

AGENDA
MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
TUESDAY, OCTOBER 21, 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 Lamour
- IV. OPENING PRAYER
- V. APPROVAL OF AGENDA
- VI. APPROVAL OF MINUTES (10/07/2025 Regular Meeting)
- VII. PUBLIC COMMENT
- VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION
- IX. CLOSED SESSION
 1. Closed Session to discuss collective bargaining
- X. FINANCE MATTERS
 1. Payment of the 10/22/2025 Accounts Payable Current Claims Report in the amount of \$ 1,333,431.62
 2. Update on development of the 2026 Annual Line Item Budget.
- XI. CONSENT AGENDA
 1. Approval of Non-Claims
 - a. Check Register dated 10/10/2025 in the amount of \$840,007.24
 - b. Check Register dated 10/17/2025 in the amount of \$541,529.31
- XII. COMMUNICATIONS
 1. Letter dated October 13, 2025 from Ms. Jamie Dean, Health Department Director requesting approval to apply for and accept a Medical Marijuana and Oversight Grant from the Michigan Department of Licensing and Regulatory Affairs (LARA) in the amount of \$60,059.00 with no match required.
 2. Letter dated October 16, 2025 from Ms. Mary Gantzogs, Indigent Defense Managing Attorney requesting approval to accept the MIDC Grant Award in the amount of \$2,843,381.42 with a County match of \$217,053.37. Total program amount is \$3,060,434.79.

3. Letter dated October 21, 2025 from Mr. Jason Berry, Community Planning & Engagement Director requesting approval of the Wayne State University Opioid Settlement proposed service program at an annual cost of \$45,800.00.

XIII. PUBLIC HEARINGS—None

XIV. OLD BUSINESS

XV. NEW BUSINESS

XVI. PUBLIC COMMENT

XVII. ANNOUNCEMENTS

XVIII. MEMBERS TIME

XIX. ADJOURNMENT

MONROE COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
OCTOBER 7, 2025

I. CALL TO ORDER

The Monroe County Board of Commissioners held a Regular Meeting in the City of Monroe, on Tuesday, October 7, 2025. Chairman David Vensel called the meeting to order at 6:00 p.m.

II. ROLL CALL

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

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

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

III. PLEDGE OF ALLEGIANCE

Monroe County 4H led the Pledge of Allegiance as well as the 4H Pledge.

IV. OPENING PRAYER

Deputy Clerk, Grace Miles led the Opening Prayer.

V. APPROVAL OF AGENDA

Motion by Vice-Chairman Lievens, supported by Commissioner Lamour to approve the October 7, 2025 Regular Meeting Agenda with the amendment to remove item two (2) under Resolutions, Special Tributes, and Presentations due to attendance.

Roll call by Clerk as follows:

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

Motion carried.

VI. APPROVAL OF MINUTES (09/16/2025 Regular Meeting Minutes)

Motion by Commissioner Hoffman, supported by Commissioner Lamour to approve the minutes as presented for the September 16, 2025 Regular Meeting and waive the reading thereof.

Roll call by Clerk as follows:

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

Motion carried.

VII. PUBLIC COMMENT—

1. Monroe County 4H

- a. Sophia Kreps: Vice-President of the Junior Livestock Association. For more than 100 years 4H has inspired families, shaped careers, and impacted communities. From October 4th-11th it is National 4H week and we will be celebrating this impact. The theme for this week is beyond ready since 4H is readying a generation in a world of change equipping youth with skills for the future while meeting them where they are today.
- b. Louis Leitner: From Godzilla House 4H club and Teen Ambassadors. Michigan 4h youth is a youth development program of Michigan State University Extension that provides fun hands-on educational opportunities that prepares youth for life and work by helping them find their spark, build real world skills, become resilient, adaptable, and lifelong learners.
- c. Lindsey Roof: President of the Junior Livestock Association. Each year more than 100,00 young people, ages 5-19, explore what excites them with Michigan 4H. The program areas range from animals to archery, engineering to entrepreneurship, and leadership to learning how to cook. 4H provides experiences that allow youth to practice and build fundamental skills that ready them for their future.
- d. Jayden Cramer: member of the Clover Clan 4H club and President of the Monroe County 4H CAT Program. Data shows that compared to their peers, 4Hers are two times more likely to have the goal of being a leader. Three times more likely to participate in community service, and two times more likely to report living life with intentionality and purpose.
- e. Samantha Pritula: Secretary of Staple Stars and the Dog Board. We would like to thank the Board of Commissioners for allowing us to celebrate national 4H week by leading the pledges with them and their continued support of the Monroe County 4H program. Your partnership greatly impacts the youth of Monroe County.
- f. Stewart Funk: Goat Caprine representative for Junior Livestock Association and he is present today to give the Board our thank you (handed Commissioners signed thank you poster).

Vice-Chairman Lievens thanked the 4H groups for coming to the meeting. Stated these students did wonderfully addressing a public body for the first time.

VIII. RESOLUTIONS, SPECIAL TRIBUTES & PRESENTATION —

1. Special Tribute recognizing Mr. Martin Kaufman for his dedication to the Commission on Aging Board.

Mr. Martin Kaufman thanked the Board for their appreciation and read his handout into the record.

2. The Surgical Institute of Monroe Presentation

The Board removed this item.

IX. FINANCE MATTERS

1. Payment of the 10/08/2025 Accounts Payable Current Claims Report in the amount

of \$1,343,766.87.

Motion by Commissioner Hoffman, supported by Commissioner Asper to accept the 10/08/2025 Accounts Payable Current Claims Report for \$1,343,766.87 and approve the Claims for the date and amount presented.

Roll call by Clerk as follows:

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

Motion carried.

- Letter dated October 1, 2025 from Mr. David Thompson, Monroe County Drain Commissioner submitting and requesting approval of the 2025 Annual Report for Special Drainage Assessments in the amount of \$2,812,380.74 and placement on the Grand Levy for spreading of assessments. [Link to Report](#)

Mr. Thompson introduced Aidan Wamer as the new Deputy Drain Commissioner for drains in the office.

Discussion was held.

Motion by Commissioner Heinzerling, supported by Commissioner Hoffman to approve the 2025 Annual Report for Special Drainage Assessments in the total amount of \$2,812,380.74 and move the model resolution be adopted.

Roll call by Clerk as follows:

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

Motion carried.

Motion by Commissioner Heinzerling, supported by Commissioner Lamour to approve the apportionment of 50% of the County of Monroe's at large assessment for Special Drainage Assessments of \$305,732.64 to the Monroe County Board of Road Commissioners by moving the model resolution be adopted.

Roll call by Clerk as follows:

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

Motion carried.

X. CONSENT AGENDA

1. Approval of Non-Claims

- a. Check Register dated 09/26/2025 in the amount of \$ 597,042.81
- b. Check Register dated 10/03/2025 in the amount of \$ 328,965.63

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

Roll call by Clerk as follows:

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

Motion carried.

XI. COMMUNICATIONS

1. Letter Operations Committee – Report of Committee Chairman from 10/02/2025

Meeting. Link to Operations Committee 10/02/2025 Agenda Packet: [HERE](#)

- a. Letter dated September 24, 2025 from Mr. Jeffery Yorkey, Prosecuting Attorney requesting to eliminate a Victim's Rights Secretary position and add a Victim's Rights Advocate position. This upgrade does not require additional funds and would be effective October 20, 2025.

Motion by Vice-Chairman Lievens, supported by Commissioner Hoffman to accept the communication, place it on file, and approve the elimination of a Victim's Rights Secretary position and the addition of a Victim's Rights Advocate position. This upgrade does not require additional funds and would be effective October 20, 2025.

Roll Call by Clerk as follows:

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

Motion carried.

2. Letter dated September 30, 2025 from D/Lt. James Jarett, Michigan State Police MANTIS requesting approval to accept the Byrne Justice Assistance Grant award in the amount of \$82,036.00 from the Michigan State Police. No matching funds are required for this grant.

Commissioner Heinzerling stated the Board appreciates the hard work MANTIS does.

Discussion was held.

Motion by Commissioner Heinzerling, supported by Commissioner Lamour to accept the communication, place it on file and approve the request to accept the Byrne Justice Assistance Grant (JAG) in the amount of \$82,036 from the Michigan State Police with no

matching funds required.

Roll Call by Clerk as follows:

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

Motion carried.

- Letter dated September 25, 2025 from Mr. Michael Woolford, Monroe County Equalization Director submitting the Monroe County Apportionment Report with the Grand Levy for 2025 in the total amount of \$279,141,264.56 and recommending the Board accept and adopt the report. [Link to Report](#)

Mr. Woolford stated this generally sets the millage rates for all the taxing authorities County wide. Discussion was held.

Motion by Commissioner Lamour, supported by Commissioner Hoffman to accept the communication, place it on file and approve the 2025 Monroe County Apportionment Report and the Grand Levy in the amount of \$279,141,264.56.

Roll Call by Clerk as follow:

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

Motion carried.

- Letter dated October 7, 2025 from Mr. Jason Berry, Community Planning & Engagement Director requesting to be formally appointed as the Grant Administrator for the Monroe County Survey & Remonumentation Program.

Motion by Commissioner Asper, supported by Commissioner Lamour to accept the communication and approve Jason Berry as the Grant Administrator for the Monroe County Survey & Remonumentation Program.

Roll Call by Clerk as follow:

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

Motion carried.

- Letter dated October 2, 2025 from Mr. Michael Oleszkiewicz Emergency Management Director requesting approval of the FY2026 Local Emergency Management Program's

Initial Work Agreement.

Discussion was held regarding the Directors attendance for future meetings. Mr. Oleszkiewicz also explained what this agreement was.

Motion by Commissioner Hoffman, supported by Commissioner Lamour to accept the communication, place it on file and approve the FY2026 Local Emergency Management Program Agreement.

Roll call by Clerk as follows:

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

Motion carried.

6. Appointment of Monroe Community Mental Health Authority Board Member
 - a. Letter dated September 24, 2025 from Ms. Rebecca Pasko, Chairperson, Monroe Community Mental Health Authority, requesting the appointment of Mr. John Cullen to the Monroe Community Mental Health Authority for an unexpired term commencing on October 8, 2025 and ending on March 31, 2027.

Motion by Commissioner Asper, supported by Commissioner Lamour to accept the communication, place it on file and approve the appointment of Mr. John Cullen to the Monroe Community Mental Health Authority for an unexpired term commencing October 8, 2025 and ending on March 31, 2027.

Roll Call by Clerk as follows:

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

Motion carried.

XII. PUBLIC HEARINGS — None

XIII. OLD BUSINESS—

XIV. NEW BUSINESS—

XV. PUBLIC COMMENT—

1. Lisa Graham: Explained she is the CEO for Monroe Community Mental Health Authority. She is very excited to announce last week they opened the first and only Behavioral Health Urgent Care in Monroe County. There will be a community open house and ribbon cutting ceremony in November, hope you can all make it. This is a tremendous resource for our County.

2. Martin Kaufman: Explained there has always been physical brochures regarding Detroit Edison's evacuation available but he did not see them this year. Asked if the brochures could be provided to the public like normal.

XVI. ANNOUNCEMENTS—

XVII. MEMBERS TIME –

Commissioner Moore – Stated the last interaction is a perfection example of how nothing gets by Marty (Martin Kaufman). Explained he has been saying since 2016 that he wishes all boards functioned like the Commission on Aging Board. Further explained this Board has one of the most efficient and well-functioning meetings he has ever attended. Astounded by how well they work together, how they fight for Seniors, how thrifty but effective they are, and how they get the most out of their vendors. They have had great directors, both Jeff and Jason. Stated Marty will be missed but the Board appreciates all that he's done.

Commissioner Swartout – Excused.

Commissioner Lamour – Explained his appreciation towards Mr. Kaufman for his service. Reminded everyone of the construction of Telegraph and explained the negative impact this is having on the companies on this road. Stated if anyone has the time and/or patience to try to give them some business, they would appreciate it.

Commissioner Heinzerling – Echo Commissioner Moore and Commissioner Lamour comments. Thanked Mr. Kaufman for his 29 years of service. It doesn't go unnoticed. Big shoutout to Jefferson football they won 6-0 for the first time since 2006. Great accomplishment, go Bears!

Commissioner Asper – Thanked Mr. Kaufman and stated she has heard great things from her representative on this board and she is thrilled to be serving there. Stated she really appreciates all that they do. Echoed Commissioner Moore's comments. Explained the 2025 Town Hall for Community Mental Health is going to be on October 22nd from 3-5pm at Ellis Library and Reference Center. We are moving forward and doing a really wonderful work. Stated she is very proud of that board and Lisa.

Commissioner Hoffman – Thanked Marty for what he does and thanked all the department heads for coming out tonight. Explained the bike path next to the fairgrounds had some problems with the easements going down the edge of the west side of the fairgrounds but they got it solved. Stated they are finishing up that stretch of the runway now. Explained we need to be careful and make sure we pay attention since there are no signs for these bikers/walkers yet. He also stated he is glad the 4H groups came in tonight and they are the future of our farming lives. Informed the public of an important town hall meeting tomorrow night at the park regarding the 500 acres on Ann Arbor Road.

