 01	County of Monroe	National City Bank		Run 005699	Payment Date		07/10/25	PAGE 2
Vendor Name	Vendor Number	Bank	BNK001 Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Pay-thru Date	07/09/25 Payment Number	
THE ASU GROUP	000000010200		JUNE302025	5256147	07/09/25	3287.16 3287.16	0.00 0.00	3287.16 3287.16	000000589657	
B & L OFFICE MACHINE	000000020004		21607 21608	5256079 5256080	07/08/25 07/08/25	100.00 73.50 173.50	0.00 0.00 0.00	100.00 73.50 173.50	000000589658	
REPUBLIC SERVICE OF	000000020010		003929452	5256108	07/08/25	11587.95 11587.95	0.00 0.00	11587.95 11587.95	000000589659	
CHARTER COMMUNICATIO	000000030566		54372010621 070125 07012025 07012025	5256098 5256105 5256149 5256150	07/08/25 07/08/25 07/09/25 07/09/25	209.99 199.99 200.00 144.27 754.25	0.00 0.00 0.00 0.00 0.00	209.99 199.99 200.00 144.27 754.25	000000589660	
CONSUMERS ENERGY	000000031502		20608143826 9328631675	5256151 5256152	07/09/25 07/09/25	341.69 59.84 401.53	0.00 0.00 0.00	341.69 59.84 401.53	000000589661	
CONTINENTAL SERVICES	000000031545		RC13540 RC13596	5256094 5256096	07/08/25 07/08/25	18892.98 19117.40 38010.38	0.00 0.00 0.00	18892.98 19117.40 38010.38	000000589662	
D & P CABLE INC	000000040009		10596458	5256100	07/08/25	185.40 185.40	0.00 0.00	185.40 185.40	000000589663	
DELTA DENTAL PLAN OF	000000040250		CNS01893817	5256153	07/09/25	8446.55 8446.55	0.00 0.00	8446.55 8446.55	000000589664	
DTE ENERGY	000000040603		20028578860 20022583071 20040567939 20010587509 20003592737 00285788606 07/01/2025 07/01/25 07/1/2025 20018585192	5256081 5256082 5256083 5256084 5256085 5256086 5256095 5256097 5256099 5256173	07/08/25 07/08/25 07/08/25 07/08/25 07/08/25 07/08/25 07/08/25 07/08/25 07/08/25 07/09/25	102.04 467.84 51.14 103.73 101.47 226.01 193.95 65.91 435.62 166.72 1914.43	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	102.04 467.84 51.14 103.73 101.47 226.01 193.95 65.91 435.62 166.72 1914.43	000000589665	
FRENCHTOWN WATER	000000061055		0625 1539#6 0625 1531D 0625 1531C 0625 1531B 0625 1531A	5256087 5256088 5256089 5256090 5256091	07/08/25 07/08/25 07/08/25 07/08/25 07/08/25	33.45 59.13 42.01 42.01 42.01	0.00 0.00 0.00 0.00 0.00	33.45 59.13 42.01 42.01 42.01		

NON CLAIM RUN 07/11/2025

[RAP215] PAYMENT REGISTER - Checks										
07/10/25										
PAGE 3										
Office 001 Main	Company 01	County of Monroe	Bank BNK001	National City Bank	Run 005699	Payment Date	07/11/25	Pay-thru Date	07/09/25	
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number		
FRENCHTOWN WATER	000000061055	0625 1525	5256092	07/08/25	67.69 286.30	0.00 0.00	67.69 286.30		000000589666	
AARON JOHN ADAMS	000000120490	2793	5256109	07/09/25	875.00 875.00	0.00 0.00	875.00 875.00		000000589667	
MICHIGAN GAS UTILITI	000000131350	5533967231	5256155	07/09/25	85.11 85.11	0.00 0.00	85.11 85.11		000000589668	
MICHIGAN STATE POLIC	000000131496	551-660226	5256077	07/08/25	210.00 210.00	0.00 0.00	210.00 210.00		000000589669	
SYSO DETROIT LLC	000000131804	658835950 658835951 658851603 658851604	5256156 5256157 5256158 5256159	07/09/25 07/09/25 07/09/25 07/09/25	1065.38 338.00 939.42 1293.23 3636.03	0.00 0.00 0.00 0.00 0.00	1065.38 338.00 939.42 1293.23 3636.03		000000589670	
MONROE CO.HEALTH INS	000000132450	JULY-SEPT25 JUL-SEP2025 JUNE25STEAL JUNE2025VAR	5256160 5256161 5256162 5256163	07/09/25 07/09/25 07/09/25 07/09/25	-153184.03 497825.68 17670.28 144304.71 506616.64	0.00 0.00 0.00 0.00 0.00	-153184.03 497825.68 17670.28 144304.71 506616.64		000000589671	
MONROE COUNTY LEGAL	000000132550	50703040303	5256107	07/08/25	23771.78 23771.78	0.00 0.00	23771.78 23771.78		000000589672	
MONROE SENIOR CITIZE	000000133450	50703010501	5256106	07/08/25	41281.03 41281.03	0.00 0.00	41281.03 41281.03		000000589673	
PRAIRIE FARMS DAIRY,	000000161170	9059091	5256164	07/09/25	92.90 92.90	0.00 0.00	92.90 92.90		000000589674	
VARIPRO	000000161454	07032025 07092025 AUGUST2025	5256165 5256166 5256167	07/09/25 07/09/25 07/09/25	55.55 25.42 144305.95 144386.92	0.00 0.00 0.00 0.00	55.55 25.42 144305.95 144386.92		000000589675	
STATE OF MICHIGAN	000000192705	JUNE 2025	5256144	07/09/25	32727.88 32727.88	0.00 0.00	32727.88 32727.88		000000589676	
TELNET WORLDWIDE, IN	000000200250	111378	5256168	07/09/25	1691.52 1691.52	0.00 0.00	1691.52 1691.52		000000589677	
THE HARTFORD	000000200415	23779818299 35071283359	5256169 5256170	07/09/25 07/09/25	5077.12 587.26 5664.38	0.00 0.00 0.00	5077.12 587.26 5664.38		000000589678	
TRAINCO INC	000000201510	070125	5256093	07/08/25	250.00	0.00	250.00			

NON CLAIM RUN 07/11/2025

[RAP215]		PAYMENT REGISTER - Checks					07/10/25		PAGE 4
Office 001 Main	Company 01	County of Monroe	Bank BNK001	National City Bank	Run 005699	Payment Date	07/11/25	Pay-thru Date	07/09/25
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number	
					250.00	0.00	250.00	000000589679	
VERIZON WIRELESS	000000220156	6111025169	5256076	07/07/25	399.15	0.00	399.15		
					399.15	0.00	399.15	000000589680	
WEX BANK	000000230425	105724791	5256103	07/08/25	130.78	0.00	130.78		
					130.78	0.00	130.78	000000589681	
WEX BANK	000000230425	105767311	5256101	07/08/25	18749.05	0.00	18749.05		
					18749.05	0.00	18749.05	000000589682	
WEX BANK	000000230425	105752161	5256172	07/09/25	2623.52	0.00	2623.52		
					2623.52	0.00	2623.52	000000589683	
SHELLY ALEXANDER	000000300122	23-247718FH	5256110	07/09/25	60.00	0.00	60.00		
					60.00	0.00	60.00	000000589684	
GARY & DIANA BADEN	000000300249	02-32529-FH	5256111	07/09/25	25.00	0.00	25.00		
					25.00	0.00	25.00	000000589685	
CRIME VICTIM SERVICE	000000300523	21-246566FC	5256112	07/09/25	100.00	0.00	100.00		
					100.00	0.00	100.00	000000589686	
ALBERT CLEAVES	000000300537	20-246041FH	5256113	07/09/25	107.03	0.00	107.03		
					107.03	0.00	107.03	000000589687	
COURTNEY BRAY	000000300539	24-247927FH	5256114	07/09/25	20.00	0.00	20.00		
					20.00	0.00	20.00	000000589688	
ERIN FROST	000000300678	24-248026FH	5256115	07/09/25	200.00	0.00	200.00		
					200.00	0.00	200.00	000000589689	
JOHN GERWECK	000000300713	13-40525-FH	5256116	07/09/25	150.00	0.00	150.00		
					150.00	0.00	150.00	000000589690	
GOODWILL INDUSTRIES	000000300756	19-245556FH	5256117	07/09/25	1500.00	0.00	1500.00		
					1500.00	0.00	1500.00	000000589691	
AMANDA JOHNSON	000000300983	24-247912FH	5256140	07/09/25	10.00	0.00	10.00		
					10.00	0.00	10.00	000000589692	
TONEY JONES	000000301002	18-244321FH	5256118	07/09/25	100.00	0.00	100.00		
					100.00	0.00	100.00	000000589693	
KEITH KAMPRATH	000000301021	20-245788FH	5256119	07/09/25	62.00	0.00	62.00		
					62.00	0.00	62.00	000000589694	
MICHIGAN STATE POLIC	000000301255	22-247194FH	5256120	07/09/25	109.23	0.00	109.23		

NON CLAIM RUN 07/11/2025

[RAP215]				PAYMENT REGISTER - Checks				07/10/25		PAGE	5
Office 001	Main	Company 01	County of	Monroe	National City Bank	Run	005699	Payment Date	07/11/25	Pay-thru Date	07/09/25
Vendor Name		Vendor Number	Bank	BNK001 Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts		Net Amount	Payment Number
							109.23	0.00		109.23	000000589695
MICHIGAN STATE POLIC		000000301255		23-247357FH	5256121	07/09/25	102.07 102.07	0.00 0.00		102.07 102.07	000000589696
ISAAK MIRANDA		000000301276		15-41840-FH	5256122	07/09/25	99.87 99.87	0.00 0.00		99.87 99.87	000000589697
MONROE COUNTY COMMUN		000000301277		13-40611-FH	5256123	07/09/25	13.35 13.35	0.00 0.00		13.35 13.35	000000589698
MONROE CO SHERIFF		000000301290		08-37145-FH	5256124	07/09/25	5.17 5.17	0.00 0.00		5.17 5.17	000000589699
MEIJER		000000301297		23-247628FH	5256125	07/09/25	708.69 708.69	0.00 0.00		708.69 708.69	000000589700
BERNARD OCHS		000000301497		22-247157FH	5256126	07/09/25	50.00 50.00	0.00 0.00		50.00 50.00	000000589701
BRIAN OWENS		000000301514		23-247384FH	5256127	07/09/25	80.00 80.00	0.00 0.00		80.00 80.00	000000589702
PAUL REED		000000301729		17-243876FH	5256128	07/09/25	150.00 150.00	0.00 0.00		150.00 150.00	000000589703
STATE FARM FIRE CLAI		000000301963		21-246477FH	5256129	07/09/25	50.00 50.00	0.00 0.00		50.00 50.00	000000589704
STEVENS DISPOSAL		000000301964		23-247553FH	5256130	07/09/25	200.00 200.00	0.00 0.00		200.00 200.00	000000589705
THE LIQUOR CABINET		000000302122		23-247411FH	5256131	07/09/25	124.94 124.94	0.00 0.00		124.94 124.94	000000589706
JOYCE & RANDALL TURN		000000302192		19-245157FH	5256132	07/09/25	400.00 400.00	0.00 0.00		400.00 400.00	000000589707
VILLANOVA CONSTRUCTI		000000302382		22-246938FH	5256133	07/09/25	25.00 25.00	0.00 0.00		25.00 25.00	000000589708
ALAYNA WING		000000302383		22-246679FH	5256134	07/09/25	50.00 50.00	0.00 0.00		50.00 50.00	000000589709
GARY WESTRAY		000000302384		12-39657-FH 16-242480FH	5256141 5256142	07/09/25 07/09/25	12.93 12.87 25.80	0.00 0.00 0.00		12.93 12.87 25.80	000000589710
MONROE COUNTY		000000500003		072025	5256171	07/09/25	323.35	0.00		323.35	

NON CLAIM RUN 07/11/2025

[RAP215]		PAYMENT REGISTER - Checks					07/10/25		PAGE 6
Office 001 Main	Company 01	County of Monroe	Bank BNK001	National City Bank	Run 005699	Payment Date	07/11/25	Pay-thru Date	07/09/25
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number	
					323.35	0.00	323.35	000000589711	
MONROE CO.FRIEND OF	000000500660	25-248387FH	5256102	07/08/25	7728.38	0.00	7728.38	000000589712	
					7728.38	0.00	7728.38		
STATE OF MICHIGAN	000000601403	2QRTPREINT	5256073	07/02/25	126.95	0.00	126.95	000000589713	
					126.95	0.00	126.95		
STATE OF MICHIGAN	000000601950	JUNE 2025	5256145	07/09/25	48.00	0.00	48.00	000000589714	
					48.00	0.00	48.00		
STATE OF MICHIGAN	000000602057	JUNE 2025	5256146	07/09/25	21012.02	0.00	21012.02	000000589715	
					21012.02	0.00	21012.02		
STATE OF MICH-DEPT O	000000602058	JUNE2025	5256074	07/03/25	11189.60	0.00	11189.60	000000589716	
					11189.60	0.00	11189.60		
KIMBERLY DONAHEY	000000720388	53	5256143	07/09/25	3459.50	0.00	3459.50	000000589717	
					3459.50	0.00	3459.50		
US BANK	000000904001	7800022	5256078	07/08/25	100.00	0.00	100.00	000000589718	
					100.00	0.00	100.00		
WEX BANK	000000904205	105767057	5256075	07/07/25	1467.73	0.00	1467.73	000000589719	
					1467.73	0.00	1467.73		
RAM INDUSTRIES	CLERK/REGIST	10-38105-FH	5256137	07/09/25	6.63	0.00	6.63	000000589720	
					6.63	0.00	6.63		
DIANE YOUNG	CLERK/REGIST	16-242762FH	5256136	07/09/25	11.67	0.00	11.67	000000589721	
					11.67	0.00	11.67		
AMBER TYSON	CLERK/REGIST	18-244761FH	5256135	07/09/25	12.83	0.00	12.83	000000589722	
					12.83	0.00	12.83		
CARL STEVENS IV	CLERK/REGIST	23-247553FH	5256138	07/09/25	250.00	0.00	250.00	000000589723	
					250.00	0.00	250.00		
STEVE & KATIE DEMERS	TREASURER	PRE 23-24	5256139	07/09/25	926.87	0.00	926.87	000000589724	
					926.87	0.00	926.87		
BANK BNK001 - TOTAL					899430.82	0.00	899430.82	*	
OFFICE 001 - TOTAL					899430.82	0.00	899430.82	**	



STACIE WEBB
SECRETARY
STEPHANIE ROSINSKI
RECORDER
DON DUNCAN/BILL OWENS
BAILIFFS

State of Michigan

HONORABLE WILLIAM PAUL NICHOLS
38TH JUDICIAL CIRCUIT COURT JUDGE
COUNTY OF MONROE
July 2, 2025

Mr. Henry Lievens, Vice-Chairman
Monroe County Board of Commissioners
125 East Second Street
Monroe, Michigan 48161

Re: Request from Adult Drug Treatment Court to Schedule Operations Committee Meeting

Dear Vice-Chairman Lievens:

Due to the growing number of participants in the Adult Drug Treatment Court, we previously requested additional FY25 funding from SCAO to pay for the following: (1) increased costs associated with transitioning the Program Coordinator position from a part-time position working 20 hours per week to a full-time position working 40 hours per week and (2) increased costs associated with drug testing the additional participants. On June 30, 2025, SCAO notified us that our request was granted and we were awarded an additional \$17,000 in the FY25 grant cycle to pay for increased wages, fringes and drug testing.