Vice-Chairman Lievens – Thanked Marty for his committed service of almost three (3) decades to the Commission on Aging. Echo's Commissioner Hoffmans comments recognizing and thanking the 4H participants who came in today. It is a big thing to have the future leader come in and tell us their future plans when there are so many distractions out there like video games. This speaks to a robust and amazing 4H program. Recognized Andrew Clark from the Museum. Stated he attended the October Nights this weekend and

they were fantastic. Asked Grace if she could see that in addition to the website and Monroe news, the Board and Commissions available appointments are shared with Michele with her social media and local publishers in Commissioner Hoffman's area. Stated he would like to see the boards and commissions occupied by folks outside of Monroe City. The Grant Administrator position request hallmarks the important of grants and that other level of revenue that we enjoy beyond the tax base and the services it provides.

Chairman Vensel – Echoed the comments of his colleagues regarding Mr. Kaufman. Explained he couldn't imagine serving on a board for twenty-nine (29) years, let alone leading the board in the role of Chairman or Vice-Chairman for nineteen (19) of those twenty-nine (29) years. This is an absolutely amazing service to our county and thanked Mr. Kaufman for all that he did.

XVIII. ADJOURNMENT - Chairman Vensel adjourned the meeting at 6:55 p.m. with no further business to discuss.

Respectfully submitted by:

A handwritten signature in cursive script that reads "Grace Miles". The signature is written in dark ink on a light-colored background.

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

PAYMENT SUMMARY
PAYMENT DATE: 10/22/2025

Vendor Code	Vendor Name	Amount	# Invoices
10621	ADRIAN ELECTRIC & GENERATOR CO	7,731.00	1
10849	ALLIE BROS. INC.	2,310.89	12
12398	ARBOR INSPECTION SERVICES, LLC	5,150.00	8
12816	RED AUSTIN'S FUNERAL COACH SER	2,450.00	1
12950	AVENTIS PASTEUR	18,630.11	6
20072	BAKER'S GAS & WELDING SUPPLIES	630.88	10
20180	BATTERY WHOLESALE	95.90	1
20405	BEDFORD TOWNSHIP SEWER O & M	645.00	2
20554	BELLE TIRE DISTRIBUTORS, INC.	608.51	9
20600	RELX INC. DBA LEXIS NEXIS	375.00	1
21010	BOILERS, CONTROLS & EQUIPMENT	9,551.74	3
21200	BRENT'S LOCKSMITH	1,337.30	1
30310	CAPITAL TIRE INC	1,500.00	1
30451	CATHOLIC CHARITIES OF SOUTHEAS	800.00	1
30526	CARTER LUMBER	266.18	4
31179	COMPASSIONATE COMPANIONS, INC.	23,916.67	1
31830	COUNTY AGENCY ADMINISTRATIVE	16,931.27	14
31899	CRIMINAL DEFENSE ATTORNEYS OF	3,190.00	1
40572	DEWOLF & ASSOCIATES	1,190.00	1
50031	ECOLAB	1,234.68	1
50080	EDUCATION TRAINING AND RESEARC	176.98	1
50598	4IMPRINT, INC.	397.09	1
60790	FRAME'S PEST CONTROL, INC.	88.89	1
61065	FRIENDLY FORD INC	2,927.85	1
70050	GEAL ELECTRIC COMPANY	778.00	3
70200	GENERAL LINEN/UNIFORM SERVICE	15.00	1
70351	GORDON FOOD SERVICE INC	357.48	3
70501	GRAINGER	599.80	3
80017	HABITAT FOR HUMANITY OF MONROE	1,000.00	1
80087	HAYES PRECISION, INC	50.00	1
80350	HERKIMER RADIO SERVICE	1,360.20	1

PAYMENT SUMMARY
PAYMENT DATE: 10/22/2025

80922	HR STAFFING TEAM, LLC	2,492.08	1
80923	HUMANE SOCIETY OF MONROE COUNT	8,729.30	1
90190	ISC	1,405.00	1
90204	IDENTISYS INC.	75.00	1
90206	IDEXX DISTRIBUTION CORP	835.42	1
100013	J L MECHANICAL SERVICES INC	11,329.10	4
100050	JACK'S LAWN SERVICE	75.00	1
100451	JOHNSON CONTROLS, INC.	2,156.50	1
110450	KIESLER POLICE SUPPLY INC	1,999.60	2
120175	LAKESIDE TELECOM	150.00	1
120425	LAROCCA'S TOWING	345.00	3
120445	LAROY DOOR & CONTRACTING	233.00	1
120771	LEXISNEXIS RISK SOLUTIONS	50.00	1
120986	LOWE'S COMPANIES INC	2,110.89	14
121003	LOWERY CORP	3,138.62	1
130012	MCELHENNEY LOCKSMITHS INC.	453.75	2
130075	MACNLOW ASSOCIATES	1,500.00	1
130130	IMPERIAL DADE	4,480.77	12
130185	MANNIK & SMITH GROUP INC	105,055.77	1
130218	MARKS PLUMBING PARTS	1,138.50	2
130450	MCKESSON MEDICAL-SURGICAL GOVE	7,787.73	3
130902	MERCY MEMORIAL HOSPITAL CORPOR	839.00	1
131053	MACDC - TREASURER	550.00	1
131394	MICH MUNICIPAL RISK MGMT AUTH	300.00	1
131496	MICHIGAN STATE POLICE - CASHIE	700.00	1
132050	MILLCRAFT PAPER COMPANY	293.99	1
132206	MONROE CHURCH OF NAZARENE	1,625.00	1
132249	MONROE COUNTY BUSINESS ALLIANC	10,140.60	3
132600	MONROE CO. OPPORTUNITY PROGRAM	6,988.43	1
132619	MONROE COUNTY SALVATION ARMY	56,149.69	3
132850	GANNETT MICHIGAN LOCALIQ	475.55	2
132851	THE MONROE NEWS CIRCULATION DE	369.80	1

PAYMENT SUMMARY

PAYMENT DATE: 10/22/2025

133265	MONROE PLUMBING & HEATING	19,176.00	2
140094	M50 TRUCK & AUTO PARTS MONROE	102.96	1
140096	NAPA AUTO PARTS GR659	157.99	1
140311	NATIONAL REGISTRY OF FOOD SAFE	359.90	1
140499	NORTHERN CONCRETE PIPE, INC.	32,048.00	1
140901	OAKS VILLAGE	11,577.52	2
160012	PSYBUS P.C.	4,375.00	1
160143	PANCONI'S SERVICE CENTER	841.44	2
160251	PEERLESS SUPPLY CO.	62.70	1
160996	POINTCLICKCARE TECHNOLOGIES IN	334.54	1
170300	QUILL CORPORATION	134.48	1
180185	RECOVERY ADVOCACY WARRIORS	5,027.20	1
180199	RECOVERY MOBILE CLINIC	2,755.83	1
180674	REHMANN ROBSON	2,856.00	1
181001	ROSE PEST SOLUTIONS	240.00	2
181030	ROTO ROOTER SEWER CLEANING	375.00	1
181150	RUPP FUNERAL HOME	1,365.00	1
190001	SEMOG	29,767.00	1
190059	SAFARILAND, LLC	1,578.78	1
190405	ST. PIERRE ACE HARDWARE	12.47	1
190900	SCHINDLER ELEVATOR CORP.	13,883.70	2
191262	SELAH'S CENTER OF HOPE	2,888.18	1
191671	THE SIGN LADY, INC	458.82	1
192121	GLAXOSMITHKLINE PHARMACEUTICAL	2,152.92	1
192299	SOUTH COUNTY WATER SYSTEM	420.00	2
192304	SOUTHEASTERN DISPUTE RESOLUTIO	900.00	1
192346	SPICER GROUP	56,775.89	3
192421	STAPLES BUSINESS ADVANTAGE	2,162.00	6
192892	STEVENS DISPOSAL	3,946.60	1
200424	THEMIS SOLUTIONS INC.	34,465.80	1
200880	PROMEDICA CPR TRAINING	40.00	1
201134	TOTAL ACCESS GROUP INC.	337.75	1

PAYMENT SUMMARY
PAYMENT DATE: 10/22/2025

201525	TRANSUNION RISK & ALTERNATIVE	148.60	1
201560	TRIAD TECHNOLOGIES LLC	319.96	1
201600	TROUTS YACHT BASIN	46.63	1
210090	UNDERGROUND CONTRACTORS, INC.	10,725.00	1
210266	U.S.POSTAL SERVICE	370.00	1
220006	VIRTRU CORPORATION	8,921.77	1
221200	VOSS LIGHTING	126.20	1
230401	THOMSON REUTERS	4,234.02	5
230750	WINDER POLICE EQUIPMENT INC.	281.60	1
230856	WOMEN EMPOWERING WOMEN	3,500.00	2
230868	WORLDWIDE INTERPRETERS INC	415.00	2
230891	WYANDOTTE ELECTRIC SUPPLY CO.	1.63	1
230901	PFIZER INC.	5,446.69	1
250015	YINGER PHARMACY SHOPPE	19.81	1
260040	TRITECH SOFTWARE SYSTEMS	239,821.71	2
300676	FRIENDLY FORD	8,057.31	1
400170	CITY OF MONROE	10,300.00	2
509806	MELISSA STRONG	28.48	1
509851	LAUREN HANUS	202.28	2
509855	TEREY DESLISLE	118.41	1
720125	AVERTEST, LLC	596.30	1
720130	AYLWARD CONSULTANTS, LLC	750.00	1
720309	JOSEPH A COSTELLO, JR	870.40	1
720392	DEWPOINT LLC	867.57	1
720766	KRISTEN D. HENRY	8,266.73	3
720776	HUNTER LAWN SERVICE & SNOW REM	11,600.00	10
721092	KAY ROBISON	700.00	2
721274	TERRICKA LEWIS	250.00	1
721637	KELLY M. POUPARD	500.00	1
721903	MARGARET ANN SCHILLING	957.00	1
721951	NED BIRKEY	2,750.00	1
721956	SMB PROBATION CENTER INC.	1,225.00	1

PAYMENT SUMMARY
PAYMENT DATE: 10/22/2025

721983	ZENNIE SULLIVAN	362.50	1
722253	VITALCORE HEALTH STRATEGIES, L	124,187.70	1
750018	BELCHER LAW PLLC	6,313.34	17
750021	JAMES BARTLETT	7,218.75	3
750028	RONALD J BENORE, JR	7,041.75	9
750034	THE BOORA LAW GROUP, P.L.C.	4,688.90	17
750037	DAVID MICHAEL BOGARD	13,623.68	91
750089	LESLIE CARR	4,269.00	21
750212	JEFFREY A. DULANY	250.00	1
750230	CAMERON A. ERVIN	672.00	3
750230	CAMERON A. ERVIN	132.00	1
750250	PETER K. FALES	360.00	3
750321	LAW OFFICE OF BEN GONEK, PLLC	8,495.10	46
750325	JOHN GONTA	5,271.00	14
750335	DAVID GRENN	13,321.70	37
750356	HYDER LAW, PC	6,645.60	27
750368	CHRISTINA D HILLS	1,058.50	2
750420	STEVEN TODD JEDINAK	14,323.90	45
750424	DARBY JENSEN	3,245.94	17
750439	RURKA LAW, PLC	4,256.00	5
750442	JASON KACZMAREK	4,958.50	18
750446	KERSHAW, VITITOE & JEDINAK, PL	3,519.90	24
750450	SAJID A KHAN	696.00	2
750459	APEX LEGAL GROUP PLLC	4,704.00	11
750497	TIMOTHY LAITUR	7,103.78	28
750507	LENNARD, GRAHAM & GOLDSMITH	17,138.10	1
750521	ERIC MITCHELL LANGTON	15,582.78	56
750522	MARIELL R. LEHMAN	3,063.70	8
750618	SEAN M. MYERS	7,775.01	29
750619	HARALAMBOS D. MIHAS	5,320.06	23
750639	KERSHAW, VITITOE & JEDINAK PLC	7,868.00	13
750645	BRETT C PERELMAN	33,212.50	63

PAYMENT SUMMARY
PAYMENT DATE: 10/22/2025

750678	MICHAEL A. RATAJ	2,827.20	12
750714	THOMAS RICHARD RUDDY	16,900.20	53
750749	MICHAEL A SMITH	20,032.40	67
750762	NICOLE L. SMITH	922.90	10
750763	ALLEXIS M. STANG	3,619.50	14
750819	H. MATTHEW VITITOE	5,837.40	24
821819	JENNY CLINE	140.00	1
823309	STACEY FRYE	42.00	1
823378	STEPHANIE GARRETT	69.60	1
823996	JULIETTE K. HEGYI	34.00	1
824441	TATYANA IVANOVA	90.40	1
824565	JIMMA JOHNSON	129.50	1
824992	SAM KOWALSKI	68.60	1
825181	JULIE M. LANGTON	28.25	1
825520	JOHN LUCHANSKY	382.20	1
825638	BROOKE FENDER	147.00	1
825761	JIM MCCOY	390.60	1
825791	JAMES MCGARRY	21.00	1
826046	KAYSI SHOPSHIRE	3,519.00	1
826125	JENNA MORSE	209.02	1
826167	RYAN MURNIGHAN	73.78	1
826169	HANNAH MURPHY	22.00	1
826270	ERIN NEDDO	109.20	1
826377	KELSEY NUSSBAUM	63.00	1
826515	JEFFREY PAULI	177.10	1
826625	JACOB PERRY	343.00	1
826642	AUDREY PETREE	96.67	1
827080	JAMES RISINGER	235.20	1
827262	JUSTUS SCHAFER	50.67	1
827405	SHANNON SHINAVAR	70.00	1
828031	MELISSA TROUTEN	23.80	1
828575	AMANDA WILCOUSKY	420.87	1

PAYMENT SUMMARY

PAYMENT DATE: 10/22/2025

828680	CEILIA WODARSKI	626.39	1
828716	MICHAEL WOOLFORD	537.93	1
828769	ALEX ZUCKERMAN	24.00	1
903239	MONROE COUNTY ENTERPRISE FUND	4,405.55	3
903450	PAC ENGINEERING LLC	4,929.00	1
903819	SCHUMAKER BROTHERS	30,000.00	1
904002	USA BLUEBOOK	143.92	1
VET BUREAU	21ST MORTGAGE CORPORATION	3,172.00	1
VETBURIAL	LYNDA BURDITT	300.00	1
VETBURIAL	JANET HOLMES	300.00	1
VETBURIAL	CHERYL MCKENZIE	350.00	1
VETBURIAL	KATHLEEN CAVINS	300.00	1
VETBURIAL	TIMOTHY GREEN	300.00	1
		1,333,431.62	1123

NON CLAIM RUN 10/10/25

[RAP215]

PAYMENT REGISTER -

10/08/25

PAGE 1

Company 01 County of Monroe

PARAMETERS FOR PAYMENT RUN NUMBER 005752

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 10/10/25

[RAP215] PAYMENT REGISTER - Checks										
Office 001 Main	Company 01	County of Monroe	BNK001	National City Bank	Run	005752	Payment Date	10/10/25	Pay-thru Date	10/07/25
Vendor Name	Vendor Number	Bank	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount		Payment Number
AT&T MOBILITY	000000010026		X09192025.	5257533	10/06/25	286.78 286.78	0.00 0.00	286.78 286.78		000000591782
THE ASU GROUP	000000010200		MO0S0020984	5257520	10/03/25	1495.00 1495.00	0.00 0.00	1495.00 1495.00		000000591783
THE ASU GROUP	000000010200		81323-0 SEP	5257536	10/06/25	7849.25 7849.25	0.00 0.00	7849.25 7849.25		000000591784
B & L OFFICE MACHINE	000000020004		102920844 102920845	5257493 5257494	10/03/25 10/03/25	73.50 100.00 173.50	0.00 0.00 0.00	73.50 100.00 173.50		000000591785
BEDFORD SENIOR CITIZ	000000020400		51006022544	5257559	10/07/25	31957.68 31957.68	0.00 0.00	31957.68 31957.68		000000591786
BERLIN SENIOR CITIZE	000000020750		51006113343	5257560	10/07/25	3436.56 3436.56	0.00 0.00	3436.56 3436.56		000000591787
CHARTER COMMUNICATIO	000000030566		100125 10012025	5257550 5257551	10/07/25 10/07/25	200.00 144.27 344.27	0.00 0.00 0.00	200.00 144.27 344.27		000000591788
COMCAST CABLEVISION	000000031085		091625	5257495	10/03/25	229.95 229.95	0.00 0.00	229.95 229.95		000000591789
CONSUMERS ENERGY	000000031502		20216611748 20474682344	5257476 5257521	10/02/25 10/03/25	172.67 264.32 436.99	0.00 0.00 0.00	172.67 264.32 436.99		000000591790
CONTINENTAL SERVICES	000000031545		RC13808	5257555	10/07/25	18234.11 18234.11	0.00 0.00	18234.11 18234.11		000000591791
D & P CABLE INC	000000040009		10627468	5257556	10/07/25	179.39 179.39	0.00 0.00	179.39 179.39		000000591792
DELTA DENTAL PLAN OF	000000040250		CNS01969268	5257577	10/07/25	9275.35 9275.35	0.00 0.00	9275.35 9275.35		000000591793
DTE ENERGY	000000040603		20011606376 00116063762 20040585787 20006609447 20043581413 20037588756 10/02/2025 10/2/2025	5257496 5257497 5257498 5257499 5257500 5257501 5257540 5257541	10/03/25 10/03/25 10/03/25 10/03/25 10/03/25 10/03/25 10/06/25 10/06/25	105.04 126.07 467.07 42.18 89.06 94.23 274.14 516.85	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	105.04 126.07 467.07 42.18 89.06 94.23 274.14 516.85		

NON CLAIM RUN 10/10/25

[RAP215]											
PAYMENT REGISTER - Checks											
10/08/25											
PAGE 3											
Office 001 Main	Company 01	County of Monroe	Bank BNK001	National City Bank	Run	005752	Payment Date	10/10/25	Pay-thru Date	10/07/25	
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date		Gross Amount	Deduction Amounts		Net Amount	Payment Number	
DTE ENERGY	000000040603	09/30/2025	5257542	10/06/25		320.28	0.00		320.28		
		09/30/25	5257543	10/06/25		185.03	0.00		185.03		
		9/30/2025	5257544	10/06/25		38.49	0.00		38.49		
		20046572170	5257552	10/07/25		169.67	0.00		169.67		
						2428.11	0.00		2428.11		000000591794
FED EX	000000060180	9-005-68989	5257532	10/06/25		9.04	0.00		9.04		
						9.04	0.00		9.04		000000591795
FRENCHTOWN WATER	000000061055	0925-1539#6	5257502	10/03/25		51.51	0.00		51.51		
		0925-1531#D	5257503	10/03/25		51.51	0.00		51.51		
		0925-1531#C	5257504	10/03/25		51.51	0.00		51.51		
		0925-1531#B	5257505	10/03/25		51.51	0.00		51.51		
		0925-1531#A	5257506	10/03/25		42.48	0.00		42.48		
		0925-1525	5257507	10/03/25		60.53	0.00		60.53		
						309.05	0.00		309.05		000000591796
MADCP	000000130003	158-86038	5257653	10/07/25		590.00	0.00		590.00		
						590.00	0.00		590.00		000000591797
MANAGEMENT ASSOCIATE	000000130134	LOPGL0928	5257519	10/03/25		2175.00	0.00		2175.00		
						2175.00	0.00		2175.00		000000591798
MICHIGAN GAS UTILITI	000000131350	5647776442	5257522	10/03/25		59.88	0.00		59.88		
		5649470632	5257545	10/06/25		44.54	0.00		44.54		
						104.42	0.00		104.42		000000591799
MICHIGAN STATE POLIC	000000131496	551-663965	5257565	10/07/25		180.00	0.00		180.00		
						180.00	0.00		180.00		000000591800
SYSCO DETROIT LLC	000000131804	758031858	5257523	10/03/25		1251.29	0.00		1251.29		
		758031859	5257524	10/03/25		107.23	0.00		107.23		
		758031860	5257525	10/03/25		833.76	0.00		833.76		
		758035576	5257526	10/03/25		-64.09	0.00		-64.09		
		758035782	5257527	10/03/25		75.72	0.00		75.72		
						2203.91	0.00		2203.91		000000591801
MONROE COUNTY DENTAL	000000132420	101025 554	5257637	10/07/25		46.39	0.00		46.39		
		101025 565	5257638	10/07/25		754.06	0.00		754.06		
						800.45	0.00		800.45		000000591802
MONROE FAMILY YMCA	000000132435	101025 YMC	5257566	10/07/25		1080.37	0.00		1080.37		
						1080.37	0.00		1080.37		000000591803
MONROE FAMILY YMCA	000000132435	51007102749	5257562	10/07/25		3631.23	0.00		3631.23		
						3631.23	0.00		3631.23		000000591804
MONROE FAMILY YMCA	000000132435	51007102850	5257563	10/07/25		756.00	0.00		756.00		

NON CLAIM RUN 10/10/25

[RAP215]		PAYMENT REGISTER - Checks						10/08/25		PAGE	4	
Office 001	Main	Company 01	County of	Monroe		National City Bank	Run	005752	Payment Date	10/10/25	Pay-thru Date	10/07/25
Vendor		Vendor	Bank	BNK001		Voucher	Invoice	Gross	Deduction		Net	Payment
Name		Number		Invoice		Number	Date	Amount	Amounts		Amount	Number
								756.00	0.00		756.00	000000591805
MONROE CO.HEALTH INS		000000132450		101025 554M		5257640	10/07/25	809.61	0.00		809.61	
				101025 565M		5257641	10/07/25	13122.32	0.00		13122.32	
				101025 554V		5257642	10/07/25	7.12	0.00		7.12	
				101025 565V		5257643	10/07/25	123.28	0.00		123.28	
								14062.33	0.00		14062.33	000000591806
MONROE COUNTY LEGAL		000000132550		51007020153		5257603	10/07/25	28540.22	0.00		28540.22	
								28540.22	0.00		28540.22	000000591807
MONROE SENIOR CITIZE		000000133450		51007090848		5257561	10/07/25	40734.27	0.00		40734.27	
								40734.27	0.00		40734.27	000000591808
PRAIRIE FARMS DAIRY,		000000161170		9061819		5257639	10/07/25	145.40	0.00		145.40	
								145.40	0.00		145.40	000000591809
VARIPRO		000000161454		10022025		5257528	10/03/25	71.56	0.00		71.56	
				NOVEMBER25		5257553	10/07/25	145793.22	0.00		145793.22	
								145864.78	0.00		145864.78	000000591810
STATE OF MICHIGAN		000000192705		SEPT 2025		5257546	10/06/25	29507.54	0.00		29507.54	
								29507.54	0.00		29507.54	000000591811
TELNET WORLDWIDE, IN		000000200250		IN95136		5257654	10/07/25	1819.30	0.00		1819.30	
								1819.30	0.00		1819.30	000000591812
THE HARTFORD		000000200415		23779394150		5257530	10/03/25	4946.32	0.00		4946.32	
				82427507564		5257531	10/03/25	31928.69	0.00		31928.69	
								36875.01	0.00		36875.01	000000591813
G B WARNKE & ASSOCIA		000000230035		DEC202024		5257537	10/06/25	1953.50	0.00		1953.50	
								1953.50	0.00		1953.50	000000591814
WEX BANK		000000230425		107661854		5257538	10/06/25	2667.86	0.00		2667.86	
								2667.86	0.00		2667.86	000000591815
WEX BANK		000000230425		107679112		5257557	10/07/25	19338.36	0.00		19338.36	
								19338.36	0.00		19338.36	000000591816
HOLLY AGOCS		000000300111		13-40525-FH		5257608	10/07/25	150.00	0.00		150.00	
								150.00	0.00		150.00	000000591817
KELLY DRUMMONDS		000000300481		07-36554-FH		5257609	10/07/25	7.61	0.00		7.61	
								7.61	0.00		7.61	000000591818
DIGNIFI		000000300547		22-246812FH		5257610	10/07/25	800.00	0.00		800.00	

NON CLAIM RUN 10/10/25

[RAP215]										
PAYMENT REGISTER - Checks										
10/08/25										
PAGE 5										
Office 001 Main	Company 01	County of Monroe	BNK001	National City Bank	Run	005752	Payment Date	10/10/25	Pay-thru Date	10/07/25
Vendor Name	Vendor Number	Bank	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number	
						800.00	0.00	800.00	000000591819	
MICHAEL EHMANN	000000300549		22-246762FH	5257611	10/07/25	200.00	0.00	200.00	000000591820	
						200.00	0.00	200.00		
RON GEORGE	000000300724		11-39298-FH	5257612	10/07/25	40.00	0.00	40.00	000000591821	
						40.00	0.00	40.00		
GRANGE INSURANCE	000000300734		08-36683-FH	5257613	10/07/25	125.00	0.00	125.00	000000591822	
						125.00	0.00	125.00		
HOUSE ARREST SERVICE	000000300884		23-247515FH	5257614	10/07/25	50.00	0.00	50.00	000000591823	
						50.00	0.00	50.00		
JACK'S LAWN SERVICE	000000300956		24-247965FH	5257615	10/07/25	100.00	0.00	100.00	000000591824	
						100.00	0.00	100.00		
TONEY JONES	000000301002		18-244321FH	5257616	10/07/25	53.00	0.00	53.00	000000591825	
						53.00	0.00	53.00		
ROCCO MARTI	000000301218		08-36665FH	5257617	10/07/25	53.99	0.00	53.99	000000591826	
						53.99	0.00	53.99		
SUZETTE MATTISON	000000301248		13-40758-FC	5257618	10/07/25	124.98	0.00	124.98	000000591827	
						124.98	0.00	124.98		
MICHIGAN STATE POLIC	000000301255		24-247942FH	5257619	10/07/25	10.00	0.00	10.00	000000591828	
						10.00	0.00	10.00		
KRISTIN MCMANN	000000301327		24-247987FH	5257620	10/07/25	50.00	0.00	50.00	000000591829	
						50.00	0.00	50.00		
NEW ERA DENTAL	000000301444		24-247983FH	5257621	10/07/25	120.00	0.00	120.00	000000591830	
						120.00	0.00	120.00		
MANTIS	000000301500		24-248107FH	5257622	10/07/25	5.00	0.00	5.00	000000591831	
						5.00	0.00	5.00		
TAMMY PEREZ	000000301646		18-244457FH	5257624	10/07/25	107.58	0.00	107.58	000000591832	
						107.58	0.00	107.58		
PAUL REED	000000301729		17-243876FH	5257625	10/07/25	30.99	0.00	30.99	000000591833	
						30.99	0.00	30.99		
STATE FARM INSURANCE	000000301869		08-37299-FH	5257626	10/07/25	59.77	0.00	59.77	000000591834	
						59.77	0.00	59.77		
DOUGLAS SPAULDING	000000301958		23-247673FH	5257627	10/07/25	50.00	0.00	50.00		