This letter is written to formally request that you schedule a meeting of the Operations Committee at your earliest convenience. We are seeking approval from the Operations Committee to accept the additional grant funding and change the ADTC Program Coordinator position from a part-time position to a full-time position.

Please contact me if you have any questions regarding this request. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "William Paul Nichols".

Hon. William Paul Nichols
38th Circuit Court

HIRING REVIEW FORM

Department: 38th Circuit Court

Vacancy Job Title: Adult Drug Treatment Court - Program Coordinator

Brief Job Description:

The ADTC Program Coordinator interacts with treatment providers, defense counsel, jail administration, court personnel and relevant county agencies to coordinate the intake process and monitor participant progress in the program. Responsible for maintaining the policies and procedures of the ADTC, data entry into DCCMIS and DCAS, as well as submitting the quarterly claims reports and annual grant.

Budgeted Position:

☒ YES

If YES, are Funds Available?

☒ YES

* Must be verified by Finance/HR

☐ NO

*Must provide Funding Plan, verified by

☐ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

Due to the growing number of ADTC participants and corresponding increased workload, we are seeking to transition our Program Coordinator position from part-time to full-time. Accordingly, after obtaining the wage and fringe information from the Finance Department, we submitted a request to SCAO seeking additional funding to support increasing the hours for this position from 20 hours per week to 40 hours per week. On June 30, 2025, SCAO notified us that our request was granted and we were awarded an additional \$17,000 to pay for increased wages, fringes and drug testing.

Completed By: Hon. William Paul Nichols DATE: July 1, 2025

Human Resources/ Finance Use:

Conclusion:

Finance: The estimated cost for upgrading this position to full-time for the remainder of the grant period is \$9,389.00. The additional allocation is sufficient to cover this cost.
Human Resources: The request is in compliance with collective bargaining agreements and County Policies.

Finance Reviewer: Sue Maier

DATE: 07/03/2025

HR Reviewer: Jeff McBee

DATE: 07/03/2025

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

ITEM	DATE	EE Name	Number	Department	Grade	Union	Classification	WAGES	FRINGES	TOTAL
2025 CY GRANT BUDGET	10/1/24-9/30/25 20 HRS/WK	Patricia Riddell	B	13101	RYE11	union_00	DRUG COURT COORDINATOR	\$ 19,812	\$ 2,184	\$ 21,996
ACTUAL COST	10/1/24-7/27/25 20 HRS/WK	Patricia Riddell	A	13101	RYE11	union_00	DRUG COURT COORDINATOR	\$ 16,485	\$ 1,797	\$ 18,282
							AVAILABLE BUDGET	\$ 3,327	\$ 388	\$ 3,714
PROPOSED	FULL TIME EFFECTIVE 7/28/25	Patricia Riddell	PFT	13101	RYE11	union_00	DRUG COURT COORDINATOR	\$ 10,660	\$ 2,444	\$ 13,104
							TOTAL PROPOSED	\$ 10,660	\$ 2,444	\$ 13,104
ADDITIONAL COST FOR FULL TIME 7/28/25-9/30/25							TOTAL COST/(SAVINGS)	\$ 7,333	\$ 2,056	\$ 9,389
FINANCE CONCLUSION:										
NO ADDITIONAL APPROPRIATION IS NECESSARY; COST OF POSITION IS COVERED BY GRANT.										
ANNUAL PROPOSED	2025 FULL TIME	Patricia Riddell	PAFT	13101	RYE11	union_00	DRUG COURT COORDINATOR	\$ 58,968	\$ 14,766	\$ 73,734



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: June 27, 2025

TO: Patricia Riddell, Project Director
cc: Honorable Mark S. Braunlich, Chief Judge
Honorable William Paul Nichols, Program Judge
Annamarie Osment, Court Administrator
Kristi Drake, SCAO Regional Administrator
Thomas Myers, SCAO Program Analyst
Heather Walther, SCAO Program Analyst
Dana Baumgart, SCAO Program Analyst

FROM: Andrew Smith, Problem-Solving Courts Manager

RE: Notice as to Request for Increase in Initial Grant Amount
Grantee Name: 38th Circuit Court — Adult Drug Court
Name of Grant: Michigan Drug Court Grant Program
Unique Identifier: U10150
Contract Number: 36631
Grant Amount: \$50,000

Thank you for participating in the Michigan Drug Court Grant Program. The State Court Administrative Office awarded your court a Michigan Drug Court Grant Program grant (\$50,000) to fund your program for fiscal year 2025. Your court submitted a reallocation request in WebGrants on April 10, 2025, for additional grant funds.

This letter serves to notify the court that its request for an increased grant amount has been approved. The grant amount has been increased by \$17,000, such that the total new grant amount is \$67,000. Please complete a budget revision in WebGrants by July 14, 2025, to show where the additional funds will be applied to the existing budget.

MICHAEL WOOLFORD
MMAO (4)
DIRECTOR



Telephone: (734) 240-7235
Fax: (734) 240-7244
Toll Free: 1-888-354-5500 Ext 7235
Email : michael_woolford@monroemi.org

MONROE COUNTY EQUALIZATION DEPARTMENT

51 South Macomb Street • Monroe, Michigan 48161-2168

July 8th, 2025

Mr. J. Henry Lievens, Chairman
Operations Committee
Monroe County Board of Commissioners
125 East Second St
Monroe, MI 48161

RE: Plan for Equalization Department upon the retirement of Director Michael Woolford

Dear Chairman Lievens and Committee Members:

The Equalization Department needs a plan to ensure our statutory duties are carried out uninterrupted. I have a plan which I believe is the most efficient and effective to accomplish this. The plan consists of three parts upon my retirement.

First, the Equalization Department has been operating with only 3 positions since 2009. The office was restructured at my request to account for the changing economic times of the great recession, which lowered our county's property tax revenues. The office was reduced from 6 existing positions to only 3. The department has carried out our duties effectively since the reduction, but I believe it will be necessary to add a new position of Appraiser/GIS Analyst. This will enable the department to continue and enhance our service to the Board of Commissioners in fulfilling their statutory duties of County Equalization.

Second, the elevation of Trey Clements to Equalization Director once he achieves his Michigan Master Assessing Officer certification in September. His position of Appraisal Manager would then be backfilled upon his promotion.

Lastly, I would like to put in my 30-day retirement notice, as soon as possible, with the plan of returning as a 1,000-hour employee as the Equalization Director. This would allow the department to carry out its statutory duties uninterrupted until Trey Clements assumes the role of Director upon receiving his certification in September.

This plan, in my opinion, is very beneficial to the County of Monroe and will serve the Board of Commissioners for decades. I look forward to meeting with you to carry out the next steps in pursuing this plan.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Michael Woolford'.

Michael Woolford, MMAO (4)
Equalization Director
Monroe County

HIRING REVIEW FORM

Department: Equalization

Vacancy Job Title: Equalization Director -- Appraiser/GIS Analyst -- Back fill Appraiser Manager

Brief Job Description:

Create Property Appraiser/GIS Analyst. Equalization Director retires and returns as part time Director until staff member acquires Michigan Master Assessing Officer Certification (end of September) needed to become Equalization Director. Back-fill Appraisal Manager position once position is open.

Budgeted Position:

☐ YES

If YES, are Funds Available?

☐ YES

* Must be verified by Finance/HR

☐ NO

*Must provide Funding Plan, verified by

☒ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

Equalization Director is required by law. Additional position of Appraiser/GIS Analyst is needed to help bring staff level back to sufficient size to accomplish County Equalization. Appraiser Manager will need to be back filled when current staff is elevated to Equalization Director. Part time Director will allow Department to carry out statutory duties uninterrupted.

Completed By: Michael Woolford

DATE: 7/8/2025

Human Resources/ Finance Use:

Conclusion:

Finance: The estimated cost of the plan as proposed would require an additional General Fund allocation of \$22,020.00 for 2025 and results in an annualized budget increase of \$64,604.00.
Human Resources: The request is in compliance with collective bargaining agreements and County Policies.

Finance Reviewer: Sue Maier

DATE: 7/8/2025

HR Reviewer: Jeff McBee

DATE: 7/8/2025

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

Property Appraiser / GIS Analyst

Department: Equalization

Wage Grade: 10

FLSA Status: Non-Exempt

Affiliation: TPOAM

General Summary:

Under the supervision of the Equalization Director, conducts studies of all classifications of real property to determine its true cash value and to determine an equalization factor for each taxing unit in the County. Gathers and compiles data for sales studies, economic condition factor studies, and other reports to assist in making equitable reports in each class of property in each local unit. Assists the public and local unit officials with information on tax laws, property descriptions, assessing procedures and related matters. Prepares property descriptions, base road, land use and thematic maps using various computer programs such as ArcGIS. Uses aerial maps and researches existing map records and other pertinent data to create new thematic maps suitable for the use of County Equalization and other local assessing units.

Essential Functions: *(An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily).*

- Prepares property records for on-site inspection of sold properties and properties selected for appraisals including drawing legal descriptions for appraisal cards.
- Analyzes property sales by city, township, and village to establish market value for all classes of real property. Works with local assessors to identify representative sales data.
- Conducts field inspections of property and interviews sellers and purchasers to verify date of sale, sale price, substantiate accuracy of property descriptions, and to obtain details such as condition of structures, property improvements, and land use. Takes digital camera photographs of buildings and enters into computer.
- Measures structures and parcels of land, Apex property sketches (both land and building), calculates acreage and the square and cubic footage of buildings and other structures.

- Assists in compiling a report for each classification of property in each local unit in the county. Assists the director in compiling other reports required by the state.
- Assists taxpayers, real estate personnel, and others with interpreting maps and property descriptions, explaining the assessment process, and providing other information related to departmental activities.
- Answers questions from taxpayers, real estate personnel, local assessors, and others regarding all phases of the assessment process.
- Keeps abreast of appraisal practices, real estate market trends, recent court rulings, proposed legislation, economic conditions, and tax commission rules and bulletins.
- Researches existing records such as deeds, abstracts, maps and other pertinent information to locate and reconcile errors and prepare accurate property description maps.
- Designs map displays that are clear, understandable, and deliver the intended message. Develops standard map symbols and establishes standard map series for general distribution as hard copy maps and as online maps in the mapping portal.
- Composes geographic features in layers, identifies source data, and creates thematic maps for the use of the Equalization Departments and local assessing units.

Other Functions:

- May serve as a township assessor by administering and directing the real and personal property assessment functions to ensure that all property is fairly and equally assessed among all township property taxpayers as required by the Michigan Constitution and laws.

Contacts:

- Information Technology, the Register of Deeds and County Treasurer to collaborate in the development and implementation of property tax administration systems and to coordinate deed processing.
- Local assessors to exchange information concerning the appraised property values.
- State Tax Commission to respond to requests for information concerning appraisals and equalization studies conducted by Monroe County.
- Michigan Tax Tribunal to appear as an expert witness.
- Private, commercial and industrial property owners to respond to FOIA and other information requests.
- Professional organizations to maintain professional knowledge and resource contacts.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Education: High school graduation or equivalent with advanced coursework in assessment administration and property appraisal or closely related areas.

Experience: Two years of experience appraising all classes of real property providing knowledge of appraisals, tax laws, data processing, property descriptions, and other aspects of appraisals. Proficient in utilizing BS&A software.

Other Requirements:

- MCAO certification from the State Tax Commission. GIS certification or the ability to obtain within two years. Valid Driver's license.

Knowledge of:

- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Arithmetic, algebra, geometry, statistics, and their applications.
- Assessment laws, procedures, regulations, rulings, and the democratic political process.
- Administrative and clerical procedures and systems, managing files and records, and other office procedures and terminology.
- Electronic equipment, computer hardware and software, including applications.
- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Materials, methods, and tools involved in the construction or repair of houses, buildings, and other land improvements, mapping parcels, reading and analysis of parcel descriptions and deeds.
- Economic and accounting principles and practices, the analysis and reporting of financial data.
- Business and management principles, strategic planning, production methods, and coordination of people and resources.

Skill in:

- Using logic and reasoning to identify the solutions, conclusion or approaches to problems.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Understanding the implications of new information for both current and future problem solving and decision making.
- Understanding written sentences and paragraphs in work related documents.
- Talking to others to convey information effectively.
- Being aware of others reactions and understanding why they react as they do.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.

- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Managing one's own time and the time of others.

Ability to:

- Combine pieces of information to form general rules or conclusions(includes finding a relationship among seemingly unrelated events)
- Listen to and understand information and ideas presented through spoken words and sentences.
- Apply general rules to specific problems to produce answers that make sense.
- Communicate information and ideas in speaking so others will clearly understand you.
- Read and understand information and ideas presented in writing.
- Generate or use different sets of rules for combining or grouping things in different ways.
- Arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
- Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Coordinate and timely complete tasks as given.
- Operate program software such as BS&A, Apex, Excel and Word.
- Keep up with required education to maintain assessing certification.

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

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Walking over uneven terrain to conduct appraisals of property and structures.
- Climbing stairs in order to conduct appraisals of structures.
- Bending, stooping and kneeling to make measurements and appraisals.
- Ability to enter and access information from a computer terminal.
- Ability to travel throughout the County and State.
- Ability to file and retrieve documents from departmental files.