NON CLAIM RUN 10/10/25

[RAP215] PAYMENT REGISTER - Checks										
Office 001 Main		Company 01	County of Monroe	Bank BNK001	National City Bank	Run	005752	Payment Date	10/08/25	PAGE 6
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	10/10/25	Pay-thru Date	10/07/25	Payment Number
					50.00	0.00				000000591835
STATE FARM FIRE CLAI	000000301963	18-244546FH	5257628	10/07/25	4612.76	0.00				
					4612.76	0.00				000000591836
JOYCE & RANDALL TURN	000000302192	19-245157FH	5257629	10/07/25	500.39	0.00				
					500.39	0.00				000000591837
NCUA-AMAC	000000302248	12-40016-FH	5257630	10/07/25	50.00	0.00				
					50.00	0.00				000000591838
BEDFORD PUBLIC SCHOO	000000450250	51002104116	5257558	10/07/25	5286.14	0.00				
					5286.14	0.00				000000591839
MONROE COUNTY	000000500002	101025 DPR	5257567	10/07/25	1058.16	0.00				
		101025 MPR	5257568	10/07/25	41147.63	0.00				
		101025 VPR	5257569	10/07/25	139.27	0.00				
					42345.06	0.00				000000591840
MONROE COUNTY	000000500003	101025 554	5257644	10/07/25	3.18	0.00				
		10125 565	5257645	10/07/25	82.68	0.00				
					85.86	0.00				000000591841
MONROE COUNTY GENERA	000000501100	101025 554	5257646	10/07/25	39.23	0.00				
					39.23	0.00				000000591842
MONROE COUNTY	000000510725	101025 554	5257647	10/07/25	861.41	0.00				
					861.41	0.00				000000591843
MONROE CO. EMP. RETI	000000550200	101025 PST	5257570	10/07/25	276.39	0.00				
		101025 RET	5257571	10/07/25	17908.15	0.00				
		101025 RTC	5257572	10/07/25	2541.79	0.00				
		101025 RTD	5257573	10/07/25	964.33	0.00				
		10125 RTS	5257574	10/07/25	12635.66	0.00				
					34326.32	0.00				000000591844
UNITED WAY OF MONROE	000000550215	101025 UW	5257575	10/07/25	30.00	0.00				
					30.00	0.00				000000591845
POLICE OFFICERS ASSN	000000550231	101025 U01	5257576	10/07/25	4032.06	0.00				
		101025 U07	5257578	10/07/25	315.00	0.00				
		101025 U08	5257579	10/07/25	405.80	0.00				
		101025 U09	5257580	10/07/25	847.34	0.00				
		101025 U10	5257581	10/07/25	2834.30	0.00				
		101025 U12	5257582	10/07/25	650.00	0.00				
		101025 U14	5257583	10/07/25	683.24	0.00				
		101025 U16	5257584	10/07/25	349.50	0.00				

NON CLAIM RUN 10/10/25

[RAP215] PAYMENT REGISTER - Checks										
10/08/25										
PAGE 7										
Office 001 Main	Company 01	County of Monroe	BNK001	National City Bank	Run	005752	Payment Date	10/10/25	Pay-thru Date	10/07/25
Vendor Name	Vendor Number	Bank	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount		Payment Number
POLICE OFFICERS ASSN	000000550231		101025 U17	5257585	10/07/25	555.80	0.00	555.80		
			101025 U18	5257586	10/07/25	210.00	0.00	210.00		
						10883.04	0.00	10883.04		000000591846
MONROE COUNTY COMMAN	000000550241		101025 9A	5257587	10/07/25	65.00	0.00	65.00		
						65.00	0.00	65.00		000000591847
MONROE COUNTY TPOAM	000000550242		101025 4A	5257588	10/07/25	355.00	0.00	355.00		
						355.00	0.00	355.00		000000591848
TPOAM	000000550243		101025 U03	5257591	10/07/25	255.00	0.00	255.00		
			101025 U04	5257592	10/07/25	2485.00	0.00	2485.00		
			101025 U06	5257593	10/07/25	490.00	0.00	490.00		
			101025 U11	5257594	10/07/25	245.00	0.00	245.00		
			101025 U13	5257595	10/07/25	105.00	0.00	105.00		
						3580.00	0.00	3580.00		000000591849
MONROE CO DEPUTY SHE	000000550244		101025 1A	5257596	10/07/25	670.00	0.00	670.00		
						670.00	0.00	670.00		000000591850
MO CO CORRECTION OFF	000000550248		101025 10A	5257597	10/07/25	350.00	0.00	350.00		
						350.00	0.00	350.00		000000591851
LOCAL 517, UTILITY W	000000550250		101025 U02	5257598	10/07/25	969.58	0.00	969.58		
						969.58	0.00	969.58		000000591852
MONROE CO CORRECTION	000000550252		101025 17A	5257599	10/07/25	112.50	0.00	112.50		
						112.50	0.00	112.50		000000591853
MONROE COUNTY ASSIST	000000550274		101025 14A	5257600	10/07/25	200.00	0.00	200.00		
						200.00	0.00	200.00		000000591854
GREAT-WEST LIFE & AN	000000550280		101025 GWE	5257601	10/07/25	5262.00	0.00	5262.00		
						5262.00	0.00	5262.00		000000591855
AXA EQUITABLE	000000550285		101025 EQU	5257602	10/07/25	925.00	0.00	925.00		
						925.00	0.00	925.00		000000591856
MONROE CO.UNEMPLOYME	000000550310		101025 554	5257648	10/07/25	2.31	0.00	2.31		
			101025 565	5257649	10/07/25	74.83	0.00	74.83		
						77.14	0.00	77.14		000000591857
MONROE COUNTY WORKER	000000550315		101025 554	5257650	10/07/25	1.62	0.00	1.62		
						1.62	0.00	1.62		000000591858
MONROE CO.LONG TERM	000000550320		101025 565	5257651	10/07/25	479.23	0.00	479.23		
			101025 554	5257652	10/07/25	15.56	0.00	15.56		

NON CLAIM RUN 10/10/25

[RAP215]		PAYMENT REGISTER - Checks						10/08/25	PAGE 8
Office 001 Main	Company 01	County of Monroe	Bank BNK001	National City Bank	Run	005752	Payment Date	10/10/25	Pay-thru Date 10/07/25
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date		Gross Amount	Deduction Amounts	Net Amount	Payment Number
						494.79	0.00	494.79	000000591859
MONROE CO.RETIREE HE	000000550325	101025 CRH	5257604	10/07/25		592.24	0.00	592.24	
		101025 DRH	5257605	10/07/25		306.06	0.00	306.06	
		101025 RHC	5257606	10/07/25		4277.01	0.00	4277.01	
		101025 SRH	5257607	10/07/25		3212.17	0.00	3212.17	
						8387.48	0.00	8387.48	000000591860
STATE OF MICHIGAN	000000601403	3RDQRT2025	5257482	10/02/25		43.37	0.00	43.37	
						43.37	0.00	43.37	000000591861
STATE OF MICHIGAN	000000601950	SEPT 2025	5257547	10/06/25		44.00	0.00	44.00	
						44.00	0.00	44.00	000000591862
STATE OF MICHIGAN	000000602054	551-663826	5257492	10/03/25		14011.00	0.00	14011.00	
						14011.00	0.00	14011.00	000000591863
STATE OF MICHIGAN	000000602057	SEPT 2025	5257548	10/06/25		20141.28	0.00	20141.28	
						20141.28	0.00	20141.28	000000591864
KIMBERLY DONAHEY	000000720388	56	5257510	10/03/25		3179.00	0.00	3179.00	
						3179.00	0.00	3179.00	000000591865
CARL J. SCHMIDT	000000721904	9/21-10/4	5257534	10/06/25		3044.15	0.00	3044.15	
						3044.15	0.00	3044.15	000000591866
HUNTINGTON BANK	000000730544	6169RST	5257539	10/06/25		500.00	0.00	500.00	
						500.00	0.00	500.00	000000591867
JAMIE MATTHEWS	000000821549	091925	5257511	10/03/25		298.49	0.00	298.49	
						298.49	0.00	298.49	000000591868
H. ANDREW CLARK	000000821800	02152025	5257554	10/07/25		14.99	0.00	14.99	
						14.99	0.00	14.99	000000591869
STACEY MCCOY	000000823525	092925	5257512	10/03/25		65.80	0.00	65.80	
						65.80	0.00	65.80	000000591870
CARI GRAHL	000000823645	093025	5257513	10/03/25		47.60	0.00	47.60	
						47.60	0.00	47.60	000000591871
SHELLY JOHNSON	000000824585	093025	5257514	10/03/25		35.00	0.00	35.00	
						35.00	0.00	35.00	000000591872
AUDREY PETREE	000000826642	2/14/25	5257549	10/07/25		32.06	0.00	32.06	
						32.06	0.00	32.06	000000591873
JODY PETROFF	000000826666	092925	5257515	10/03/25		123.90	0.00	123.90	

NON CLAIM RUN 10/10/25

[RAP215] PAYMENT REGISTER - Checks										
10/08/25										
PAGE 9										
Office 001 Main	Company 01	County of Monroe	Bank BNK001	National City Bank	Run	005752	Payment Date	10/10/25	Pay-thru Date	10/07/25
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date		Gross Amount	Deduction Amounts		Net Amount	Payment Number
						123.90	0.00		123.90	000000591874
JENNIFER PFEIFFER	000000826692	093025	5257516	10/03/25		4.90	0.00		4.90	000000591875
						4.90	0.00		4.90	
TONIA SELF	000000827337	091925	5257517	10/03/25		40.55	0.00		40.55	000000591876
						40.55	0.00		40.55	
STACEY TAYLOR	000000827886	092925	5257518	10/03/25		24.36	0.00		24.36	000000591877
						24.36	0.00		24.36	
HARRY SIMMET	CLERK/REGIST	18-244546FH	5257636	10/07/25		5925.10	0.00		5925.10	000000591878
						5925.10	0.00		5925.10	
GRANGE & INTEGRITY I	CLERK/REGIST	23-247411FH	5257632	10/07/25		127.19	0.00		127.19	000000591879
						127.19	0.00		127.19	
DON O'KOPSKI	CLERK/REGIST	24-247787FH	5257631	10/07/25		101.69	0.00		101.69	000000591880
						101.69	0.00		101.69	
SARAH WHITE	CLERK/REGIST	25-248289FH	5257564	10/07/25		750.00	0.00		750.00	000000591881
						750.00	0.00		750.00	
EMILY TERRASI	CLERK/REGIST	25-248371FH	5257634	10/07/25		500.00	0.00		500.00	000000591882
						500.00	0.00		500.00	
JOSEPH BRESSLER	DCWITNESS	(A) 09/25	5257483	10/03/25		8.60	0.00		8.60	000000591883
						8.60	0.00		8.60	
CHRISTIAN CLOUSE	DCWITNESS	(B) 09/25	5257484	10/03/25		6.60	0.00		6.60	000000591884
						6.60	0.00		6.60	
MURREL CLOUSE	DCWITNESS	(C) 09/25	5257485	10/03/25		6.60	0.00		6.60	000000591885
						6.60	0.00		6.60	
HEATHER JANKOWSKI	DCWITNESS	(D) 09/25	5257486	10/03/25		7.00	0.00		7.00	000000591886
						7.00	0.00		7.00	
JOSHUA LAMBERT	DCWITNESS	(E) 09/25	5257487	10/03/25		8.00	0.00		8.00	000000591887
						8.00	0.00		8.00	
KIMBERLY MCKNIGHT	DCWITNESS	(F) 09/25	5257488	10/03/25		8.60	0.00		8.60	000000591888
						8.60	0.00		8.60	
CHASE PIECHOWSKI	DCWITNESS	(G) 09/25	5257489	10/03/25		9.00	0.00		9.00	000000591889
						9.00	0.00		9.00	
DEBRA PIECHOWSKI	DCWITNESS	(H) 09/25	5257490	10/03/25		9.00	0.00		9.00	

NON CLAIM RUN 10/10/25

[RAP215]		PAYMENT REGISTER - Checks					10/08/25		PAGE 10
Office 001 Main	Company 01	County of Monroe	Bank BNK001	National City Bank	Run 005752	Payment Date	10/10/25	Pay-thru Date	10/07/25
Vendor Name	Vendor Number	Invoice Number	Voucher Number	Invoice Date	Gross Amount	Deduction Amounts	Net Amount	Payment Number	
					9.00	0.00	9.00	000000591890	
CHASE PRESSLEY	DCWITNESS	(I)09/25	5257491	10/03/25	6.60	0.00	6.60	000000591891	
					6.60	0.00	6.60	000000591891	
ROCKET MORTGAGE	TREASURER	109584	5257479	10/02/25	62366.07	0.00	62366.07	000000591892	
					62366.07	0.00	62366.07	000000591892	
WELLS FARGO BANK	TREASURER	OR109583	5257477	10/02/25	60140.23	0.00	60140.23	000000591893	
					60140.23	0.00	60140.23	000000591893	
NATIONSTAR MORTGAGE	TREASURER	OR109585	5257480	10/02/25	88000.00	0.00	88000.00	000000591894	
					88000.00	0.00	88000.00	000000591894	
KEY BANK	TREASURER	OR109586	5257481	10/02/25	45448.65	0.00	45448.65	000000591895	
					45448.65	0.00	45448.65	000000591895	
JOSHUA A TURNER	TREASURER	23&24 PRE	5257635	10/07/25	2062.15	0.00	2062.15	000000591896	
					2062.15	0.00	2062.15	000000591896	
CLIFFORD & TERRENCE	TREASURER	PRE 2024	5257633	10/07/25	582.49	0.00	582.49	000000591897	
					582.49	0.00	582.49	000000591897	
BANK BNK001 - TOTAL					840007.24	0.00	840007.24	*	
OFFICE 001 - TOTAL					840007.24	0.00	840007.24	**	

AP CHECK REGISTER FOR MONROE COUNTY

POST DATES 10/14/2025 - 10/15/2025

POSTED
PAID

Invoice Number	Vendor Name	Reference Number	Invoice Date	Inv Amt	Paid By Check Number
Vendor Code: 0000010000 ACCT# 734 243-7070 415 3					
734243707010	AT & T	0000000171		243.10	591898
Total Vendor Code 0000010000:				243.10	
Vendor Code: 0000010026					
287283304405X1014202	AT&T MOBILITY	0000000151		4,417.14	591899
Total Vendor Code 0000010026:				4,417.14	
Vendor Code: 0000010043					
UTV092025	AT&T MOBILITY	0000000150		1,838.42	591900
Total Vendor Code 0000010043:				1,838.42	
Vendor Code: 0000012750 ASH SEPTEMBER 2025					
51015101710	ASH SENIOR CITIZEN CENTER	0000000166	10/15/2025	2,401.56	591901
Total Vendor Code 0000012750:				2,401.56	
Vendor Code: 0000012850					
702610105	AUTOMATIC DATA PROCESSING	0000000172		144.15	591902
Total Vendor Code 0000012850:				144.15	
Vendor Code: 0000020010					
0259-003985741	REPUBLIC SERVICE OF TOLEDO	0000000110		12,052.32	591903
Total Vendor Code 0000020010:				12,052.32	
Vendor Code: 0000020735					
272903	BERGER CHEVROLET	0000000130		53,353.00	591904
272888	BERGER CHEVROLET	0000000131		53,353.00	591904
272845	BERGER CHEVROLET	0000000133		53,353.00	591904
272911	BERGER CHEVROLET	0000000134		53,353.00	591904
273304	BERGER CHEVROLET	0000000135		53,353.00	591904
272859	BERGER CHEVROLET	0000000136		53,353.00	591904
Total Vendor Code 0000020735:				320,118.00	
Vendor Code: 0000030566 ACCT# 005439401					
005439401100725	CHARTER COMMUNICATIONS	0000000173		253.88	591905
156375201	CHARTER COMMUNICATIONS	0000000174		158.87	591905
Total Vendor Code 0000030566:				412.75	
Vendor Code: 0000031502					
206793112636	CONSUMERS ENERGY	0000000152		7,735.53	591906
203767948800	CONSUMERS ENERGY	0000000175		559.72	591906
Total Vendor Code 0000031502:				8,295.25	
Vendor Code: 0000031545 10/4-10/10					
RC13821	CONTINENTAL SERVICES	0000000153		18,891.02	591907
Total Vendor Code 0000031545:				18,891.02	
Vendor Code: 0000040250 ADMIN SERVICES FOR OCTOBER 2025					
CNS0001949944	DELTA DENTAL PLAN OF MICHIGAN	0000000176		3,162.16	591908
CNS0001970408	DELTA DENTAL PLAN OF MICHIGAN	0000000177		7,812.80	591908
Total Vendor Code 0000040250:				10,974.96	
Vendor Code: 0000040603 ACCT# 9100 106 5988 6					
OCTOBER062025	DTE ENERGY	0000000178		19.60	591909
OCTOBER082025	DTE ENERGY	0000000179		528.19	591909
Total Vendor Code 0000040603:				547.79	
Vendor Code: 0000060180					
9-013-26122	FED EX	0000000112		9.04	591910
Total Vendor Code 0000060180:				9.04	
Vendor Code: 0000120125					
670	LAKE ERIE TRANSIT COMMISSION	0000000129		300.00	591911
671	LAKE ERIE TRANSIT COMMISSION	0000000132		300.00	591911
Total Vendor Code 0000120125:				600.00	
Vendor Code: 0000131804					
758045732	SYSCO DETROIT LLC	0000000180		459.56	591912
Total Vendor Code 0000131804:				459.56	
Vendor Code: 0000131835 MILAN HEALTHY LIVING SEPTEMBER 2025					
51014025005	MILAN SENIORS FOR HEALTHY LIVING	0000000167	10/14/2025	4,593.00	591913
51014031907	MILAN SENIORS FOR HEALTHY LIVING	0000000168	10/14/2025	2,000.00	591913
51014033408	MILAN SENIORS FOR HEALTHY LIVING	0000000169	10/14/2025	1,879.50	591913

AP CHECK REGISTER FOR MONROE COUNTY

POST DATES 10/14/2025 - 10/15/2025

POSTED
PAID

Invoice Number	Vendor Name	Reference Number	Invoice Date	Inv Amt	Paid By Check Number
Vendor Code: 0000131835 MILAN MEALS ON WHEELS SEPTEMBER 2025					
51014030906	MILAN SENIORS FOR HEALTHY LIVING	0000000170	10/14/2025	891.00	591913
Total Vendor Code 0000131835:				9,363.50	
Vendor Code: 0000132249 REISSUE CHECK 590581 - JUN 25 MI CORNERSTONE					
101093	MONROE COUNTY BUSINESS ALLIANCE	0000000157		14,887.02	591914
101054	MONROE COUNTY BUSINESS ALLIANCE	0000000159		10,311.89	591914
101059	MONROE COUNTY BUSINESS ALLIANCE	0000000160		2,100.00	591914
101061	MONROE COUNTY BUSINESS ALLIANCE	0000000161		1,250.00	591914
101094	MONROE COUNTY BUSINESS ALLIANCE	0000000162		8,901.75	591914
101095	MONROE COUNTY BUSINESS ALLIANCE	0000000163		8,343.04	591914
101418	MONROE COUNTY BUSINESS ALLIANCE	0000000164		1,250.00	591914
101419	MONROE COUNTY BUSINESS ALLIANCE	0000000165		2,100.00	591914
Total Vendor Code 0000132249:				49,143.70	
Vendor Code: 0000193220					
20775954	SYMMETRY ENERGY SOLUTIONS, LLC	0000000181		2,593.53	591915
Total Vendor Code 0000193220:				2,593.53	
Vendor Code: 0000200415 COVERAGE FOR SEPTEMBER 2025					
350715539833	THE HARTFORD	0000000182		913.61	591916
Total Vendor Code 0000200415:				913.61	
Vendor Code: 0000220156					
6124961076	VERIZON WIRELESS	0000000109		699.33	591917
Total Vendor Code 0000220156:				699.33	
Vendor Code: 0000601047 STATE TRANSMITTAL 09/2025					
SEPT;2025	STATE OF MICHIGAN	0000000122		97,210.58	591918
Total Vendor Code 0000601047:				97,210.58	
Vendor Code: PARKS&REC					
VINCE CDL TEST	A&A TRAINING AND TESTING	0000000158		200.00	591919
Total Vendor Code PARKS&REC:				200.00	
Report Total:				541,529.31	

October 13, 2025

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

Re: Request to Submit Application for Marijuana Operation and Oversight Grant

Dear Chairman Vensel and Commissioners:

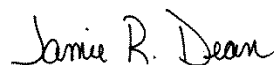
The Monroe County Public Health Department is requesting your approval to apply for and accept a grant from the Michigan Department of Licensing and Regulatory Affairs for funding a public education program. The program would provide for education, communication, and outreach to inform Monroe County citizens and increase personal, community and child safety related to marijuana use, misuse and storage and handling.

Areas of specific concern to be addressed in the education program include accidental consumption by minors and the intentional consumption of marijuana by teenagers. The target audiences will be provided with factual information along with practical advice to help reduce adverse incidents among minors in our community. The Monroe County Public Health Department is best structured to incorporate this educational outreach within our existing health education programming as was done with the grant the last six years.

Monroe County is eligible to receive \$60,059 providing the application is submitted by November 10, 2025. There is no matching grant amount for the program.

Thank you in advance for your support of this public health education program for our community.

Sincerely,



Jamie R. Dean, B.S., M.S.Ed.
Health Officer/Director
Monroe County Health Department



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
ACTING DIRECTOR

October 10, 2025

Dear Counties:

The Cannabis Regulatory Agency (CRA) is preparing to administer the 2026 Marijuana Operation and Oversight Grant program for Michigan counties. These grants will only be approved for education, and outreach regarding the Michigan Medical Marijuana Act and the Michigan Regulation and Taxation of Marijuana Act. Grants provided under this section must not be used for law enforcement purposes. Attached to this letter is a grant application and list of funds available for each county in the State of Michigan. Please read the application carefully as there have been a few changes:

Reports will be due on:

June 15, 2026

- Financial Status Report with reimbursement requests for all spending between November 11, 2025 – May 31, 2026.
 - A Financial Status Report must be submitted even if there are no expenditures for the November 11, 2025 - May 31, 2026 period.
- Performance Report for November 11, 2025 – May 31, 2026.

September 1, 2026

- Second Financial Status Report with reimbursement requests for all spending after May 31, 2026. Each county must stop spending as early as it takes to meet the final submission date of September 1, 2026, due date.
- Performance Report for June 1 – September 1, 2026.
- Final Report is due.

If your county is interested in participating for Fiscal Year 2026, a completed application must be submitted electronically, no later than November 10, 2025, at 11:59pm. Early submission of applications is welcomed!

If you have any questions regarding the grant, please contact the CRA at CRA-MOOG@michigan.gov for assistance.