Working Conditions:

- Travels to various sites throughout the County to make appraisals and examinations.
- Works outside in varying weather conditions and exposure to animals on some properties.

Point Factor Analysis

New Grade Structure	Job Title Description	Education and Experience	Ed/ Ex #	Judgment and Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Programs, Services and Operations	Document Concentration	Work Environment	Total Points	Grade Point Parameters	Notes and Updates
10	Property Appraiser / GIS Analyst	243	b3	370	260	-	-	370	90	130	300	40	20	1823	1751-1900	

ITEM	DATE	Department	Union	Grade	Step	Classification	WAGES	FRINGES	TOTAL	
ANNUAL BUDGET	2025	25701	union_00	RYE17	6	EQUALIZATION DIRECTOR	\$ 118,186	\$ 35,294	\$ 153,480	
ANNUAL BUDGET	2025	25701	union_04G	RYE11	2	APPRAISAL MANAGER	\$ 62,416	\$ 21,639	\$ 84,055	
						TOTAL BUDGET	\$ 180,602	\$ 56,933	\$ 237,535	
ACTUAL COST	THROUGH 7/18/25	25701	union_00	RYE17	6	EQUALIZATION DIRECTOR	\$ 83,248	\$ 14,255	\$ 97,503	
ACTUAL COST	THROUGH 9/21/25	25701	union_04G	RYE11	2	APPRAISAL MANAGER	\$ 48,982	\$ 16,546	\$ 65,528	
						TOTAL ACTUAL	\$ 132,230	\$ 30,801	\$ 163,031	
						REMAINING BUDGET	\$ 48,372	\$ 26,132	\$ 74,504	
PROPOSED	PROMO EFFECTIVE 9/22/25	25701	union_00	RYE17	1	EQUALIZATION DIRECTOR	\$ 27,069	\$ 7,943	\$ 35,012	
PROPOSED	DOH: 9/22/25	25701	union_04G	RYE11	1	APPRAISAL MANAGER	\$ 16,038	\$ 7,706	\$ 23,744	
PROPOSED	DOH: 9/22/25	25701	union_04G	RYE10	1	APPRAISER/GIS ANALYST	\$ 20,085	\$ 8,586	\$ 28,671	
PROPOSED	145 HOURS	25701	union_00	RYE17	6	PART-TIME TEMP	\$ 8,239	\$ 858	\$ 9,097	
						TOTAL PROPOSED	\$ 71,431	\$ 25,093	\$ 96,524	
						TOTAL COST/(SAVINGS)	\$ 23,059	\$ (1,039)	\$ 22,020	
	REMAINING EMPLOYER PENSION AND RETIREE HEALTH CARE CONTRIBUTION TO BE TRANSFERRED:							\$ 20,632		
FINANCE CONCLUSION:										
ADDITIONAL COST TO GENERAL FUND, WOULD REQUIRE ADDITIONAL APPROPRIATION.										
ANNUAL PROPOSED	2025	25701	union_00	RYE17	1	EQUALIZATION DIRECTOR	\$ 99,538	\$ 29,840	\$ 129,377	
ANNUAL PROPOSED	2025	25701	union_04G	RYE11	1	APPRAISAL MANAGER	\$ 58,974	\$ 30,099	\$ 89,073	
ANNUAL PROPOSED	2025	25701	union_04G	RYE10	1	APPRAISER/GIS ANALYST	\$ 54,564	\$ 29,125	\$ 83,688	
						TOTAL ANNUAL PROPOSED	\$ 213,075	\$ 89,064	\$ 302,139	



STATE OF MICHIGAN
MONROE COUNTY PROBATE COURT AND
FAMILY DIVISION OF CIRCUIT COURT

July 9, 2025

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

Re: Request to submit FY 26 Child Care Fund (CCF) grant application to MDHHS

Dear Chairman Vensel and Commissioners:

This correspondence is on behalf of the 38th Judicial Circuit Court, Family Division - Juvenile Section, requesting your authorization to submit the application of FY26 (October 1, 2025-September 30, 2026) Child Care Fund (CCF) grant to the Michigan Department of Health and Human Services (DHHS.) This grant was established by the State of Michigan to provide financial reimbursement to counties for child welfare and juvenile justice youth. The annual state budget for this grant is approximately \$360 million and is shared among all 83 Michigan counties. Our costs that are eligible for reimbursement are initially paid by the county but then reimbursed by the state at 75% for child welfare and juvenile justice community-based programs, and at 50% for all eligible costs associated with the Youth Center programs.

The FY26 budget application includes the operating budget for the Youth Center, the Enhancing Strengths and Services (ESS) program, the entire juvenile probation department and the Court Appointed Special Advocate (CASA) program. This application, in its entirety is approximately 5.3 million dollars. The expected County reimbursement of eligible expenses is \$3,099,875.

If you have any questions regarding our request, you may contact Melissa Strong, probate court administrator, at 734-240-7350. Melissa will also be in attendance at your meeting to answer any questions. I can also be available at your request.

On behalf of the court, I am grateful for this important state and federal funding that assists us in offering critical goods, services, and programs for at-risk youth and families, like the costs of foster

care, food, clothing, counseling, substance use testing, medical and dental care, medication, parenting classes, Youth Center staff and facilities and other essential programs aimed at child safety and rehabilitation.

I thank you all for your continued support of Monroe County children and families.

Sincerely,



Hon. Cheryl E. Lohmeyer

Chief Probate Judge and

Presiding Judge of 38th Circuit Court, Family Division, Juvenile Section

C: Michael Bosanac - County Administrator - Monroe County
Sue Maier - Director, Fiscal Services, Monroe County

County Child Care Budget Summary (DHS-2091)

Michigan Department of Health and Human Services (MDHHS)

Children's Services Agency

Monroe County for October 1, 2025 through September 30, 2026

Organization	Court Contact Person	Telephone Number	Email Address
Monroe County	Melissa M. Strong - CCF Judges Delegate	(734) 240-7350	melissa_strong@monroemi.org
Fiscal Year	MDHHS Contact Person	Telephone Number	Email Address
October 1, 2025 through September 30, 2026	Linda Needham - CCF Organization Management	(734) 243-7203	NeedhamL@michigan.gov

Cost Sharing Ratios		Anticipated Expenditures		
		MDHHS	Court	Combined
A. Out of Home Care - Court or Tribal Supervised	County 50% / State 50%	\$0.00	\$0.00	\$0.00
B. In-Home Care	County 25% / State 75%	\$0.00	\$1,653,500.00	\$1,653,500.00
C. County/Court-Operated Facilities	County 50% / State 50%	\$0.00	\$3,719,500.00	\$3,719,500.00
D. Subtotals (A+B+C)		\$0.00	\$5,373,000.00	\$5,373,000.00
E. Revenue		\$0.00	\$0.00	\$0.00
F. Net Expenditure		\$0.00	\$5,373,000.00	\$5,373,000.00

Cost Sharing Ratios	County 50% / State 50%	Anticipated Expenditures		
		MDHHS	Court	Combined
A. Out of Home Care - Neglect Abuse		\$0.00	\$0.00	\$0.00

Please Note: The *Neglect/Abuse Out-of-Home Care* amount reflects ONLY the county court's share of these expenditures. Effective October 2019 the State of Michigan pays 100% of Neglect/Abuse Out-of-Home placements and the county then reimburses the state 50%.

Cost Sharing Ratios	County 0% / State 100% \$56,520.00 Maximum	MDHHS	Court	Combined
Basic Grant		\$0.00	\$0.00	\$0.00

Total Expenditure	\$5,373,000.00
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BUDGET DEVELOPMENT CERTIFICATION

THE UNDERSIGNED HAVE PARTICIPATED IN DEVELOPING THE PROGRAM BUDGET PRESENTED ABOVE. We certify that the budget submitted above represents an anticipated gross expenditure for the fiscal year: October 1, 2025 through September 30, 2026; and any requests for reimbursement shall adhere to all state law, administrative rules and child care fund handbook authority.

Presiding Judge	Date
County Director of MDHHS Signature	Date
Chairperson, Board of Commissioner's Signature	Date
And/or County Executive Signature	Date

Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area.	AUTHORITY: Act 87, Publication of of 1978, as amended. COMPLETION: Required. PENALTY: State reimbursement will be withheld from local government.
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Component Detail Report (DHS-2094)

Michigan Department of Health & Human Services (MDHHS)
Children's Services Agency
Monroe County for October 01, 2025 through September 30, 2026

Service Component (Full Title/Name)	Component Type
ENHANCING STRENGTHS AND SUPPORTS PROGRAM FY2026	In-Home Care

A. Personnel

Administrative Unit:

☐ MDHHS

☒ Court

1. Salary and Wages			
Name(s)	Job Title	Hours/Week	Yearly Cost
NEW HIRE	SUPERVISOR	40.00	\$65,000.00
LAUREN HANUS	DEPUTY DIRECTOR COMMNTY BASED PROGRAMS	40.00	\$90,700.00
JARED HEHL	ESS SUPERVISOR	40.00	\$67,800.00
SHANNON BROWN	PROGRAM DEVELOPMENT LEADER	40.00	\$60,000.00
DAKOTA SAVAGE	PROGRAM DEVELOPMENT LEADER	40.00	\$60,000.00
KYLIE GARDNER	YOUTH DEVELOPMENT SPECIALIST	40.00	\$45,000.00
NEW HIRE	YOUTH DEVELOPMENT SPECIALIST	40.00	\$45,000.00
PART TIME STAFF (4)	YOUTH DEVELOPMENT SPECIALIST	29.00	\$95,000.00
2. Fringe Benefits			
RETIREMENT (6 FTE)			\$55,000.00
WORKER'S COMP (6 FTE)			\$7,000.00
HEALTH INSURANCE (6 FTE)			\$65,000.00
DENTAL INSURANCE (6 FTE)			\$5,000.00
OPTICAL INSURANCE (6 FTE)			\$1,000.00
LIFE INSURANCE (6 FTE)			\$1,000.00
DISABILITY (6 FTE)			\$3,000.00
UNEMPLOYMENT (6 FTE)			\$500.00
SOCIAL SECURITY (6 FTE)			\$30,000.00
Total Personnel			\$696,000.00

B. Program Support (For employees identified in "A" above)

1. Travel	Rate/Mile	Estimate No. of Miles	Yearly Cost
MILEAGE	\$0.67	15,000.00	\$10,050.00

2. Supplies and Materials (Description/Examples)		Yearly Cost
FOOD AND SNACKS		\$20,000.00
OFFICE SUPPLIES (PAPER, SCISSORS, ART SUPPLIES, PENS, TAPE, FOLDERS, BINDERS, CALCULATORS)		\$500.00
LICENSES FOR JIFF RISK/NEEDS ASSESSMENT		\$500.00
OPERATING SUPPLIES (GYM EQUIPMENT, HYGIENE SUPPLIES, FIELD TRIPS)		\$5,000.00
PRINTING		\$500.00
MEMBERSHIP DUES		\$500.00
3. Other Costs (Description/Examples)	Rate/Unit	Yearly Cost
TRAINING	\$1.00	\$4,000.00
CELL PHONES	\$65.00	\$2,000.00
INCENTIVES	\$50.00	\$8,000.00
* Must comply with the definitions and limits listed for court operated facilities in the Child Care Fund Handbook.		
Total Program Support		\$51,050.00

C. Contractual Services

1. Unit Rates				
Name(s)	Rate	Unit Type	Total Units/ Contract	Yearly Cost
2. Closed End Contracts				
Total Contractual				\$0.00

D. Non-Scheduled Payments

Type of Service (Description)	Anticipated No. Units to be Provided	Average Cost of Each Service Unit	Yearly Cost
GAS CARDS/BUS PASSES	40.00	\$20.00	\$800.00
Total Non-Scheduled			\$800.00

E. Service Component - In-Home Care or Basic Grant

(Add Totals for A, B, C, and D above)	Total Service Component Cost	\$747,850.00
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F. Public Revenue:

If you plan to fund any portion of this service component with other public revenue including other Child Care Funds or Basic Grant monies, or if this component is generating revenue (i.e. third party payments) specify the following:

SOURCE	To Be Provided	Yearly Cost
Total Public Revenue		\$0.00

G. Subtract Total Public Revenue from Total Service Component Cost (E-F)

Total Cost to Basic Grant, Net Anticipated IHC Matchable Expenditure (Gross Costs Less Other Revenue)	\$747,850.00
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H. Program Specific Information:

1. Component Status			
☒ Continued	☐ Terminated	☐ Revised	☐ New

2. Target Population(s) Served - Check all that apply.	
A. Children Under Jurisdiction of Court ☒ Delinquent ☒ Neglect	
B. Children NOT Under Jurisdiction of Court ☒ Written Complaint ☐ CPS Category I or II ☒ Children likely to come under Jurisdiction of the Court	

3. Area(s) of Intended Impact - Check primary area(s) only.	
A Reduction In:	☐ Number of Days of Out-of-Home Detention
☒ Number of Youth Petitioned	☐ Number of Days of Shelter Care
☐ Number of Adjudications	☐ Number of Days of Residential Treatment Care
☐ Number of Days of Family Foster Care	☐ Number of State Wards Committed (Act 150 & 220)

4. Service Focus - Check all that apply.	
☒ Provide early intervention to treat within the child's home	☐ Effect early return from foster or institutional care

I. Program Description - Must be completed for all components, except those being terminated, each year.

PROGRAM DESCRIPTION:

ESS PROGRAM

The ESS program is a community based program operated by the Monroe County Family Court. It is an educational and behavioral support program that is administered through a partnership with community partners and local school districts.

This program all meets the policy requirements for a community-based program in the following manner:

1. The program is used as an alternative to out-of-home placement and is for youth who are at risk of being under the jurisdiction of the court;
2. The program is for a juvenile justice youth who has been referred and accepted by the court through a formal referral process to the ESS program (usually by authorized school personnel or other community entities such as Community Mental Health;)
3. The services provided in ESS are consistent with best, promising and culturally appropriate practices by utilizing Social/Emotional Learning through the TRAILS curriculum (Transforming Research into Action to Improve the Lives of Students), adherence to any IEP services that youth are eligible for, and using the JIFF assessment (Juvenile Inventory for Functioning) to determine the youth's risks, needs, and goals. A follow-up JIFF assessment is completed after the youth has been in the program to see if they have made positive progress in the program;
4. Youth and parents both sign a referral and intake form that includes their agreement to participate in the program;
5. The court utilizes and considers the results of an approved risk and needs assessment (MJJAS-Div) and an approved mental health screen (MAYSI-2) to determine the scope of the community-based services being offered to the youth;
6. Case plans and progress reports are used to document all community-based programming services provided. Youth have contact with their case manager on a daily basis.
7. Staff responsible for administering the MJJAS and MAYSI-2 have been (or will be) trained in the proper administration of the tool(s) and are (or will be) certified as such.
8. The court employs a local quality assurance specialist to monitor the ESS program data;
9. No expenditures are used to pay for basic family needs;
10. No expenditures are used for any judicial costs.