Sincerely,

David Harns, Manager
Public Relations Section
Cannabis Regulatory Agency

**Department of Licensing and Regulatory Affairs
Cannabis Regulatory Agency
2026**

Marihuana Operation and Oversight Grants for Counties

The total amount per county is based on the number of MMMP Registry Cards Issued
New/Renewal pursuant to 2025 PA 22 (Article 10, Section 901)

County	Application	Renewal	Total	Grant Funds Available
Alcona	35	18	53	\$6,217
Alger	77	31	108	\$12,669
Allegan	433	142	575	\$67,449
Alpena	111	31	142	\$16,657
Antrim	138	51	189	\$22,170
Arenac	68	17	85	\$9,971
Baraga	31	9	40	\$4,692
Barry	166	41	207	\$24,282
Bay	382	100	482	\$56,540
Benzie	111	26	137	\$16,070
Berrien	291	106	397	\$46,569
Branch	81	80	161	\$18,886
Calhoun	182	53	235	\$27,566
Cass	75	24	99	\$11,613
Charlevoix	45	18	63	\$7,390
Cheboygan	76	29	105	\$12,317
Chippewa	90	22	112	\$13,138
Clare	144	44	188	\$22,053
Clinton	219	69	288	\$33,783
Crawford	91	36	127	\$14,897
Delta	76	23	99	\$11,613
Dickinson	39	12	51	\$5,982
Eaton	269	81	350	\$41,056
Emmet	15	7	22	\$2,581
Genesee	772	235	1007	\$118,123
Gladwin	0	1	1	\$117
Gogebic	31	16	47	\$5,513
Grand Traverse	115	28	143	\$16,774
Gratiot	25	5	30	\$3,519
Hillsdale	45	49	94	\$11,026
Houghton	51	14	65	\$7,625
Huron	55	18	73	\$8,563
Ingham	185	53	238	\$27,918
Ionia	21	11	32	\$3,754
Iosco	11	4	15	\$1,760
Iron	10	4	14	\$1,642
Isabella	56	15	71	\$8,328
Jackson	391	178	569	\$66,745
Kalamazoo	211	76	287	\$33,666
Kalkaska	32	5	37	\$4,340
Kent	944	214	1158	\$135,836
Keweenaw	22	11	33	\$3,871
Lake	15	6	21	\$2,463
Lapeer	196	73	269	\$31,554
Leelanau	73	26	99	\$11,613
Lenawee	159	102	261	\$30,616
Livingston	335	169	504	\$59,120
Luce	10	1	11	\$1,290
Mackinac	24	12	36	\$4,223
Macomb	1676	609	2285	\$268,035
Manistee	30	9	39	\$4,575
Marquette	33	18	51	\$5,982
Mason	39	11	50	\$5,865
Mecosta	25	9	34	\$3,988
Menominee	17	12	29	\$3,402
Midland	187	71	258	\$30,264
Missaukee	19	5	24	\$2,815
Monroe	391	121	512	\$60,059

County	Application	Renewal	Total	Grant Funds Available
Montcalm	161	102	263	\$30,850
Montmorency	12	3	15	\$1,760
Muskegon	178	65	243	\$28,504
Newaygo	109	42	151	\$17,713
Oakland	2524	1199	3723	\$436,716
Oceana	63	18	81	\$9,501
Ogemaw	34	12	46	\$5,396
Ontonagon	1	8	9	\$1,056
Osceola	31	7	38	\$4,457
Oscoda	20	14	34	\$3,988
Otsego	5	2	7	\$821
Ottawa	258	119	377	\$44,223
Presque Isle	11	6	17	\$1,994
Roscommon	50	19	69	\$8,094
Saginaw	244	55	299	\$35,073
Saint Clair	323	98	421	\$49,384
Saint Joseph	46	17	63	\$7,390
Sanilac	76	14	90	\$10,557
Schoolcraft	5	0	5	\$587
Shiawassee	184	58	242	\$28,387
Tuscola	253	99	352	\$41,290
Van Buren	124	46	170	\$19,941
Washtenaw	764	386	1150	\$134,897
Wayne	3429	1367	4796	\$562,581
Wexford	157	45	202	\$23,695
TOTAL	18,513	7,062	25,575	\$3,000,000

MONROE COUNTY INDIGENT DEFENSE

Managing Attorney

Mary Gantzos

Indigent Defense Coordinator

Melanie Young



District Court Attorneys

James Bartlett
Ronald J. Benore, Jr.
Sean Myers

125 E. Second Street
Monroe, MI 48161-2197
734.240.7634 FAX: 734.240.7385

October 16, 2025

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

Re: Fiscal Year 2026 Michigan Indigent Defense Commission Grant Award

Dear Chairman Vensel and Members of the Board:

We are pleased to inform you that the Michigan Indigent Defense Commission (MIDC) has approved our compliance and cost analysis plan for FY2026. We received the official email from MIDC of acceptance on October 9, 2025. We are asking the Board to accept the grant award. The total program amounts are as follows:

<i>State MIDC Grant award</i>	<i>\$2,843,381.42</i>
<i>County share match:</i>	<i><u>\$217,053.37</u></i>
<i>Total:</i>	<i>\$3,060,434.79</i>

A summary of the program and funding in each program area is summarized below:

Standard #1: Training and Education

The total cost for Training and Education is \$42,547.00

Standard #2: Initial Interview

Qflow and Zoom subscription are included in the cost analysis. Qflow is the software that is used by all

attorneys to schedule Polycom online appointments with clients housed at the County jail or Inmate Dormitory

Cost \$12,660.00

Standard #3: Investigation and Experts

The total cost for Investigation and Experts is \$100,000.

Standard #4: Counsel at First Appearance

Total Budget for CAFA and weekend/holiday CAFA coverage is \$1,070,208.00

Standard #5: Independence from Judiciary

The total Salary and Fringe Costs is \$358,832.08. This is a decrease of \$15,803.12 from FY2025 due to the reduction in the amount of intern positions over the grant year.

Standard #8: Attorney Compensation

The total cost for Attorney Compensation at Standard 8 Rates is \$2,369,618.71

Other Costs

Included in our cost analysis is the use of the client case management system, Clio.

Clio cost: \$47,124.00

The requested feasibility study has been approved by MIDC and will be implemented in after the Board's approval of the State grant.

If you have any questions or desire any further information with respect to this grant application, please contact me.

Sincerely,

Mary C. Gantz

Mary C. Gantz

Monroe County Indigent Defense Department

Managing Attorney

Compliance Plan and Cost Analysis Renewal - FY 2026

Applicant

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Version # _____

APP # 220540

1. Applicant Information

- a. Applicant Name Monroe County
- b. Organizational Unit
- c. Address 125 E. Second Street
- d. Address 2 2nd Floor
- e. City Monroe State MI Zip 48161
- f. Federal ID Number 38-6004873 Reference No. Unique Entity Id.
- g. Agency's fiscal year (beginning month and day) January-01
- h. Agency Type
- ☐ City ☐ Township ☒ County
- ☐ Village

2. Project Information

- a. Project Name Compliance Plan and Cost Analysis Renewal - FY 2026
- b. Is implementing agency same as Applicant ☒ Yes ☐ No
- c. Implementing Agency Name
- d. Project Start Date Oct-01-2025 End Date Sep-30-2026
- e. Amount of Funds Requested \$2,843,381.42 Project Cost \$3,060,434.79
- f. Agency Local Share: 217,053.37

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3. Contacts

a. Project Director / Primary Contact

Name Melanie Young
Title Attorney Coordinator
Mailing Address 125 E. Second Street
City Monroe State MI Zip 48161
Telephone (734) 240-7264 Fax
E-mail Address melanie_young@monroemi.org

b. Authorized Official

Name Michael Bosanac
Title County Administrator
Mailing Address 125 E. Second St.
City Monroe State MI Zip 48161
Telephone (734) 240-7262 Fax
E-mail Address crystal_comer@monroemi.org

c. Financial Officer

Name Susan Maier
Title Financial Officer
Mailing Address 125 E. Second Street
City Monroe State MI Zip 48161
Telephone (734) 240-7264 Fax
E-mail Address susan_maier@monroemi.org

Additional Information

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APP # 220540

Submitter Information

Funding Unit/System Name: Monroe County

- ☒ I hereby certify that I am authorized to submit the application and the information and representations contained in the application is true and correct.

Submitted By (include name, title, email address and phone number):

Name: Melanie Young

Title: Assigned Counsel Administrator

Email Address: melanie_young@monroemi.org

Phone Number: (734) 240-7264

Date: 04/24/2025

Signature: Melanie Young

Delivery System Model

1. What type of indigent defense delivery system do you have currently? (indicate all that apply):

- ☐ Public Defender Office (county employees)
☐ Public Defender Office (non-profit/vendor model)
☒ Managed Assigned Counsel System (Name of MAC Attorney Manager and P#:)
[Mary Gantz P59498]
☐ Contract Defender System
☐ Regionalized system or coordination with other trial court funding units

If you are unsure about your type of indigent defense delivery system, more information can be found in MIDC's report entitled Delivery System Reform Models (2016), posted here: <https://michiganidc.gov/resources>. Questions can also be directed to your MIDC Regional Manager.

2. Are you proposing to change your type of indigent defense delivery system for next year? Please respond Yes or No. ☐ Yes ☒ No
3. If you are changing your indigent defense delivery system, what model do you plan to use next year?

Standard 1 - Training and Education

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Standard 1

Training of Attorneys

4. Number of attorneys who accept adult criminal defense assignments as of October 1 27

5. Number of attorneys with less than 2 years of Michigan criminal defense experience as of October 1 0

In EGrAMS, please include a list of names and P#s of all the attorneys who accept adult criminal defense case assignments in your system, including conflict counsel and counsel for youths charged as adults and qualification level for assignments.

6. What is your plan for training attorneys with less than 2 years of Michigan criminal defense experience?
 Any attorney on our roster with less than 2 years of experience will take an MIDC approved basic skills class.

7. Please describe your system's training plan, including how compliance will be tracked for reporting requirements:

Attorneys have a variety of training options to complete their required 12 Annual CLE credits. Our system is a direct bill partner with CDAM. Attorneys are also able to take advantage of conferences that offer CLE credits for attending, such as NAPD and CDAM. There are also free classes offered by Keeley Blanchard, as well as classes offered through Ms. Blanchard's Law Story. We plan to offer in house trainings on topics of relevance to our local attorneys. Attorneys will submit CLEs directly to CE Broker. The MIDC Coordinator will request regular updates from the MIDC on the status of attorney CLEs.

Will you require your attorneys to submit attendance directly through the MIDC's continuing legal education database provider, CE Broker? ☒ Yes ☐ No

If no, please describe how attendance will be tracked and reported to the MIDC:

8. If an attorney does not complete the required training, how will the system address the noncompliance?
 The attorney will be notified via email prior to December 31 of the number of credits still required and request submission of credits. If credits are not submitted the attorney will not be able to accept assigned cases until credits have been submitted.

Standard 2 - Initial Interview

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APP # 220540

Standard 2

Initial Client Interviews

9. The MIDC Standards require the selection and assignments of attorneys to be done independently from the judiciary. How and when are defense attorneys notified of new assignments?
- Attorneys are notified of new assignments via email or telephone by either the Managing Attorney or the MIDC Coordinator.
10. How are you verifying that in-custody attorney client interviews occur within three business days?
- Our department has access to view the jail's Polycom scheduling system and pull reports from the software. Attorneys are also required to note the date of first interview for in-custody clients in CLIO. We also conduct regular audits to ensure compliance.
11. How are you verifying attorneys' introductory communications with out-of-custody clients?
- .Attorneys indicate the date of the first meeting/interview in CLIO.
12. How are you compensating attorneys for conducting initial interviews? Please include whether you intend to compensate attorneys differently for in-custody and out-of-custody interviews.
- District Court attorneys acting as Counsel at First Appearance will be paid \$128 per hour. Attorneys appointed to Tier III low and high severity felony cases will be paid \$138 an hour. Attorneys appointed to Tier II -Life offense cases will be paid \$150 an hour. Attorneys appointed to Tier IV cases- Capital Cases will be paid \$200 per hour.

Confidential Meeting Spaces

13. How many confidential meeting spaces are in the jail? 11
14. What is the TOTAL amount of confidential meeting spaces in the courthouse? 15
15. How many confidential meeting spaces in the courthouse are for in-custody clients? 9

Please describe these spaces.

Our main jail has 3 physical meeting rooms-1 male attorney visiting room, 1 female visitation room and the intake Polycom room. The male attorney room also has a Polycom in it. Also at the main jail, we have 4 soundproof Polycom booths that allow for private, confidential conversation. Our jail dormitory has 2 private attorney visitation rooms and 3 Polycom rooms, for a total of 12 private rooms, 9 with Polycom units. In the courthouse, on the third floor where 2 circuit courtrooms are located, there are 3 meeting rooms. On the 4th floor where there are 3 district and 1 Circuit courtrooms, there are 3 meeting rooms. In addition, there are 3 jury rooms on the 4th floor that can be used as meeting rooms when not in use as jury rooms.

16. How many confidential meeting spaces in the courthouse are for out-of-custody clients? 15

Please describe these spaces.

In the courthouse, on the third floor where 2 circuit courtrooms are located, there are 3 meeting

rooms. On the 4th floor where there are 3 district and 1 Circuit courtroom, there are 3 meeting rooms. In addition, there are 3 jury rooms on the 4th floor that can be used as meeting rooms when not in use as jury rooms. The Indigent Defense Department is located on the 4th floor and has 6 confidential spaces available for use.

17. Any changes from the prior year's compliance plan for your confidential meeting spaces? Please respond Yes or No. ☐ Yes ☒ No

If Yes, please describe the proposed changes.

Standard 3 - Investigation and Experts

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APP # 220540

Standard 3

Experts and Investigators

18. The MIDC Standards require approval of expert and investigative assistance to be independent from the judiciary. Describe the process of how attorneys request expert witness assistance for their indigent clients:

Our department requires attorneys to submit a form that details their request for an expert or investigator. The form is submitted via email to the department and is reviewed for approval or denial by the Managing Attorney.

19. Any change from the prior year's process to request expert witness assistance? ☐ Yes ☒ No
Please respond Yes or No.

If yes, please explain the change:

20. Describe the process of how attorneys request investigative assistance:

Our department requires attorneys to submit a form that details their request for an expert or investigator. The form is submitted via email to the department and is reviewed for approval or denial by the Managing Attorney. The form requests details about the case, stage of the case, what claims the investigation may help substantiate and estimated time involved, as well as steps that may have already been taken. The Managing attorney approves requests and notes the number of hours approved.

21. Any change from the prior year's process to request investigative assistance? ☐ Yes ☒ No
Please respond Yes or No.

If yes, please explain the change:

22. How are attorney requests (whether approved or denied) for experts and investigators tracked by the system?
Please include approved and denied requests.