Each ESS staff member who is responsible for case management has been trained and certified in the full suite of MJJAS assessment tools and are also compliant with MSC AO 1985-5 by being MJI certified.

CRITERIA FOR ADMISSION:

Youth must be at-risk in two (2) of the following five (5) areas:

1. Youth has been referred to the juvenile court through a petition that is handled through diversion or the consent calendar.
2. Youth is receiving mental health services through a community provider.
3. Youth has had chronic truancy or other school disciplinary issues.
4. Youth's family has had police contact within the home in the previous eight (8) months.
5. There is evident of substance abuse, domestic violence or lack of basic needs in the home.

OBJECTIVES and DESIRED OUTCOME:

ESS is designed to be a short-term (maximum of one (1) school year) intervention to assist youth who are struggling in their school, home or community.

The objectives of ESS are to:

1. Increase youth's investment in school.
2. Increase youth's social skills.
3. Assist youth in developing healthy coping mechanisms.

AUTHORITY: Act 87, Public Acts of 1978, as amended.

COMPLETION: is Required.

PENALTY: State reimbursement will be withheld from local government

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Component Detail Report (DHS-2094)

Michigan Department of Health and Human Services (MDHHS)
Children's Services Agency
Monroe County for October 01, 2025 through September 30, 2026

Facility Name	Component Type
Monroe County Youth Center FY 26	Facility Facility Type: Juvenile Detention Center
Address	Telephone Number
3600 S. Custer Road Monroe MI 48161	(734) 240-3220

Administrative Unit: Court

Direct Facility Workers
Please certify who the direct facility workers are specially employed by:
☐ County ☒ Court

A. Personnel

Expenditures	Yearly Cost
Management staff of Facility	\$106,500.00
Direct Service staff of Facility	\$1,509,000.00
Mental Health staff of Facility	\$145,000.00
Support staff of Facility	\$260,000.00
Janitorial/Maintenance staff of Facility (includes facility/grounds staff)	\$20,000.00
Kitchen staff of Facility	\$70,000.00
Security staff of Facility	\$0.00
CCF - Circuit Court staff	\$150,000.00
Fringe Benefits	\$900,000.00
Total Personnel	\$3,160,500.00

B. Operational Support

Expenditures	Yearly Cost
Copy Machine Charges	\$4,000.00
Janitorial Supplies	\$12,000.00
Kitchen Supplies	\$5,500.00
Laundry Supplies/Service	\$2,700.00
Linen Supplies	\$0.00
Mattress, Box Springs, Bed Frames	\$1,000.00
Meals for Staff while Supervising Youth	\$0.00
Membership Dues/Fees	\$1,000.00
Mileage	\$8,000.00
Office Supplies	\$4,000.00
Periodicals/Books	\$300.00
Phone Landlines/Cell Phones/2-Way Radios	\$8,000.00
Printing, Binding, Postage	\$1,500.00
Recreational Supplies/Programs/TV	\$5,000.00
Staff Training	\$7,000.00
Utilities	\$95,000.00
Total Operational Support	\$155,000.00

C. Basic Needs

Expenditures	Yearly Cost
Clothing	\$3,000.00
Education costs	\$20,000.00
Food	\$80,000.00
Hygiene Supplies for children (Shampoo, Soap, Toothpaste)	\$1,000.00
Total Basic Needs	\$104,000.00

D. Services

Expenditures	Yearly Cost
Birth Certificates	\$0.00
Contracted Personnel, Programming, and/or Services	\$100,000.00
Drug Testing	\$2,500.00
Incentives for Youth	\$5,000.00
Interpreter Fees (Non-Judicial)	\$2,500.00
Medical, Dental, Psychological	\$150,000.00
Non-Scheduled Payments	\$40,000.00
Total Services	\$300,000.00

E. Service Component Facility

(Add Totals for A, B, C and D above)	Total Facility Cost	\$3,719,500.00
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F. Program Specific Information

1. Component Status			
☒ Continued	☐ Terminated	☐ Revised	☐ New

G. Facility Rate Types

What Type(s) of rate is accepted at the facility? Please select all that apply.

1. Per Diem	
Per Diem Details	Amount
Detention	\$200.00
Group Care / Residential Treatment	\$200.00
Shelter Care	\$0.00

2. Subsidy Agreement ☐
Selected Counties:

Rule 400.2024(d) Subsidy Payments to a facility operated by another county to assure the availability of bed spaces if approved.
 Rule 400.2021(e) defines "subsidy payment" as "payment to assure the availability of bed space for placement referrals."

3. Other ☒

Explain:

The Monroe County Youth Center has no contracted subsidy arrangements for FY 26.

H. Proration of Expenditures

Completion and submission of this form with an Annual Plan and Budget indicates the county/court's understanding that proration of expenditures are required when non-reimbursable expenditures exist (for example: court rooms, etc.).

Please provide the county/court's specific methodology for prorating CCF costs for operating the facility(ies).

The court had an CCF audit review in 2021. The court was found to have NO areas of concerns with regard to reporting fiscal costs that are accurate, allowable and appropriate to the childcare fund regulations.

The court's methodology for prorating CCF costs is to submit a detailed ledger report with the monthly 207 report so that the CCF auditors can readily see the items that have been removed as non-reimbursable expenses. This has been an effective strategy to ensure 100% compliance with the Child Care Fund.

The court prorates costs for circuit court employees; specifically, the court administrator and the assistant to the court administrator positions. This year, the prorated rate has been determined by an informal time study of these two positions. The court administrator supervises 4 CCF-supported programs and 1 non CCF program. Therefore, the court administrator's position was prorated at 75%. The assistant to the court administrator performs much less CCF-supported work. Therefore, this position has been prorated at 25% CCF-supported.

I. Describe the programming and services offered during placement in the facility

Please see attached document entitled "program overview."

The Youth Center provides secure detention and residential treatment for youth between 11-17 years of age. The program has a behavior modification program and strength-based interventions to assist the youth in learning skills that they can apply in the community once released.

The Monroe County Youth Center is a Court-Operated Institutional Care facility that meets the Out-of-Home Care eligibility through the CCF Handbook for FY26 in the following manner:

- (1) The care is ordered by the court and the youth is under court supervision;
- (2) The required detention screening tool (MJJAS-DET) is used before any decision to lodge a youth is made.

All youth admitted to the MCYC are also screened for mental health issues with the MAYSI-2 mental health assessment. All programs offered at the Youth Center are consistent with best, promising, and culturally appropriate practices. This includes Cognitive Behavioral Therapy (CBT), evidence-based programming including curriculum from the Change Company, and on-site mental health therapists and social workers.

AUTHORITY: Act 87, Public Acts of 1978, as amended.

COMPLETION: is Required.

PENALTY: State reimbursement will be withheld from local government

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Component Detail Report (DHS-2094)

Michigan Department of Health & Human Services (MDHHS)
Children's Services Agency
Monroe County for October 01, 2025 through September 30, 2026

Service Component (Full Title/Name)	Component Type
FY 26 COMMUNITY-BASED PROGRAMS - PROBATION	In-Home Care

A. Personnel

Administrative Unit:

☐ MDHHS

☒ Court

1. Salary and Wages			
Name(s)	Job Title	Hours/Week	Yearly Cost
Jeff Dusseau	Probation Officer	40.00	\$77,900.00
Amy Beckman	Probation Officer	40.00	\$77,900.00
Steve Dunham	Diversion Officer	40.00	\$77,900.00
Matt Gunter	Probation Officer	40.00	\$77,900.00
Leah Logan	Deputy Director of Juvenile Services	40.00	\$87,700.00
2. Fringe Benefits			
Retirement FTE (5 staff)			\$127,400.00
Worker's Comp FTE (5 staff)			\$6,500.00
Health Insurance FTE (5 staff)			\$107,250.00
Dental FTE (5 staff)			\$5,460.00
Optical FTE (5 staff)			\$1,000.00
Life insurance FTE (5 staff)			\$500.00
Disability FTE (5 staff)			\$3,800.00
Unemployment FTE (5 staff)			\$375.00
Social Security FTE (5 staff)			\$28,600.00
Total Personnel			\$680,185.00

B. Program Support (For employees identified in "A" above)

1. Travel	Rate/Mile	Estimate No. of Miles	Yearly Cost
Mileage	\$0.67	12,000.00	\$8,040.00
2. Supplies and Materials (Description/Examples)			Yearly Cost
Drug tests (100@\$10 per test)			\$1,000.00
Tether (6 kids per year @30 days - tether is \$7.00/day)			\$1,260.00
Office supplies (for pro-social activities)			\$1,000.00
3. Other Costs (Description/Examples)	Rate/Unit		Yearly Cost
Membership dues	\$1.00		\$1,500.00
Training	\$1,000.00		\$5,000.00
Cellular telephone (3@ \$65/month)	\$65.00		\$2,340.00
Printing, binding, postage	\$1.00		\$500.00
Risk/needs assessment costs (MAYSI-2, JIFF)	\$1.00		\$1,000.00
Competency exams	\$1,500.00		\$20,000.00
"Promising practice" workbooks - change company	\$7.50		\$1,500.00
A-1 curriculum - promising practice/evidence-based curriculum	\$100.00		\$1,000.00

* Must comply with the definitions and limits listed for court operated facilities in the Child Care Fund Handbook.

Total Program Support \$44,140.00

C. Contractual Services

1. Unit Rates				
Name(s)	Rate	Unit Type	Total Units/ Contract	Yearly Cost
Sex offender therapist contract	\$125.00	1.	160.00	\$20,000.00
U of M program evaluation	\$125.00	1.	160.00	\$20,000.00
Family shelter and counseling	\$100.00	1.	100.00	\$10,000.00
2. Closed End Contracts				
Total Contractual				\$50,000.00

D. Non-Scheduled Payments

Type of Service (Description)	Anticipated No. Units to be Provided	Average Cost of Each Service Unit	Yearly Cost
Mentor costs	30.00	\$15.00	\$450.00
Bus Passes	75.00	\$5.00	\$375.00
Rewards/incentives (YMCA, summer camp admission, etc.)	1,000.00	\$10.00	\$10,000.00
Total Non-Scheduled			\$10,825.00

E. Service Component - In-Home Care or Basic Grant

(Add Totals for A, B, C, and D above)	Total Service Component Cost	\$785,150.00
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F. Public Revenue:

If you plan to fund any portion of this service component with other public revenue including other Child Care Funds or Basic Grant monies, or if this component is generating revenue (i.e. third party payments) specify the following:

SOURCE	To Be Provided	Yearly Cost
Total Public Revenue		\$0.00

G. Subtract Total Public Revenue from Total Service Component Cost (E-F)

Total Cost to Basic Grant, Net Anticipated IHC Matchable Expenditure (Gross Costs Less Other Revenue)	\$785,150.00
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H. Program Specific Information:

1. Component Status			
☒ Continued	☐ Terminated	☐ Revised	☐ New

2. Target Population(s) Served - Check all that apply.

A. Children Under Jurisdiction of Court

☒ Delinquent ☐ Neglect

B. Children NOT Under Jurisdiction of Court

☐ Written Complaint ☐ CPS Category I or II ☒ Children likely to come under Jurisdiction of the Court

3. Area(s) of Intended Impact - Check primary area(s) only.

A Reduction In:

☐ Number of Youth Petitioned

☐ Number of Adjudications

☐ Number of Days of Family Foster Care

☒ Number of Days of Out-of-Home Detention

☐ Number of Days of Shelter Care

☒ Number of Days of Residential Treatment Care

☐ Number of State Wards Committed (Act 150 & 220)

4. Service Focus - Check all that apply.

☒ Provide early intervention to treat within the child's home

☒ Effect early return from foster or institutional care

I. Program Description - Must be completed for all components, except those being terminated, each year.

Monroe County Juvenile Probation Department is made up of three (3) distinct intervention levels: Diversion, Standard Probation and Intensive Probation. These programs all meet the policy requirements for a community-based service because each program utilizes the following:

1. All youth are under the jurisdiction of the court OR are part of diversion programming that is consistent with sections 2 to 6 and 9 of the Juvenile Diversion Act.
2. The court has received a referral or a petition and consideration is given to the results of an approved risk and needs assessment (MJJAS-Div or MJJAS-Dis) and the results of a mental health screen (MAYSI-2).
3. The approved detention screening tool (MJJAS-Det) is used before any decision to lodge a youth is made.
4. The probation department utilizes a quality assurance specialist who maintains all required statistics and data surrounding our community-based probation program.
4. No expenditures are made for basic family needs.
6. No expenditures include any judicial costs.

The probation department is compliant with SCAO Juvenile Justice Probation Standards in the following manner:

1. All current probation staff have been trained and certified in the full suite of MJJAS assessment tools. Three of four of the staff were re-certified and one staff member was trained for the first time in May 2025.
2. All staff possess a minimum of a BA in a field related to social work/criminal justice.
3. All staff are compliant with MSC AO 1985-5 and are MJI certified.
4. The Model Code of Conduct for Michigan Court Employees is reviewed and re-affirmed by all probation staff every January as part of on-going professional development.

All of the interventions for the Monroe County Probation Department are compliant with best practices for case management and meet the following standards:

Each Diversion case plan includes:

MJJAS diversion assessment;

MAYSI-2 mental health screening;

Individualized diversion agreements with input from the youth and the youths parent and address the youth's identified strengths, needs, and risks.

Diversion agreements and case notes document all community-based programming services provided;

Contact frequency with the diversion officer is on an as-needed basis unless otherwise specifically articulated in the individualized diversion agreement;

All services are consistent with best, promising and culturally-appropriate practices. Services offered may include formal counseling, restorative justice and community service projects, or on-line curriculum referrals for things like retail fraud, vaping, or development of self-esteem.

Diversion agreements are signed by parents and youth and do not exceed 3 months in duration unless the youth is involved in a documented program whose duration exceeds 3 months.

Each Standard/Intensive Probation case plan includes:

MJJAS dispositional assessment (re-administered after 6 months);

MAYSI-2 mental health screening;

Interventions that correlate to the youths individual level of risk (based on the MJJAS-DIV);

Case plans and progress reports document all community-based programming services provided;

Goals have specific action steps and timeframes to evaluate progress;

All services are consistent with best, promising and culturally appropriate practices;

Specific face-to-face contact requirements are based on the youths risk level and presenting needs.

AUTHORITY: Act 87, Public Acts of 1978, as amended.

COMPLETION: is Required.

PENALTY: State reimbursement will be withheld from local government

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Component Detail Report (DHS-2094)

Michigan Department of Health & Human Services (MDHHS)
Children's Services Agency
Monroe County for October 01, 2025 through September 30, 2026

Service Component (Full Title/Name)	Component Type
FY 26 CASA-Court Appointed Special Advocate	In-Home Care

A. Personnel

Administrative Unit:

☐ MDHHS

☒ Court

1. Salary and Wages			
Name(s)	Job Title	Hours/Week	Yearly Cost
2. Fringe Benefits			
Total Personnel			\$0.00

B. Program Support (For employees identified in "A" above)

1. Travel	Rate/Mile	Estimate No. of Miles	Yearly Cost
2. Supplies and Materials (Description/Examples)			Yearly Cost
3. Other Costs (Description/Examples)	Rate/Unit		Yearly Cost
* Must comply with the definitions and limits listed for court operated facilities in the California Judicial Branch Budget Act of 2019, Chapter 10, Article 1, Section 10000.01.			
Total Program Support			\$0.00

* Must comply with the definitions and limits listed for court operated facilities in the Child Care Fund Handbook.

C. Contractual Services

1. Unit Rates				
Name(s)	Rate	Unit Type	Total Units/ Contract	Yearly Cost
2. Closed End Contracts				
CASA of Monroe County				\$120,500.00
Total Contractual				\$120,500.00

D. Non-Scheduled Payments

Type of Service (Description)	Anticipated No. Units to be Provided	Average Cost of Each Service Unit	Yearly Cost
Total Non-Scheduled			\$0.00

E. Service Component - In-Home Care or Basic Grant

(Add Totals for A, B, C, and D above)	Total Service Component Cost	\$120,500.00
---------------------------------------	------------------------------	--------------

F. Public Revenue:

If you plan to fund any portion of this service component with other public revenue including other Child Care Funds or Basic Grant monies, or if this component is generating revenue (i.e. third party payments) specify the following:

SOURCE	To Be Provided	Yearly Cost
Total Public Revenue		\$0.00

G. Subtract Total Public Revenue from Total Service Component Cost (E-F)

Total Cost to Basic Grant, Net Anticipated IHC Matchable Expenditure (Gross Costs Less Other Revenue)	\$120,500.00
--	--------------

H. Program Specific Information:**1. Component Status**

☒ Continued ☐ Terminated ☐ Revised ☐ New

2. Target Population(s) Served - Check all that apply.**A. Children Under Jurisdiction of Court**

☐ Delinquent ☒ Neglect

B. Children NOT Under Jurisdiction of Court

☐ Written Complaint ☐ CPS Category I or II ☐ Children likely to come under Jurisdiction of the Court

3. Area(s) of Intended Impact - Check primary area(s) only.**A Reduction In:**

☐ Number of Youth Petitioned

☐ Number of Adjudications

☒ Number of Days of Family Foster Care

☐ Number of Days of Out-of-Home Detention

☐ Number of Days of Shelter Care

☐ Number of Days of Residential Treatment Care

☐ Number of State Wards Committed (Act 150 & 220)

4. Service Focus - Check all that apply.

☐ Provide early intervention to treat within the child's home

☒ Effect early return from foster or institutional care

I. Program Description - Must be completed for all components, except those being terminated, each year.

PLEASE NOTE: This program meets community-based program requirements because it is a service alternative to out-of-home placement for neglect/abuse children and a referral has been received and accepted by the court; placement of a youth in the CASA program has been ordered by the court; and the CASA services meet the definition of community-based programming in the FY26 CHILD CARE FUND HANDBOOK. CASA adheres to all national CASA standards and Michigan CASA policies as required by Court Rule MCR 3.917.

No expenditures through the CASA program are for judicial costs or for basic family needs.

PROGRAM DESCRIPTION:

The targeted population for the CASA program are neglect/abuse youth who have come under court jurisdiction. The intended impact of CASA is to accelerate the early return of youth from foster care. All case plans identify an early return goal. Through the use of court appointed special advocates, the court seeks to assure safe, permanent family situations for children as quickly as possible.

CASA volunteers receive intensive training from the CASA program in the best practice of volunteer advocacy, as defined by the National CASA and Michigan CASA standards. The individual volunteers are sworn in by the court and their job is to advocate for the best interest of children who are under the jurisdiction of the Family Court. CASA volunteers assist in assuring that each child is ultimately placed in a safe, permanent, nurturing home.

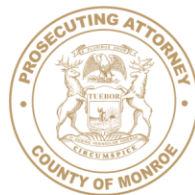
A CASA advocate provides intensive, face-to-face contact with the child. Advocates also gather information about the child's situation by making frequent and regular contact with caseworkers, school officials, therapists, foster parents, relatives, and anyone else who is able to provide information as to the child's welfare. The advocate will also reference any other information available that will aid in determining what is in the best interest of the child. Their findings are filed with the court in a written report and advocates appear in court at all hearings to provide support and advocacy for the child. When a child's permanency plan is adoption, the CASA volunteer visits with the child in his/her placement regularly and monitors the progress of the adoption. The intense and early intervention by a CASA volunteer prevents children from languishing as temporary wards of the court in the foster care system and expedites movement to an appropriate and safe permanent placement.

AUTHORITY: Act 87, Public Acts of 1978, as amended.

COMPLETION: is Required.

PENALTY: State reimbursement will be withheld from local government

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OFFICE OF THE PROSECUTING ATTORNEY

Monroe County Courthouse • Third Floor
125 East Second Street
Monroe, Michigan 48161-2193

July 8, 2025

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

Re: Crime Victim Rights Grant approval for FY 2026 (October 1, 2025 through September 30, 2026)

Dear Chairman Vensel and Commissioners:

The Monroe County Prosecutor's Office has been allocated \$216,334.00 from the Michigan Department of Health and Human Services for the purpose of implementing the requirements of the William Van Regenmorter Crime Victim Rights Act, P.A. 87 of 1985 in Monroe County, effective with Fiscal Year 2026. The Prosecutor's Office is requesting permission to apply for and accept this allocation.

This grant is used to support the operations of the Victim Rights Unit in the Monroe County Prosecutor's Office, which has a proposed budget of \$276,261. The budget will require a match of approximately \$59,927.00. This match is included in the County 2025 budget with \$14,981.75 funding the first quarter match of the FY 2026 Victim Rights budget that runs from October 2025 through December 2025. The remaining balance of the County match amount of \$44,945.25, is requested to be included in the 2026 County budget that would be allocated for January 2026 through September 30, 2026 in the grant.

A copy of the Grant Agreement is included with this request.

If you have any questions, please contact me at (734) 240-7607 or Monroe County Prosecutor Jeffery A. Yorkey at (734) 240-7600.

Respectfully,

Alana M. Horkey
Victim Rights Coordinator

cc: Jeffery A. Yorkey, Monroe County Prosecutor
Susan Maier, Director of Fiscal Services

TELEPHONE (734) 240-7600 • FACSIMILE (734) 240-7626

Victim Rights Prosecutor - 2026

Facesheet

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1. Demographic Information

- a. Demographic Information Name Monroe County of Prosecutor
- b. Organizational Unit
- c. Address 125 E. Second St
- d. Address 2
- e. City Monroe State MI Zip 48161-2110
- f. Federal ID Number 38-6004873 Reference No. 020280947 Unique Entity Id. GEKUTMFMK Y77
- g. Agency's fiscal year (beginning month and day) October-01
- h. Agency Type
- ☐ Private, Non-Profit ☒ Public
1. Select the appropriate radio button to indicate the agency method of accounting.
- ☒ Accrual
- ☐ Cash
- ☐ Modified Accrual

2. Program / Service Information

- a. Program / Service Information Name Victim Rights Prosecutor - 2026
- b. Is implementing agency same as Demographic Information ☒ Yes ☐ No
- c. Implementing Agency Name
- d. Project Start Date Oct-01-2025 End Date Sep-30-2026
- e. Amount of Funds Allocated \$216,334.00 Project Cost \$216,334.00

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APP # _____

3. Certification / Contacts Information

a. Project Director

Name	Alana Horkey				
Title	Program Director				
Mailing Address	125 E. Second St.				
City	Monroe	State	MI	Zip	48161
Telephone	(734) 240-7606			Fax	(734) 240-7626
E-mail Address	alana_horkey@monroemi.org				

b. Financial Officer

Name	Brooke Bozynski				
Title	Office Manager				
Mailing Address	125 East Second Street				
City	Monroe	State	MI	Zip	48131
Telephone	(734) 240-7605			Fax	(734) 240-7626
E-mail Address	brooke_bozynski@monroemi.org				

c. Authorized Official

Name	Jeff Yorkey				
Title	Prosecuting Attorney				
Mailing Address	125 East Second Street				
City	Monroe	State	MI	Zip	48161
Telephone	(734) 240-7619			Fax	(734) 240-7626
E-mail Address	Jeffery_Yorkey@monroemi.org				

Certifications

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APP # _____

4. Assurances and Certifications

A. SPECIAL CERTIFICATIONS

- a. ☒ By checking this box, the individual or officer certifies that the individual or officer is authorized to approve this grant application for submission to the Department of Health and Human Services on behalf of the responsible governing board, official or Grantee.
- b. ☒ By checking this box, the individual or officer certifies that the individual or officer is authorized to sign the agreement on behalf of the responsible governing board, official or Grantee.

B. State of Michigan Information Technology Information Security Policy

- 1. By checking the following boxes, the Grantee acknowledges compliance with State of Michigan Information Technology Information Security Policy* and provides the following assurances:
 - a. ☒ The Grantee Project Director will be notified within 24 hours when its users are terminated or transferred or immediately if after an unfriendly separation.
 - b. ☒ The Grantee Project Director will annually review and certify user accounts to verify the user's access is still required and the user is assigned the appropriate permissions.
 - c. ☒ The Grantee Project Director will remove user's access within 48 hours of notification when users are terminated or transferred, or immediately if after an unfriendly separation.
 - d. ☒ After 120 days of inactivity, when the user attempts to log into their account they will receive a message stating their account has been deactivated, and the user will have to request the account be reinstated.

*Policy available at https://www.michigan.gov/documents/dmb/1340_193162_7.pdf

Narrative

FOR OFFICE USE ONLY:

Version # _____

APP # _____

5. Program Synopsis

To provide notification and services to victims of crime in Monroe County in accordance with the Michigan Crime Victim Rights Act; plan, conduct and report projects started during the fiscal year.

6. Program Target Area

Counties

Counties project will serve (check all that apply):

- | | | |
|--|---------------------------------------|--------------------------------------|
| ☐ Alcona | ☐ Alger | ☐ Allegan |
| ☐ Alpena | ☐ Antrim | ☐ Arenac |
| ☐ Baraga | ☐ Barry | ☐ Bay |
| ☐ Benzie | ☐ Berrien | ☐ Branch |
| ☐ Calhoun | ☐ Cass | ☐ Charlevoix |
| ☐ Cheboygan | ☐ Chippewa | ☐ Clare |
| ☐ Clinton | ☐ Crawford | ☐ Delta |
| ☐ Dickinson | ☐ Eaton | ☐ Emmet |
| ☐ Genesee | ☐ Gladwin | ☐ Gogebic |
| ☐ Grand Traverse | ☐ Gratiot | ☐ Hillsdale |
| ☐ Houghton | ☐ Huron | ☐ Ingham |
| ☐ Ionia | ☐ Iosco | ☐ Iron |
| ☐ Isabella | ☐ Jackson | ☐ Kalamazoo |
| ☐ Kalkaska | ☐ Kent | ☐ Keweenaw |
| ☐ Lake | ☐ Lapeer | ☐ Leelanau |
| ☐ Lenawee | ☐ Livingston | ☐ Luce |
| ☐ Mackinac | ☐ Macomb | ☐ Manistee |
| ☐ Marquette | ☐ Mason | ☐ Mecosta |
| ☐ Menominee | ☐ Midland | ☐ Missaukee |
| ☒ Monroe | ☐ Montcalm | ☐ Montmorency |
| ☐ Muskegon | ☐ Newaygo | ☐ Oakland |
| ☐ Oceana | ☐ Ogemaw | ☐ Ontonagon |
| ☐ Osceola | ☐ Oscoda | ☐ Otsego |
| ☐ Ottawa | ☐ Presque Isle | ☐ Roscommon |
| ☐ Saginaw | ☐ St. Clair | ☐ St. Joseph |
| ☐ Sanilac | ☐ Schoolcraft | ☐ Shiawassee |
| ☐ Tuscola | ☐ Van Buren | ☐ Washtenaw |
| ☐ Wayne | ☐ Wexford | ☐ Out Wayne |