All forms are kept on file in the Indigent Defense Office. Requests will be logged in an Excel spreadsheet.

Standard 4 - Counsel at First Appearance

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APP # 220540

Standard 4

Counsel at First Appearance and Other Critical Stages

23. The MIDC Standards require the selection and assignments of attorneys to be done independently from the judiciary. How are you providing counsel at first appearance and all arraignments? Please provide detail for circuit and district court coverage.

Our system utilizes 4 contract attorneys to cover District Court arraignments. 3 attorneys cover the district courts and handle arraignments and misdemeanors in their respective courts. Judges handle in-custody arraignments on a rotating basis, and each attorney handles in-custody arraignments every 3 weeks as well as any walk ups, bench warrants or VOP for their respective judge.

The 4th attorney will handle PPO and VOP arraignments in the Circuit court as well as overflow from the District courts and serve as a back up due to trials, absences, etc.

The Managing Attorney is also available for coverage of arraignments in any of the courts in case coverage is needed.

24. How are you providing counsel at all other critical stages? Please provide details:

The 3 District Court attorneys stationed in each courtroom will be responsible for representing most clients charged with misdemeanors in their respective courts. Felony cases, conflict cases, PPO cases and other cases that cannot be handled by the 4 in-house contract attorneys will be assigned to the roster attorneys by the Managing Attorney or the MIDC Coordinator. The assigned attorney will meet with their in-custody client within 3 business days and out of custody client within 5 business days. The Managing Attorney is available to take on a limited caseload if necessary.

25. How are you compensating attorneys for Standard 4? Please provide detail for compensating counsel at first appearance and compensating counsel at all other critical stages.

The MIDC approved Standard 8 on October 22, 2022 to become effective in FY 2024. This standard sets forth minimum hourly rates for assigned attorneys. At the MIDC Commission meeting in February of 2023, the commission approved the application of Cost Of Living Adjustment to Standard 8 rates. Since Standard 8 was written by the commission in 2017 and not adopted until 2023, the rates in the language of Standard 8 increased with COLA being applied. In FY 2026, the minimum hourly rate for contract attorneys is set at \$127.84 for misdemeanors, \$140.63 for felonies, and \$153.38 for life offenses. Our grant application sets the rates at \$128 for misdemeanors, \$138 for Felonies, and \$150 for life offense cases and adds in a category for capital cases at \$200 an hour.

In FY 2026, our plan proposes pay rates on a four-tier payment system. Below is a breakdown of this Tier system:

Tier IV: Misdemeanor Cases \$128/hour

- This includes all cases with a maximum sentence of up for one-year in jail.

Tier III: Low & High Severity Felony Cases Severity Cases \$138/hour

- Low Severity Felony cases include all Felonies that carry a maximum sentence of up to ten years in prison.
- High Severity Felony Cases include all Felonies with a maximum sentence of more than 10 years in prison.

Tier II: Life Offense Cases, excluding 1st Chair Capital Cases \$150/hour

- This Tier includes cases where the defendant is a habitual offender and the case carries a maximum of life in prison by virtue of a habitual offender enhancement. For example, a defendant who is charged with a Domestic Violence 3rd Offense, which carries a maximum sentence of 5 years in prison, and the client is a 4th Habitual Offender, the maximum possible sentence is increased to life in prison by virtue of the 4th Habitual enhancement.
- If an attorney is appointed as second chair on a Tier I Capital Case, they will be paid at the Tier IV rate.

Tier I: Capital Cases \$200/hour

- This Tier includes all cases where the maximum penalty in the charging document carries life in prison. This includes 1st Degree Homicide Cases and Criminal Sexual Conduct 1st Degree.

Based on current caseloads, we estimate 800 felonies in FY 2026, paid at the Felony Standard 8 minimum rate of \$138 per hour for 10 hours per case. Some cases take less time, some may take more. This is widely accepted industry average. The total cost for felony cases is \$1,104,000.00.

Looking at case data, we anticipate around 150 Tier II cases. This total is based on 20 hours per case on average. The total costs for these Tier II cases is \$450,000.00. We anticipate around 50 Tier I cases. This total is based on 45 hours per case on average. The total costs for these Tier I cases is \$450,000.

26. Do you have a prison in your County? ☐ Yes ☒ No

If Yes, how is counsel provided to people charged with crimes while incarcerated in the prison?

Do you seek reimbursement for the cost of counsel from the Michigan Department of Corrections? ☐ Yes ☒ No

27. Are there or will there be any misdemeanor cases where your court accepts pleas without the defendant appearing before a magistrate or a judge? For example, pleas by mail, over the counter pleas, pleas online, etc. Please answer Yes or No. ☒ Yes ☐ No

28. Describe how counsel is offered to a defendant making a plea who does not appear before a magistrate or judge:

The defendant presents themselves to the district court window and requests to plea. They are given SCAO form DC223 which details their rights. If they request an attorney they are screened and one is appointed if warranted. If they do not wish to have a hearing or an attorney they work with the **prosecutor's** office to finalize a plea.

29. Any change from the prior year's attorney compensation for Standard 4? Please respond Yes or No. ☒ Yes ☐ No

If yes, please describe in the cost analysis.

Standard 5 - Attorney Assignment

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APP # 220540

Standard 5

The MIDC Standards require independence from the court including the selection and assignment of attorneys, attorney compensation and approval of requests for expert and investigative assistance.

30. How will attorneys be selected to provide adult indigent criminal defense services in your indigent defense system? Please describe any eligibility requirements needed by the attorneys as well as the selection process:

Attorneys wishing to be part of our roster must submit an application that includes a qualification questionnaire and a contract. They must also provide us with a copy of their malpractice insurance. The MAC attorney reviews attorney qualifications and selects attorneys for the roster.

31. Will the selection process be facilitated by a committee of stakeholders? ☐ Yes ☒ No

If so, please list the titles of participating officials, agencies, or departments as appropriate.

32. Who will approve an attorney's eligibility to receive assigned cases? Managing attorney

33. Who will assign work to the attorneys in the indigent defense system? Please include the person's name, title, employer and/or supervisor.

Person's Name: Mary Gantz

Title: Managing Attorney

Employer and/or Supervisor: Michael Bosanac- Monroe County CFO

34. Who will review and approve attorney billing? Managing Attorney
35. Who will approve requests for expert and investigative assistance? Managing attorney
36. Who will review and approve expert and investigative billing? Managing Attorney

37. What is your appeal process to resolve any potential conflicts between the assigned attorney and the person(s) assigning casework?

The attorney would first contact the Managing Attorney for resolution of conflicts. If the conflict is not resolved, the attorney must notify the Managing Attorney of their intention to appeal. The Managing Attorney will provide the appealing attorney with the contact information for the Shiawassee Public Defender via email. The appealing attorney is responsible for initiating the appeal with the Shiawassee County Public Defender. The appealing attorney is responsible for providing the Shiawassee County Public Defender with all necessary documentation to support the appeal. When necessary, the Shiawassee County Public Defender may reach out to the appealing attorney for additional information or request information from the Monroe County Indigent Defense Office. The Shiawassee County Public Defender will communicate the decision directly with the appealing attorney and copy the Monroe County Managing Attorney with the final result. This appeal

process will be the final disposition of the appeal. The Monroe County Indigent Defense Office will maintain a spreadsheet to document all appeals.

38. What is your appeal process to resolve any potential conflicts between the assigned attorney and the person(s) or reviewing/approving billing?

The attorney would first contact the Managing Attorney for resolution of conflicts. If the conflict is not resolved, the attorney must notify the Managing Attorney of their intention to appeal. The Managing Attorney will provide the appealing attorney with the contact information for the Shiawassee Public Defender via email. The appealing attorney is responsible for initiating the appeal with the Shiawassee County Public Defender. The appealing attorney is responsible for providing the Shiawassee County Public Defender with all necessary documentation to support the appeal. When necessary, the Shiawassee County Public Defender may reach out to the appealing attorney for additional information or request information from the Monroe County Indigent Defense Office. The Shiawassee County Public Defender will communicate the decision directly with the appealing attorney and copy the Monroe County Managing Attorney with the final result. This appeal process will be the final disposition of the appeal. The Monroe County Indigent Defense Office will maintain a spreadsheet to document all appeals.

39. What is your appeal process to resolve denied or partially denied requests for expert or investigative assistance?

The attorney/appealing party would first contact the Managing Attorney for resolution of conflicts. If the conflict is not resolved, the attorney/appealing party must notify the Managing Attorney of their intention to appeal. The Managing Attorney will provide the attorney/appealing party with the contact information for the Shiawassee Public Defender via email. The attorney/appealing party is responsible for initiating the appeal with the Shiawassee County Public Defender. The attorney/appealing party is responsible for providing the Shiawassee County Public Defender with all necessary documentation to support the appeal. When necessary, the Shiawassee County Public Defender may reach out to the attorney/appealing party for additional information or request information from the Monroe County Indigent Defense Office. The Shiawassee County Public Defender will communicate the decision directly with the attorney/appealing party and copy the Monroe County Managing Attorney with the final result. This appeal process will be the final disposition of the appeal. The Monroe County Indigent Defense Office will maintain a spreadsheet to document all appeals.

Standard 6 - Indigent Defense Workloads

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APP # 220540

Standard 6

Indigent Defense Workloads

40. Public defender offices, assigned counsel, and contract attorneys should not exceed the caseload levels adopted in MIDC Standard 6. Are there sufficient attorneys in your funding unit to meet the caseload standard? Please answer Yes or No ☒ Yes ☐ No
41. Please briefly describe your plan for monitoring and auditing caseloads, noting any changes from the prior year
- We are entering caseload data into an Excel spreadsheet that can give us realtime data as to the caseloads of all of our attorneys. We will also participate in the South Central caseload pilot program.
42. How many attorneys in your system maintain a private/retained or a partial trial-level criminal caseload? (For example, an attorney working on civil matters, youth defense, family legal matters, appellate cases, etc.)
- ☐ None
- ☐ 1 - 9
- ☒ 10 - 49
- ☐ 50+
43. Who will be responsible for monitoring and auditing caseload calculations? Managing attorney/MIDC coordinator
44. How will caseloads be locally monitored throughout the year? How will attorneys be notified when they have reached their caseload cap?
- The excel speadsheet will be monitored weekly. Attorneys will be notified via phone or email that they are nearing their caseload cap.
45. Will you have a process to gather information about an attorney's caseload or assignments from other funding units?
- We will participate in the South-Central caseload tracking pilot program. In addition, we will ask attorneys will be expected to self-report their caseloads.
46. What action will be taken when the caseload cap is reached?
- We will make a good faith effort to suspend assignments until the attorney is under the cap.

Standard 7 - Qualification of Counsel

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APP # 220540

Standard 7

Qualification of Counsel

47. Eligibility for particular case assignments must be based on counsel's ability, training and experience. Are there sufficient attorneys in your funding unit to meet the caseload standard? Please answer Yes or No ☒ Yes ☐ No

48. Briefly describe your process for identifying counsel's qualifications, including who will be responsible for assessing counsel's qualifications and noting any changes from last year.

Attorneys are responsible for self reporting updates to their qualifications on the qualification form submitted with the yearly contracts. The managing attorney is responsible for assessing attorney qualifications.

49. How will attorneys be notified of their qualification level? Managing attorney

50. What will be your appeal process if a private/roster attorney disagrees with their qualification level?

The attorney would make a written request to the Managing attorney and we would forward the request to our regular appeals partner, the Chief Public Defender of Shiawassee County, to weigh in.

Review of Counsel

51. Please briefly describe your current process for reviewing counsel, including participants in the review process, noting any changes from the prior year.

We have developed an Attorney evaluation form. While watching court via Zoom, we use the form to evaluate the appointed attorney's performance in court. The form includes the judge's name, how the attorney appeared, if the attorney was prepared, was the client prepared, was an adjournment requested.

52. Who will be responsible for reviewing counsel? Managing attorney

53. How often will the reviews occur? yearly

Determining Indigency, Contribution, Reimbursement

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APP # 220540

Determining Indigency, Contribution, Reimbursement

54. Will judges and/or court staff conduct all indigency screening in every proceeding? ☐ Yes ☒ No
Please answer Yes or No

If no, who will screen for indigency? Indigent Defense attorneys

Is this screener the Appointing Authority? ☐ Yes ☒ No

If the screener is not the Appointing Authority, does the Appointing Authority oversee the screening process? ☒ Yes ☐ No

Briefly describe your process for screening for indigency.

The District Court attorneys will screen for indigency prior to the arraignment process for in custody or scheduled arraignments. The weekend Counsel at First Appearance will screen defendants prior to the weekend bond hearings. The MIDC Coordinator will screen call in and walk up defendants for indigency and assign the appropriate attorney. The Managing Attorney can also screen for indigency at any time.

What is the process for appealing a determination that a person does not qualify for appointed counsel?