U.S. Congressional, State and House Districts

i. US Congressional Districts

- | | | |
|--|--|--|
| ☐ US Congress District 1 | ☐ US Congress District 2 | ☐ US Congress District 3 |
| ☐ US Congress District 4 | ☐ US Congress District 5 | ☐ US Congress District 6 |
| ☒ US Congress District 7 | ☐ US Congress District 8 | ☐ US Congress District 9 |
| ☐ US Congress District 10 | ☐ US Congress District 11 | ☐ US Congress District 12 |
| ☐ US Congress District 13 | ☐ US Congress District 14 | |

ii. State Senate Districts

- | | | |
|---|--|---|
| ☐ State Senate District 1 | ☐ State Senate District 2 | ☐ State Senate District 3 |
| ☐ State Senate District 4 | ☐ State Senate District 5 | ☐ State Senate District 6 |
| ☐ State Senate District 7 | ☐ State Senate District 8 | ☐ State Senate District 9 |
| ☐ State Senate District 10 | ☐ State Senate District 11 | ☐ State Senate District 12 |
| ☐ State Senate District 13 | ☐ State Senate District 14 | ☐ State Senate District 15 |
| ☐ State Senate District 16 | ☒ State Senate District 17 | ☐ State Senate District 18 |
| ☐ State Senate District 19 | ☐ State Senate District 20 | ☐ State Senate District 21 |
| ☐ State Senate District 22 | ☐ State Senate District 23 | ☐ State Senate District 24 |
| ☐ State Senate District 25 | ☐ State Senate District 26 | ☐ State Senate District 27 |
| ☐ State Senate District 28 | ☐ State Senate District 29 | ☐ State Senate District 30 |
| ☐ State Senate District 31 | ☐ State Senate District 32 | ☐ State Senate District 33 |
| ☐ State Senate District 34 | ☐ State Senate District 35 | ☐ State Senate District 36 |
| ☐ State Senate District 37 | ☐ State Senate District 38 | |

iii. State House Districts

- | | | |
|---|--|--|
| ☐ State House District 1 | ☐ State House District 2 | ☐ State House District 3 |
| ☐ State House District 4 | ☐ State House District 5 | ☐ State House District 6 |
| ☐ State House District 7 | ☐ State House District 8 | ☐ State House District 9 |
| ☐ State House District 10 | ☐ State House District 11 | ☐ State House District 12 |
| ☐ State House District 13 | ☐ State House District 14 | ☐ State House District 15 |
| ☐ State House District 16 | ☐ State House District 17 | ☐ State House District 18 |
| ☐ State House District 19 | ☐ State House District 20 | ☐ State House District 21 |
| ☐ State House District 22 | ☐ State House District 23 | ☐ State House District 24 |
| ☐ State House District 25 | ☐ State House District 26 | ☐ State House District 27 |
| ☐ State House District 28 | ☐ State House District 29 | ☐ State House District 30 |
| ☐ State House District 31 | ☐ State House District 32 | ☐ State House District 33 |
| ☐ State House District 34 | ☐ State House District 35 | ☐ State House District 36 |
| ☐ State House District 37 | ☐ State House District 38 | ☐ State House District 39 |
| ☐ State House District 40 | ☐ State House District 41 | ☐ State House District 42 |
| ☐ State House District 43 | ☐ State House District 44 | ☐ State House District 45 |
| ☐ State House District 46 | ☐ State House District 47 | ☐ State House District 48 |
| ☐ State House District 49 | ☐ State House District 50 | ☐ State House District 51 |
| ☐ State House District 52 | ☐ State House District 53 | ☐ State House District 54 |
| ☒ State House District 55 | ☐ State House District 56 | ☐ State House District 57 |

- | | | |
|---|---|---|
| ☐ State House District 58 | ☐ State House District 59 | ☐ State House District 60 |
| ☐ State House District 61 | ☐ State House District 62 | ☐ State House District 63 |
| ☐ State House District 64 | ☐ State House District 65 | ☐ State House District 66 |
| ☐ State House District 67 | ☐ State House District 68 | ☐ State House District 69 |
| ☐ State House District 70 | ☐ State House District 71 | ☐ State House District 72 |
| ☐ State House District 73 | ☐ State House District 74 | ☐ State House District 75 |
| ☐ State House District 76 | ☐ State House District 77 | ☐ State House District 78 |
| ☐ State House District 79 | ☐ State House District 80 | ☐ State House District 81 |
| ☐ State House District 82 | ☐ State House District 83 | ☐ State House District 84 |
| ☐ State House District 85 | ☐ State House District 86 | ☐ State House District 87 |
| ☐ State House District 88 | ☐ State House District 89 | ☐ State House District 90 |
| ☐ State House District 91 | ☐ State House District 92 | ☐ State House District 93 |
| ☐ State House District 94 | ☐ State House District 95 | ☐ State House District 96 |
| ☐ State House District 97 | ☐ State House District 98 | ☐ State House District 99 |
| ☐ State House District 100 | ☐ State House District 101 | ☐ State House District 102 |
| ☐ State House District 103 | ☐ State House District 104 | ☐ State House District 105 |
| ☐ State House District 106 | ☐ State House District 107 | ☐ State House District 108 |
| ☐ State House District 109 | ☐ State House District 110 | |

7. Mission Statement

To always provide a caring and sensitive response to the feelings, questions and problems experienced by crime victims/witnesses and to ensure complete implementation of the Michigan Crime Victim Rights Act and any future changes that may be enacted.

8. Project Resources

Provide a general description of staff needed to implement Victims Rights in your county. Identify the most critical activities that you perform when providing victim rights.

The Monroe County Crime Victim Rights Unit consists of three full time employees: a Victim Rights Coordinator, a Victim Rights Advocate and a Victim Rights Secretary. The majority of our funding comes from the State of Michigan Crime Victim Services grant. The Victim Rights Coordinator is responsible for program development, administration, evaluation of the program, Direct Victim Needs and primarily assisting victims in high profile/serious felony cases. The VR Advocate is responsible for notifications to victims, whether in person, on the telephone or through written communication and primarily assists victims in misdemeanor cases. The VR Secretary is responsible for aiding the VR Coordinator and VR Advocate, mainly with clerical tasks. Our major purpose is to abide by our Mission Statement and to provide personalized liaisons between victims/witnesses and the various elements of the criminal justice system in order to help them with problems that arise as a result of the crime itself or as a result of their involvement in the court system. We make referrals to the appropriate social service agencies in our area, as needed, and our role as advocates is to ensure that law enforcement, prosecutors and the courts are responsive to the needs and concerns of all victims. The VR Coordinator is under the management of the Chief Prosecutor and the VR Advocate and VR Secretary are under the supervision of the VR Coordinator and Chief Prosecutor.

If you utilize the services of volunteers in the provision of Victim Rights, please explain how this is accomplished.

Monroe County utilizes the volunteer services of Therapy Dogs International, Chapter 307, for victim comfort and/or accompaniment.

9. Michigan Victim Information and Notification Everyday (MI-VINE)

Does your agency participate in MI-VINE?

☒ Yes ☐ No

Provide the number of victims registered to use MI-VINE in your county for court events during the past calendar year.

235

To obtain statistics for number of Victims Registered with MI-VINE visit the website <https://www.vinewatch.com/vinewatch/>

Please describe your programs efforts to utilize MI-VINE.

Our staff has successfully completed logins to obtain statistics and regularly distributes MI-VINE pamphlets and encourage our victims to register for notifications.

10. Community Coordination

1. Community Coordination Activity 1 - Describe any community activities, projects, or coordination councils that your office is involved in to promote Victim Rights and services.

Monroe County's VR Unit collaborates with Family Counseling and Shelter Services DVERT (Domestic Violence Emergency Response Team) and Sexual Assault Advocate and attends their Round Table meetings. We have also attended meetings with the Elder Abuse Task Force and Anti-Human Trafficking Task Force.

2. Community Coordination Activity 2 - Describe any community activities, projects, or coordination councils that your office is involved in to promote Victim Rights and services.

Monroe County's VR Unit coordinates with Therapy Dogs International, Chapter 307, who has several dogs that have been instrumental in attending court with victims.

3. Community Coordination Activity 3 - Describe any community activities, projects, or coordination councils that your office is involved in to promote Victim Rights and services.

Monroe County's VR Unit collaborates with local schools and schedules courthouse tours to present, with the Prosecutor, a segment of the tour, providing awareness and knowledge of the Prosecutor's Office and VR Unit.

Work Plan

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APP # _____

11. Work Plan

Objective :	Victim Advocates will provide notices to crime victims as defined in the William Van Regenmorter crime Vitim Rights Act of 1985 (CVRA).
Activity :	Generate and send initial victims' rights information as required by Michigan's CVRA for felony cases pursuant to MCL 780.756
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2025 - 09/30/2026
Expected Outcome :	100% of victims will receive information under this section within 7 days of the defendant's arraignment.
Measurement :	Case tracking system
Activity :	Generate and send initial victims' rights information as required by Michigan's CVRA for juvenile offender cases pursuant to MCL 780.756.
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2025 - 09/30/2026
Expected Outcome :	100% of victims will receive information under this section within 72 hours after filing a juvenile petition.
Measurement :	Case tracking system
Activity :	Generate and send initial victims' rights information as required by Michigan's CVRA for misdemeanor cases pursuant to MCL 780.816.
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2025 - 09/30/2026
Expected Outcome :	100% of victims will receive information under this section within 48 hours after arraignment/plea.
Measurement :	Case tracking system
Activity :	Provide the total number of new victims who were given specific information about exercising their crime victim rights.
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2025 - 09/30/2026
Expected Outcome :	This office will provide the total number of new victims who were given specific information about exercising their crime victim rights.
Measurement :	Case tracking system
Activity :	Provide the number of CVRA eligible victims requesting crime victim rights.
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2025 - 09/30/2026
Expected Outcome :	This office will provide the number of CVRA eligible victims requesting crime victim rights.
Measurement :	Case tracking system
Activity :	Generate and send notification of scheduled court proceedings as required by Michigan's CVRA pursuant to MCL 780.756, 780.786 and 780.816.
Responsible Staff :	Victim Rights Unit
Date Range :	10/01/2025 - 09/30/2026
Expected Outcome :	100% of victims will receive notification of scheduled court proceedings as required by Michigan's CVRA pursuant to MCL 780.756, 780.786 and 780.816
Measurement :	Case tracking system
Activity :	Generate and send notification of the defendant's conviction and victim's right to make a written or oral impact statement as required by the CVRA pursuant to MCL 780.763, 780.765, 780.792, 780.793, 780.823, 780.825
Responsible Staff :	Victim Rights Unit

Date Range : 10/01/2025 - 09/30/2026
Expected Outcome : 100% of victims will receive notification of the defendant's conviction and the victim's right to make a written or oral victim impact statement as required by the CVRA pursuant to MCL 780.763, 780.765, 780.792, 780.783, 780.823, 780.825
Measurement : Case tracking system

Activity : Generate and send the final disposition of the defendant's case, including applicable post-conviction forms, as required by the CVRA, pursuant to MCL 780.763a(1), 780.772, 780.791a, 780.793(2), 780.828a(2), 780.827
Responsible Staff : Victim Rights Unit
Date Range : 10/01/2025 - 09/30/2026
Expected Outcome : 100% of victims will receive notification of the final disposition of the defendant's case, including applicable post-conviction forms, as required by the CVRA pursuant to MCL 780.763a(1), 780.772, 780.791a, 780.793(2).
Measurement : Case tracking system

Objective : Victim advocate(s) will provide additional education, referrals, and services to crime victims from a trauma-informed/victim-centered perspective in conjunction with victim's needs.

Activity : Provide the number of times grantees provided criminal justice advocacy for victims upon request.
Responsible Staff : Victim Rights Unit
Date Range : 10/01/2025 - 09/30/2026
Expected Outcome : This office will provide the number of times grantees provided criminal justice advocacy for victims upon request.
Measurement : Case tracking or comparable system

Activity : Provide the number of times grantees provided courtroom accompaniment for victims upon request.
Responsible Staff : Victim Rights Unit
Date Range : 10/01/2025 - 09/30/2026
Expected Outcome : This office will provide the number of times grantees provided courtroom accompaniment for victims upon request.
Measurement : Case tracking or comparable system

Activity : Provide the number of victims who received Crime Victim Compensation (CVC) application assistance
Responsible Staff : Victim Rights Unit
Date Range : 10/01/2025 - 09/30/2026
Expected Outcome : This office will provide the number of victims who received Crime Victim Compensation (CVC) application assistance.
Measurement : Case tracking or comparable system

Activity : Provide the number of victims who received assistance with the MI VINE services
Responsible Staff : Victim Rights Unit
Date Range : 10/01/2025 - 09/30/2026
Expected Outcome : This office will provide the number of victims who received assistance with MI VINE services
Measurement : Case tracking or comparable system

Activity : Provide the number of victims who received Address Confidentiality Program (ACP) assistance
Responsible Staff : Victim Rights Unit
Date Range : 10/01/2025 - 09/30/2026
Expected Outcome : This office will provide the number of victims who received Address Confidentiality Program (ACP) assistance.
Measurement : Case tracking or comparable system

Objective : Victim Advocate(s) will obtain continuing education from MDHHS-DVS approved training sessions

Activity : Full-time Victim Advocate(s) will obtain 16 hours of continuing education credits per grant year

Responsible Staff : Victim Rights Unit
Date Range : 10/01/2025 - 09/30/2026
Expected Outcome : 100% of full-time Victim Advocate(s) will obtain 16 hours of continuing education credits per grant year
Measurement : Training log or Certificate of Attendance

Activity : Part-time Victim Advocate(s) will obtain 8 hours continuing education credits per grant year
Responsible Staff : Victim Rights Unit
Date Range : 10/01/2025 - 09/30/2026
Expected Outcome : 100% of part-time Victim Advocate(s) will obtain 8 hours of continuing education credits per grant year
Measurement : Training log or Certificate of Attendance

Budget

FOR OFFICE USE ONLY: Version # _____ APP # _____							
	Line Item	Qty	Rate	Units	UOM	Total	Amount
DIRECT EXPENSES							
Program Expenses							
1	Salary & Wages						
	Victim Advocate Notes : Oct. 1, 2025 - Dec. 31, 2025 Grade 10; Step 6 \$31.15 per hour; 8 hours per day; 5 days a week; 13 weeks Jan. 1, 2026 - Sep. 30, 2026 Grade 10; Step 6 \$32.08 per hour; 8 hours per day; 5 days a week; 39 weeks Attachment : ZZZ_1_Victim Rights Coordinator Rye .PDF	1.0000	66242.800	0.000	FTE	66,243.00	66,243.00
	Victim Advocate Notes : Oct 1, 2025 - Dec. 31, 2025 Grade 7; Step 6 \$24.77 per hour; 8 hours per day; 5 days a week; 13 weeks Jan. 1, 2026 - Sep. 30, 2026 Grade 7; Step 6 \$25.51 per hour; 8 hours per day; 5 days a week; 39 weeks Attachment : ZZZ_2_VR Advocate Rye 7 - Job Descri.PDF	1.0000	52676.000	0.000	FTE	52,676.00	52,676.00
	Victim Advocate Notes : Oct. 1, 2025 - Dec. 31, 2025 Grade 6; Step 2 \$19.94 per hour; 8 hours per day; 5 days a week; 13 weeks Jan. 1, 2026 - Apr. 21, 2026 Grade 6; Step 2 \$20.54 per hour; 8 hours per day; 5 days a week; 21 weeks	1.0000	42929.600	0.000		42,930.00	42,930.00

Budget Detail for Victim Rights Prosecutor - 2026
Agency: Monroe County of Prosecutor
Application: Victim Rights Prosecutor - 2026

7/8/2025

	Line Item	Qty	Rate	Units	UOM	Total	Amount
	Apr. 22, 2026 - Sep. 30, 2026 Grade 6; Step 3 \$21.26 per hour; 8 hours per day; 5 days a week; 18 weeks Attachment : ZZZ_3_FT Victim Rights Secretary Job.PDF						
Total for Salary & Wages						161,849.00	161,849.00
2	Fringe Benefits						
	Social Security	0.0000	3.181	161849.000		5,148.00	5,148.00
	Retirement	0.0000	16.101	118918.800		19,147.00	19,147.00
	Worker's Compensation	0.0000	0.029	161849.000		47.00	47.00
	Health Insurance	0.0000	6.510	161849.000		10,536.00	10,536.00
	Health Care Savings	0.0000	1.563	95606.000		1,494.00	1,494.00
	Dental Insurance	0.0000	0.501	161849.000		811.00	811.00
	Vision Insurance	0.0000	0.079	161849.000		128.00	128.00
	Life Insurance	0.0000	0.068	161849.000		110.00	110.00
	Retiree Health Care	0.0000	2.036	66242.800		1,349.00	1,349.00
	Disability	0.0000	0.289	161849.000		468.00	468.00
	Unemployment	0.0000	0.042	161849.000		68.00	68.00
Total for Fringe Benefits						39,306.00	39,306.00
3	Employee Travel and Training						
	Mileage-Mileage to and from conferences Notes : Mileage - to and from conferences and neighboring counties on Special Prosecutor cases	0.0000	0.000	0.000		500.00	500.00

Budget Detail for Victim Rights Prosecutor - 2026
Agency: Monroe County of Prosecutor
Application: Victim Rights Prosecutor - 2026

7/8/2025

	Line Item	Qty	Rate	Units	UOM	Total	Amount
4	Supplies & Materials						
	Office Supplies	0.0000	0.000	0.000		1,000.00	1,000.00
	Printing	0.0000	0.000	0.000		500.00	500.00
	Postage	0.0000	0.000	0.000		2,250.00	2,250.00
	Educational Supplies	0.0000	0.000	0.000		50.00	50.00
	Software	0.0000	0.000	0.000		2,800.00	2,800.00
	Operating Supplies - Preemployment costs	0.0000	0.000	0.000		200.00	200.00
Total for Supplies & Materials						6,800.00	6,800.00
5	Subawards – Subrecipient Services						
6	Contractual - Professional Services						
7	Communications						
	Office Telephone Service	0.0000	0.000	0.000		750.00	750.00
8	Grantee Rent Costs						
9	Space Costs						
10	Capital Expenditures - Equipment & Other						
11	Client Assistance - Rent						
12	Client Assistance - All Other						
	Direct Victim Needs	0.0000	0.000	0.000		5,879.00	5,879.00
13	Other Expense						
	Training/Conference	0.0000	0.000	0.000		50.00	50.00
	Payroll	0.0000	0.000	0.000		1,200.00	1,200.00

Budget Detail for Victim Rights Prosecutor - 2026
Agency: Monroe County of Prosecutor
Application: Victim Rights Prosecutor - 2026

7/8/2025

	Line Item	Qty	Rate	Units	UOM	Total	Amount
Total for Other Expense						1,250.00	1,250.00
Total Program Expenses						216,334.00	216,334.00
TOTAL DIRECT EXPENSES						216,334.00	216,334.00
INDIRECT EXPENSES							
Indirect Costs							
1	Indirect Costs						
2	Cost Allocation Plan						
Total Indirect Costs						0.00	0.00
TOTAL INDIRECT EXPENSES						0.00	0.00
TOTAL EXPENDITURES						216,334.00	216,334.00

Budget Summary for Victim Rights Prosecutor - 2026
Agency: Monroe County of Prosecutor
Application: Victim Rights Prosecutor - 2026

7/8/2025

	Category	Total	Amount	Narrative
DIRECT EXPENSES				
Program Expenses				
1	Salary & Wages	161,849.00	161,849.00	
2	Fringe Benefits	39,306.00	39,306.00	
3	Employee Travel and Training	500.00	500.00	
4	Supplies & Materials	6,800.00	6,800.00	
5	Subawards – Subrecipient Services	0.00	0.00	
6	Contractual - Professional Services	0.00	0.00	
7	Communications	750.00	750.00	
8	Grantee Rent Costs	0.00	0.00	
9	Space Costs	0.00	0.00	
10	Capital Expenditures - Equipment & Other	0.00	0.00	
11	Client Assistance - Rent	0.00	0.00	
12	Client Assistance - All Other	5,879.00	5,879.00	
13	Other Expense	1,250.00	1,250.00	
Total Program Expenses		216,334.00	216,334.00	
TOTAL DIRECT EXPENSES		216,334.00	216,334.00	
INDIRECT EXPENSES				
Indirect Costs				
1	Indirect Costs	0.00	0.00	
2	Cost Allocation Plan	0.00	0.00	

Budget Summary for Victim Rights Prosecutor - 2026
Agency: Monroe County of Prosecutor
Application: Victim Rights Prosecutor - 2026

7/8/2025

	Category	Total	Amount	Narrative
	Total Indirect Costs	0.00	0.00	
	TOTAL INDIRECT EXPENSES	0.00	0.00	
	TOTAL EXPENDITURES	216,334.00	216,334.00	

Source of Funds

	Category	Total	Amount	Cash	Inkind	Narrative
1	Source of Funds					
	MDHHS State Agreement	216,334.00	216,334.00	0.00	0.00	
	Fees and Collections - 1st and 2nd Party	0.00	0.00	0.00	0.00	
	Fees and Collections - 3rd Party	0.00	0.00	0.00	0.00	
	Local	0.00	0.00	0.00	0.00	
	Non-MDHHS State Agreements	0.00	0.00	0.00	0.00	
	Federal	0.00	0.00	0.00	0.00	
	Other	0.00	0.00	0.00	0.00	
	In-Kind	0.00	0.00	0.00	0.00	
	Federal Cost Based Reimbursement	0.00	0.00	0.00	0.00	
	Total Source of Funds	216,334.00	216,334.00	0.00	0.00	
	Totals	216,334.00	216,334.00	0.00	0.00	

Miscellaneous

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15. Supporting documentation, if required

Attachment Title	Attachment

Attachments Index

FOR OFFICE USE ONLY:

Version # _____

APP # _____

#	Section	Title	File Name
1	Budget Detail	Victim Advocate	ZZZ_1_Victim Rights Coordinator Rye .PDF
2	Budget Detail	Victim Advocate	ZZZ_2_VR Advocate Rye 7 - Job Descri.PDF
3	Budget Detail	Victim Advocate	ZZZ_3_FT Victim Rights Secretary Job.PDF

MONROE COUNTY VICTIM RIGHTS COORDINATOR

Department: Prosecutor's Office

Wage Grade: Rye -10

FLSA Status: Non-Exempt

Affiliation: TPOAM

General Summary

Under the supervision of the Prosecutor coordinates and administers the victim rights functions and activities required of the Prosecutor's Office under the Victim Rights constitutional amendment. Ensures victims are notified of their rights and updates of court events pertaining to their case, responds to inquiries regarding the program, provides trial support to prosecutors, assists victims in obtaining restitution and/or compensation from the State, and prepares reports and billings related to the program. Coordinates and assigns duties of staff within the victim rights unit.

Essential Functions*[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.]*

Serves as working supervisor in the victim rights unit. Trains, makes work assignments, and reviews and ensures timeliness of work products.

Oversees processes to ensure that informational packets are sent to victims of crime to inform the victim of the charges filed and their rights under the Crime Victims Rights Act. Provides victims with forms to complete and return if they choose to take advantage of their rights under law.

Ensures that victims are informed, by letter or telephone, of court dates and actions taken pertaining to their case. Ensures that statutory requirements regarding notification are fulfilled at each step during prosecution of the case.

Advises victims of sentencing dates which includes providing impact statements to be completed by the victim and assists victims in the preparation of such statements.

Keeps the Prosecuting Attorney and Assistant Prosecutors apprised of case status on high profile and sensitive cases; including but not limited to issues that may exist related to victims and their case and works with victims should the victim/witness be harassed or threatened.

Documents interaction with attorneys or victims related to the case while complying with strict confidentiality requirements.

Assists victims in preparing for court and provides support by familiarizing them with the court process. Attends hearings with victims as requested. Schedules appointments and attends meetings with the Prosecuting Attorney and Assistant Prosecutors and victims and explains the court procedures and their rights to these individuals.

Provides trial support to Prosecuting Attorney and Assistant Prosecutors prior to and during Circuit Court, District Court and Family Court trials, including but not limited to scheduling prospective witness meetings, maintaining contact with trial witnesses, witness preparation for trial and securing information from witnesses for witness payment.

Advises and assists Victim Rights Advocate and Victim Rights Assistants as necessary.

Assists victims in completing applications for compensation to recover some of the expenses incurred as a result of the crime. Provides victims with information that may assist in filing a claim. Serves as liaison between the Court and insurance companies, medical institutions, employers and various other members of the community according to State statute.

Oversees the approved budget for the program, and procures office materials and supplies.

Prepares and submits financial and statistical reports to the State for reimbursement to the County for program expenses on a quarterly basis.

Submits annual budget to the Victim Rights Unit of the Division of Victim Services (MDHHS) through an online grant reporting system.

Refers victims to domestic assault, mental health and other human service agencies.

Manages the distribution of funding for Ancillary Direct Victim Needs.

Attends annually a minimum of 16 hours required continuing education through trainings or meetings provided and/or approved by the Prosecuting Attorney Association of Michigan.

Coordinates with County law enforcement agencies, probation departments and the Department of Corrections in fulfilling victim's rights under the Statute.

Organizes and prepares activities for the annual Crime Victims' Rights Week including preparing the annual budget for the event. Gives oral presentations to groups or individuals educating them about victim rights issues.

Conducts community education and outreach programs regarding victims' rights.

Serves as a member of various committees and groups related to victim advocacy.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

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

Education: Associates degree in social work, psychology, criminal justice, public administration or related field.

Experience: Two to three years of experience in the criminal justice system, social agency, or in a counseling capacity providing knowledge of court procedures and crisis intervention. Grant writing experience preferred.

The County, at its discretion, may consider an alternative combination of formal education and work experience.

Other Qualifications:

Must have valid driver's license

Knowledge of:

- Public management techniques involved in budgeting, personnel administration and resource management, and the ability to identify and implement new practices.
- Administrative and clerical procedures and systems such as word processing, use of computers and computer software (Proficient in MS Word/MS Excel, AS400), managing files and records.
- Principles and process for providing customer and personal service.

Skill in:

- Assembling and analyzing data, preparing comprehensive and accurate reports, and formulating policy and service recommendations.
- Effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.
- Handling interruptions without losing on-the-job effectiveness.
- Being proactive with improvements and concerns related to job duties.
- Using sound, independent judgment within established policy and procedural guidelines.
- Using technology appropriate to the position held.
- Establishing and maintaining effective working relationships with criminal justice personnel.
- Understanding written sentences and paragraphs in work related documents.
- Communicating effectively in writing as appropriate for the needs of the recipient.

Ability to:

- Coordinate the work of others.
- Listen to and understand information and ideas presented through spoken words and sentences.
- Speak clearly so others can understand.
- See details at close range on a computer screen or in written form.
- Work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Work with limited supervision and high motivation.

- Recognize the needs and concerns of people and maintain constructive relationships in dealing with them.
- Follow through until task is completely finished.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to access departmental files.
- Ability to enter and retrieve information from a computer.
- Ability to generate various documents from computer system.
- Vision to read printed materials and a computer screen.
- Hearing and speech sufficient to communicate in person or over the telephone.
- Ability to climb, bend, stoop, lift 15 lbs, carry, push a cart and work in a normal office setting and use standard office equipment including a computer.
- Possession of a valid driver's license.
- May need to drive a County or personal vehicle in the course of the work.

Working Conditions:

Works in office setting. Exposure to individuals charged and/or convicted of a variety of criminal offenses.

MONROE COUNTY VICTIM RIGHTS ADVOCATE

<u>Department:</u>	<u>Prosecutor's Office</u>	<u>Wage Grade:</u>	<u>Rye – 7</u>
<u>FLSA Status:</u>	<u>Non-Exempt</u>	<u>Affiliation:</u>	<u>TPOAM</u>

General Summary

Under the supervision of the Victim Rights Coordinator, ensures victims are notified of their rights and updates of court events pertaining to their case as required of the Prosecutor's Office under the Victim Rights constitutional amendment. Responds to inquiries regarding the program, provides trial support to prosecutors, assists victims in obtaining restitution and/or compensation from the State. Upon request, accompanies victims to court proceedings and assists them with procedural advice.

Essential Functions *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.]*

Sends informational packets to victims of crime to inform them of the charges and their rights under the Crime Victim Rights Act. Provides victims with forms to complete and return if they choose to take advantage of their rights under the law.

Informs victims, by letter or telephone of court dates and actions taken. Ensures statutory requirements regarding notification are fulfilled at each step during the prosecution of the case.

Assists victims in completing applications for compensation to recover some of the expenses incurred as a result of the crime. Provides victims with information that may assist in filing a claim.

Assists victims in preparing for court and provides support by familiarizing them with the court process. Attends hearings with victims as requested.

Schedules and attends meetings between victims and assistant prosecutors and explains court procedures and their rights to these individuals.

Advises victims of sentencing dates which includes providing impact statements to be completed by the victim.

Keeps assistant prosecutors apprised of case status; including but not limited to issues that may exist related to victims and their case and works with victims should the victim/witness be harassed or threatened.

Documents interaction with attorneys or victims related to the case while complying with strict confidentiality requirements.

Coordinates with County law enforcement agencies, probation departments and the Department of Corrections in fulfilling victim's rights under the Statute.

Refers victims to domestic assault, mental health and other human service agencies.

Attends annually a minimum of 16 hours required continuing education through trainings or meetings provided and/or approved by the Prosecuting Attorney Association of Michigan.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Other Qualifications:

Must have valid driver's license

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

Education: High school graduate.

Experience: Experience in the criminal justice system, social agency or in a counseling capacity providing knowledge of court procedures and crisis intervention.

The County, at its discretion, may consider an alternative combination of formal education and work experience.

Other Qualifications:

Must have valid driver's license.

Knowledge of:

- Clerical procedures and systems such as word processing, use of computers and computer software (Proficient in MS Word/MS Excel, AS400) and data entry.
- Principles and process for providing customer and personal service.

Skill in:

- Handling interruptions without losing on-the-job effectiveness.
- Being proactive with improvements and concerns related to job duties.
- Using sound, independent judgment within established policy and procedural guidelines.
- Using technology appropriate to the position held.
- Establishing and maintaining effective working relationships with criminal justice personnel.

- Understanding written sentences and paragraphs in work related documents.
- Communicating effectively in writing as appropriate for the needs of the recipient.

Ability to:

- Listen to and understand information and ideas presented through spoken words and sentences.
- Speak clearly so others can understand.
- See details at close range on a computer screen or in written form.
- Work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Recognize the needs and concerns of people and maintain constructive relationships in dealing with them.
- Follow through until task is completely finished.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.]*

- Ability to access departmental files.
- Ability to enter and retrieve information from a computer.
- Ability to generate various documents from computer system.
- Vision to read printed materials and a computer screen.
- Hearing and speech sufficient to communicate in person or over the telephone.
- Ability to climb, bend, stoop, lift 15 lbs, carry, push a cart and work in a normal office setting and use standard office equipment including a computer.
- Possession of a valid driver's license.
- May need to drive a County or personal vehicle in the course of the work.

Working Conditions:

Works in office setting. Exposure to individuals charged and/or convicted of a variety of criminal offenses.

MONROE COUNTY VICTIM RIGHTS SECRETARY

Department: Prosecutor's Office **Wage Grade:** Rye -6
FLSA Status: Non-Exempt **Affiliation:** TPOAM

General Summary:

Under the general supervision of the Victim Rights Coordinator, assists in ensuring that victims are notified of their rights as required by law. Ensures the community is aware of Crime Victim Rights and resources. Responds to community inquiries regarding the program, monitors the state website for parole hearings and notifies the Prosecutor of upcoming hearings. Acts as liaison to local schools.

Essential Functions: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.]*

- Prepares and sends informational packets to victims of crime to inform them of authorized charges and their rights under the Crime Victim Rights Act. Provides victims with forms to complete and return if they choose to take advantage of their rights under the law and assists in notification to crime victims.
- Processes paperwork from Crime Victim Services regarding parole status.
- Monitors the State website for upcoming parole hearings of violent offenders and notifies the Coordinator/Prosecutor.
- Assists Victim Rights Advocate or Assistant Prosecutor in preparing for Court when necessary.
- Documents interactions with attorneys or victims related to the case while complying with strict confidentiality requirements.
- Schedules appointments to speak with local schools and community organizations regarding Victim Rights education and awareness.
- Maintains updated educational brochures and power points for use in Victim Rights presentations.
- Back-up to the Victim Rights Advocate when necessary.
- Attends annually a minimum of 16 hours required continuing education through trainings or meetings provided and/or approved by the Prosecuting Attorney Association of Michigan.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Education:

High School graduation or equivalent. Prefer some advanced coursework in Criminal Law.

Experience:

Two to three years of general clerical experience, preferably in a court or legal office setting. Public relations or public speaking preferred.

Other Qualifications:

Must have valid driver's license

Knowledge of:

- Administrative and clerical procedures and systems such as word processing, use of computers and computer software (Proficient in MS Word/MS Excel, AS400), managing files and records
- Principles and process for providing customer and personal service

Skill in:

- Handling interruptions without losing on-the-job effectiveness
- Being proactive with improvements and concerns related to job duties
- Using sound, independent judgment within established policy and procedural guidelines
- Using technology appropriate to the position held
- Establishing and maintaining effective working relationships with criminal justice personnel
- Talking to others to convey information effectively
- Understanding written sentences and paragraphs in work related documents
- Communicating effectively in writing as appropriate for the needs of the recipient

Ability to:

- Listen to and understand information and ideas presented through spoken words and sentences
- Speak clearly so others can understand
- See details at close range on a computer screen or in written form
- Work well under pressure, meeting multiple and sometimes conflicting deadlines
- Work with limited supervision and high motivation
- Recognize the needs and concerns of people and maintain constructive relationships in dealing with them
- Follow through until task is completely finished

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

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Hearing and speech sufficient to communicate in person or over the phone.
- Vision to read printed materials and a computer screen.
- Ability to access filing systems.
- Ability to enter and retrieve information from computer system.
- Ability to generate various documents from computer system.
- Ability to lift and move equipment or books weighing up to 10 lbs.
- May drive a County or personal vehicle in the course of the work.

Working Conditions:

Works in office setting and gives presentations at various buildings throughout the County.



Jeff McBee
Human Resources Director
Telephone (734) 240-7251
Confidential Fax
(734) 240-7299

MONROE COUNTY

HUMAN RESOURCES DEPARTMENT

125 East Second Street · Monroe, Michigan 48161- 2110
Telephone (734) 240-7295 · Fax (734) 240-7266 · Toll Free (888) 354-5500 Ext 7295

Sarah A. Boden
Human Resources Coordinator
Telephone (734) 240-7253
Confidential Fax
(734) 240-7276

Sierra Masson
Human Resources Assistant
Telephone (734) 240-7301
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(734) 240-7302

July 9, 2025

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

Re: County Administrator/CFO Proposed Job Posting

Dear Chairman Vensel and Members of the Board:

Please find the included proposed job posting for the County Administrator/CFO position. It is essentially the same posting as the draft presented at the June 17th Board meeting. Minor modifications have been made based on the input provided by the Board to include the submission of a video by each candidate and consent for an initial background check. A review of the General Summary and Essential Functions by Mr. Bosanac has been completed and incorporated as well. With your approval, it is my intent to begin the 45-day posting period on the following job listing sites:

- County of Monroe Career Center
- Michigan Association of Counties
- International City/County Management Association
- Michigan Municipal League
- Michigan Townships Association
- Indeed
- LinkedIn
- ZipRecruiter

I appreciate your review and consideration of the proposed posting and welcome any input you may have.

Sincerely,

Jeff McBee
Human Resources Director

Proposed Posting

Position: County Administrator/Chief Financial Officer, County of Monroe, Michigan

The County of Monroe is seeking candidates who have a strong professional background, a commitment to the profession, and senior executive experience in a comparable-sized community with characteristics similar to those of Monroe County.

The County Administrator/CFO is appointed by the Monroe County Board of Commissioners and under their general direction, carries out directives and implements policies of the Board relating to budget and financial management, statistical analysis, purchasing, information technology, facility maintenance and capital projects, and other areas as assigned. As Chief Financial Officer oversees the development and administration of the County budget and oversees all financial operations in the County. Within authority granted by the Board, works with legal counsel and Human Resources Director on collective bargaining and litigation matters including matters that pertain to financial and budgetary issues. Supervises staff engaged in finance and accounting, purchasing, information technology, facilities, parks and other administrative support to the Board and county departments. Supervises appointed department managers and serves as liaison between elected officials, boards, commissions, other agencies and the Board of Commissioners.

Essential Functions:

- Supervises staff responsible for finance and accounting, purchasing, information technology and other administrative functions. Includes responsibility for training, assigning work, approving leave time, reviewing and evaluating performance and dealing with employee relations issues within administration.
- Supervises appointed managers and functions of county departments such as Finance, Purchasing and Facilities, Equalization, Health, Information Technology, Museum, Central Dispatch, Human Resources, and others as assigned. Responsible for assigning duties and functions, and reviewing and evaluating managerial performance of direct reporting employees.
- Responsible for hiring employees who directly report and department heads as the Board of Commissioners directs.
- Attends all Board of Commissioners meetings to advise, counsel, and present pertinent data, including recommendations, suggestions, alternatives and other information to aid the Board in making decisions and establishing policies.
- Within authority granted by and at the discretion of the Board works with legal counsel and the Human Resources Director on collective bargaining and litigation matters including matters that relate to financial planning and budgetary issues.

- Oversees and participates in the preparation of the annual County budget, includes designing and coordinating the budget process, monitoring financial information, working with the Board on personnel and capital items, making recommendations on funding levels for county departments, and overseeing preparation of the final approved budget.
- Serves as Chief Financial Officer of the County directing the day-to-day financial actions of the overall financial management and supervises the accounting operations for all County departments and services. Oversees development of periodic status reports on receipts and expenditures for use in monitoring County finances. Directs the compilation of periodic summary reports on the general ledgers, status of accounts, budget checkpoints, assets and liabilities of the County and each of its funds.
- Serves as the liaison to the local economic development organization coordinating County support to economic development programs and services to attract private investment. Leads the County effort of a coordinated economic development approach including creating a strategic plan with the resources to achieve the goals of the plan.
- Coordinates matters regarding corporation counsel work and seeks legal advice and opinions for the Board. Exercises settlement authority with established limits and recommends action on other matters to the Board. Coordinates independent auditing services and other contractual and professional services.
- Plans management services, including conducting studies and developing plans on matters and issues of interest to the County, such as solid waste, comprehensive planning, recreation and health, and makes recommendations or alternatives to the Board for consideration and action.
- Provides assistance to the Board and committees of the Board to facilitate action on matters requiring their attention such as policy review, contract review, contract negotiation, and liaison with other boards, commissions and agencies. Investigates and researches various issues and projects assigned by the Board and reports the results.
- Confers with department managers and seeks to resolve operating problems within current practices and policies. Recommends new or revised policies responding to with new or changing circumstances for consideration of the Board. Advises departments of relevant Board and committee actions.
- Serves as financial advisor to the Board of Commissioners, reporting on financial matters, analyzing current funding, projecting costs and forecasting available funds.
- Drafts policies for the Board on areas such as purchasing, budget, personnel, rules of procedure, building and grounds and monitors and interprets approved policies.
- Responsible for insurance and risk management administration including managing property and liability coverage, risk management and loss control measures, including workers' compensation; coordinate with others, management of litigation, claims, and incident reporting with the County's insurance providers.
- Identifies and examines the type, degree, and probability of risks arising from County operations. Develops, recommends, and administers policies and procedures related to insurance programs and risk related issues for property, casualty and general liability coverage. Analyzes statistical and financial data including accident reports, insurance claims, litigation costs, premium estimates and related information. Collaborates with department managers on safety and security policies and procedures.

- Directs the delivery of information technology and communications equipment and systems, through the Information Technology department, to all county departments. Recommends policies regarding acquisition, deployment, installation and use of data processing systems. Oversees communications systems and other areas of information systems or technology development within the County.
- Oversees the management and maintenance of all County facilities. Recommends policies regarding the use, operation, and maintenance of all County buildings and facilities.
- Represents the Board of Commissioners at meetings with local governmental and State officials. Speaks on behalf of the Commission at various meetings, presents the County point of view, and serves as a resource on existing policies and issues. Serves as primary spokesperson for operations of the County on matters pertaining to finance and operations on non-elected departments.
- Serves as the chief spokesperson and information officer for emergencies when the Joint Information Center of Emergency Operations Center is operational.
- Maintains policy manual including drafting policies for the Board on areas such as purchasing, budget, personnel, rules of procedure, building and grounds and monitors and interprets approved policies.
- Responsible for insurance and risk management administration including managing property and liability coverage, risk management and loss control measures, including workers' compensation; coordinate with others, management of litigation, claims, and incident reporting with the County's insurance providers. Manages self-insured funds as the primary resource to finance risks of the County in areas of healthcare and employee benefit programs, casualty, property and workers' compensation.
- Identifies and examines the type, degree, and probability of risks arising from County operations. Develops, recommends, and administers policies and procedures related to insurance programs and risk related issues for property, casualty and general liability coverage. Analyzes statistical and financial data including accident reports, insurance claims, litigation costs, premium estimates and related information. Collaborates with department managers on safety and security policies and procedures.

Employment Qualifications:

Education: Bachelors in Business or Public Administration or closely related field. Master's Degree in Public Administration preferred.

Experience: Eight to ten years of progressively responsible administrative/supervisory experience in local, or state government with responsibility for finance and accounting, budgeting, personnel, and other administrative areas.

Benefits:

- | | |
|--------------------------|-----------------------------------|
| • Health insurance | • Paid time off |
| • Dental insurance | • Defined contribution retirement |
| • Health savings account | • Vision insurance |
| • Life insurance | • Other benefits as negotiated |
| • Paid holidays | |

Schedule:

Monday-Friday days; extended evening/weekends hours as operationally necessary.

Salary:

\$138,881.60 - \$164,944.00 per year commensurate with experience and education.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access departmental files.

Ability to enter and retrieve information from computer. Ability to access all areas of County offices.

Vision to read printed materials and a computer screen.

Hearing and speech sufficient to communicate in person or over the telephone. May drive a County or personal vehicle in the course of the work.

Process to Apply

Interested candidates may visit the County of Monroe website at: www.co.monroemi.us

Applications may be found on the Current Openings section on the Employment page. Include a cover letter (request confidentiality if desired), resume, professional references, background consent form, and the introduction video indicated in the application. Questions may be directed to Jeff McBee, Director of Human Resources at jeff_mcbee@monroemi.org or 734.240.7251

The application deadline is **Friday, August 29, 2025.**

Candidate Profile:

Successful candidates will possess and demonstrate the following key characteristics:

Visionary

Sees and communicates a bigger context than the situation at hand

Service-Centered

Orientation toward what is best for our residents?

Communicator

Diplomatic, persuasive, clear and concise

Shared Leadership Style

*Honors and grows expertise and
Leadership in others*

Government Proficiency

Understands the concepts and tools needed to successfully operate a county

Systemic and Routine

Builds predictability, reliability, and tradition

Collaborator

Consensus builder, yet able to declare direction

Relationship-Centered

*Grows partnerships with board, partner communities,
local organizations, businesses, employees and residents*

Strategic

Has forethought and planning in their approach to making decisions

Creatively Resourceful

*Leverages resources, relationships, time,
and staff in both traditional
and unique ways to advance progress*

Creates Belonging

*Assesses gaps in resources, representation, and/or voice
within the County and designs plans to
narrow and close them*

Inspirational

*Instills pride of place, community,
and all of the good to come*