If the Indigent Defense office determines that a defendant does not qualify for appointed counsel, the denied request will be reviewed by the Managing Attorney or Indigent Defense Coordinator. If the decision stands, the defendant will be sent notification of the denial of request for appointed counsel via mail and/or email along with a form and instructions on how to file a written request for review by the court. The Managing Attorney will also file a copy of the decision with the Court.

Judicial Review: If defendant disagrees with the appointing authority's decision to deny defendant's request for appointed counsel, or its decision concerning contribution, defendant can request a review of the determination by the judge assigned to defendant's case. This right of review also applies to Defendant's second or subsequent request for counsel and second or subsequent request for review of a contribution determination. Defendant can request a review by making an oral motion while on the record or by filing a written request for review by the judge of record.

55. Are you designating an Appointing Authority to conduct indigency screening for purposes of MCR 6.005(B)? ☒ Yes ☐ No

Will you seek contribution from partially indigent defendants? ☐ Yes ☒ No

56. In cases where contribution is appropriate, who is going to make request with the court for contribution?

57. In cases where contribution is appropriate, what is your process for determining the amount that a person should contribute during the pendency of the case to their defense?

58. What is your process for obtaining contribution?
59. What is the process for challenging a request for contribution?
60. Do your courts/judges order reimbursement for attorney fees at the conclusion of a ☐ Yes ☒ No case?

Attorney Compensation

FOR OFFICE USE ONLY:

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APP # 220540

Attorney Compensation

61. The MIDC Standards set minimum hourly rates for roster attorneys accepting assignments in adult criminal cases. Are ALL roster attorneys (not full time employees of a public defender office) paid on an hourly basis? ☒ Yes ☐ No

If yes [hourly rates are paid], is there any cap or maximum on the hours that can be billed? ☐ Yes ☒ No

If yes, please explain.

If no [hourly rates are not paid], please describe how attorneys are compensated (flat rate contract, event based, shift coverage, etc). **Please address the following:**

Are attorneys compensated based on caseloads and does the compensation account for increases or decreases in caseload size?

What other factors were considered in arriving at the payment?

Are attorneys able to seek extraordinary compensation?

How do attorneys seek reimbursement for case-related expenses?

How will your system demonstrate that the compensation is equivalent to the MIDC minimum hourly rates? (type of invoicing, etc).

62. All roster attorneys should be provided regular, periodic payments.

How often are attorney invoices processed and paid? Monthly

In lengthy cases, is periodic billing and payment during the course of representation allowed? ☒ Yes ☐ No

Miscellaneous

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APP # 220540

Personnel

In the cost analysis, please provide detail about all personnel employed by the funding unit. This should include DIRECT SERVICE PROVIDERS (Public Defender Chief, Deputy Chief, Assistant Defenders, and staff of the defender office employed by the system) as well as ANCILLARY STAFF (court clerks, sheriff employees, etc.)

Ancillary Staff

63. In limited circumstances, the MIDC can fund some other system staffing needs if required to implement one of the MIDC standards. These requests are evaluated each year.

64. Do you have any ancillary staff? Please answer Yes or No. ☐ Yes ☒ No

If yes, what standard(s) or reporting needs do they meet?

If yes, how are you tracking time for ancillary staff?

65. For existing ancillary staff, are there any personnel positions/hours eliminated, reduced or increased from the prior year? Please answer Yes or No. ☐ Yes ☒ No

If yes, please explain in the cost analysis and attach documentation to support the request for any increase.

66. Are any new ancillary staff positions or hours requested from the prior year? Please answer Yes or No. ☐ Yes ☒ No

If yes, please explain in the cost analysis and attach documentation to support the new request.

Reimbursement Costs for Creating Plan

An indigent criminal defense system may submit to the MIDC an estimate of the cost of developing a plan and cost analysis for implementing the plan under MCL 780.993(2). Please attach documentation of planning time for FY24, if seeking reimbursement under this provision.

Are you requesting reimbursement of planning costs? ☐ Yes ☒ No

If yes, do you have receipts showing that non-funding unit employees have been paid? ☐ Yes ☒ No

What is the amount you are seeking in reimbursement?

Costs Associated with Data Collection

The MIDC shall fund reasonable costs associated with data required to be collected under the MIDC Act that is over and above the local unit of government's data costs for other purposes pursuant to MCL 780.993 (10).

Are you requesting funding for costs associated with data collection? ☒ Yes ☐ No

If yes, please describe (cost for case management system, hiring personnel, etc.)

We are utilizing Clio for case management and it is included in the cost analysis. We are also utilizing myFirmData for helping manage caseloads. We have also requested one of our intern position to be moved to a part time paralegal position to assist with data collection and analysis.

What is the amount you are seeking for this funding? \$ 44,268.00

Reminders

- You must also complete a cost analysis.
- In order to complete your application, you must update or confirm the list of the attorneys providing services with P numbers.
- If applicable, you must submit documentation supporting your request under MCL 780.993(2) for reimbursement for the cost of compliance planning.

List of the attorneys providing services

Attorneys Accepting Assignments

Name of Attorney	Bar Number	Title	Type of Office	Years Practicing Criminal Defense in Michigan
Bartlett, James	57249		Private Attorneys	28.0
Belcher, Leanna	80177		Private Attorneys	9.0
Benore Jr., Ronald	59712		Private Attorneys	22.0
Bogard, David Michael	83614		Private Attorneys	6.0
Bruce, Ronald	62579		Private Attorneys	22.0
Gonek, Ben	43716		Private Attorneys	34.0
Grenn, David F.	49927		Private Attorneys	31.0
Hyder, Steven	69875		Private Attorneys	18.0
Jedinak, Steven	73959		Private Attorneys	14.0
Kershaw, Joel	70938		Private Attorneys	16.0
Laitur, Timothy	43873		Private Attorneys	35.0
Langton, Eric	82512		Private Attorneys	7.0
Lehman, Mariel	74760		Private Attorneys	14.0
Mihas, Harry	66417		Private Attorneys	21.0
Myers, Sean	78687		Private Attorneys	12.0
Perelman, Brett	52545		Private Attorneys	22.0
Rataj, Michael	43004		Private Attorneys	35.0
Ruddy, Thomas	78978		Private Attorneys	10.0
Rurka, Leah	82862		Private Attorneys	6.0
Smith, Michael	63399		Private Attorneys	22.0
Smith, Nicole	62475		Private Attorneys	24.0

Miscellaneous for Compliance Plan and Cost Analysis Renewal - FY 2026
Agency: Monroe County
Application: Compliance Plan and Cost Analysis Renewal - FY 2026

7/21/2025

Steingold, David	29752		Private Attorneys	45.0
Vititoe, Matt	71585		Private Attorneys	17.0
Plotkin, Sanford	38691		Private Attorneys	39.0
Pasiwk, Dana	88849		Private Attorneys	0.0
Jensen, Darby	88375		Private Attorneys	0.0

Cost Analysis

Instructions for Completion of the Fiscal Year 2024 Cost Analysis

Please complete all sections of the spreadsheet and narrative relevant to your request for grant funds. The cost analysis request is for the total adult criminal indigent defense system cost funded by the state grant, local share, and other funding sources. As noted in the narrative for each budget category, please highlight or make note of a new or changed budget request. Justification of expenses should include a clear statement as to how the position, contract, or item is a direct expense of the local indigent defense system. The request must include calculations for rates, hours and pricing of requested items. Please refer to the MIDC's GRANT MANUAL for guidance as to allowable costs. Click on 'Show Documents' to view the Grant Manual.

Does or will your system use a vendor/nonprofit model public defender office to provide indigent defense services? ☒ Yes ☐ No

Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2026
 Agency: Monroe County
 Application: Compliance Plan and Cost Analysis Renewal - FY 2026

7/21/2025

FOR OFFICE USE ONLY:							Version # _____		APP # 220540	
Line Item		Qty	Rate	Units	UOM	Total	State Grant			
DIRECT EXPENSES										
Program Expenses										
1 Personnel										
Managed Assigned Counsel Administrator		1.0000	54.900	208.000		11,419.20	11,419.20			
Managed Assigned Counsel Administrator		1.0000	56.550	312.000		17,643.60	17,643.60			
Managed Assigned Counsel Administrator		1.0000	58.520	1560.000		91,291.20	91,291.20			
MIDC Coordinator		1.0000	31.430	520.000		16,343.60	16,343.60			
MIDC Coordinator		1.0000	32.370	1560.000		50,497.20	50,497.20			
Legal Secretary		1.0000	19.940	520.000		10,368.80	10,368.80			
Legal Secretary		1.0000	20.540	1560.000		32,042.40	32,042.40			
Intern		1.0000	18.000	495.000		8,910.00	8,910.00			
Paralegal		1.0000	19.270	359.000		6,917.93	6,917.93			
Paralegal		1.0000	19.960	1076.000		21,476.96	21,476.96			
Intern		1.0000	18.000	1485.000		26,730.00	26,730.00			
Total for Personnel						293,640.89	293,640.89			
2 Fringe Benefits										
Dental Insurance		0.0000	100.000	363.460		363.46	363.46			
Employer FICA		0.0000	7.650	292496.000		22,375.94	22,375.94			
Vision Insurance		0.0000	100.000	248.610		248.61	248.61			

Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2026
 Agency: Monroe County
 Application: Compliance Plan and Cost Analysis Renewal - FY 2026

7/21/2025

Line Item	Qty	Rate	Units	UOM	Total	State Grant
Health Insurance	0.0000	100.000	9844.440		9,844.44	9,844.44
Workmens Compensation	0.0000	0.070	292496.000		204.75	204.75
Retirement	0.0000	8.000	228461.000		18,276.88	18,276.88
Life Insurance	0.0000	100.000	188.370		188.37	188.37
Short Term / Long Term Disability	0.0000	0.700	228461.000		1,599.23	1,599.23
Unemployment Insurance	0.0000	0.100	292496.000		292.50	292.50
general liability	0.0000	1.690	292496.000		4,943.18	4,943.18
hcs-health care savings	0.0000	3.000	228461.000		6,853.83	6,853.83
Total for Fringe Benefits					65,191.19	65,191.19
Total Program Expenses					358,832.08	358,832.08
Contractual						
1	Contracts for Attorneys					
Assigned Counsel	1.0000	1.000	2369618.710	VAR	2,369,618.71	2,369,618.71
Notes : Narrative Illustrates system pay structure & allocation of workload among the assigned counsel. Slight reduction to initial FY26 proposal to account for historical spending.						
2	Contracts for Experts and Investigators					
Experts	1.0000	1.000	50000.000		50,000.00	50,000.00
Investigators	1.0000	125.000	400.000		50,000.00	50,000.00
Total for Contracts for Experts and Investigators					100,000.00	100,000.00
3	Contracts for Construction					

Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2026
Agency: Monroe County
Application: Compliance Plan and Cost Analysis Renewal - FY 2026

7/21/2025

Line Item	Qty	Rate	Units	UOM	Total	State Grant
4 Contracts Other						
Case Management Software Notes : 2 attorneys added to roster since original submission. Attachment : CMS_1_clio.pdf	33.0000	119.000	12.000		47,124.00	47,124.00
Polycom support	1.0000	670.000	1.000		670.00	670.00
Legal Research Software Notes : Lexis-Nexis.	1.0000	500.000	12.000		6,000.00	6,000.00
Case Management Software Notes : myFirmData	1.0000	37.500	12.000		450.00	450.00
Total for Contracts Other					54,244.00	54,244.00
Total Contractual					2,523,862.71	2,523,862.71
Other Expenses						
1 Equipment						
2 Training/Travel						
SADO Membership	29.0000	75.000	1.000		2,175.00	2,175.00
NAPD Membership	29.0000	40.000	1.000		1,160.00	1,160.00
Registration Fees-CLE registration	29.0000	50.000	12.000		17,400.00	17,400.00
Training-in house training	1.0000	1200.000	1.000		1,200.00	1,200.00
Mileage- Training/Recruiting/Retention events Notes : Mileage for attorney/staff training & for recruiting/retention events. Attachment : MIL_5_mileage policy.pdf	1.0000	0.700	5000.000		3,500.00	3,500.00
Bar Membership-Bar membership	1.0000	415.000	1.000		415.00	415.00

Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2026
Agency: Monroe County
Application: Compliance Plan and Cost Analysis Renewal - FY 2026

7/21/2025

Line Item	Qty	Rate	Units	UOM	Total	State Grant
Meals-Meals for CLE trainings for attorneys	29.0000	42.000	2.000		2,436.00	2,436.00
Mileage-Case-related travel mileage Notes : Case-related travel mileage for attorneys and experts. Attachment : MIL_8_mileage policy.pdf	1.0000	0.700	3830.000	MIL	2,681.00	2,681.00
Lodging-lodging for attorneys taking CLE	29.0000	160.000	2.000		9,280.00	9,280.00
Humanitarian Support	1.0000	2000.000	1.000		2,000.00	2,000.00
Training-support staff	1.0000	300.000	1.000		300.00	300.00
Total for Training/Travel					42,547.00	42,547.00
3 Supplies/Services						
General Supplies	1.0000	2250.000	0.000		2,250.00	2,250.00
Office Supplies	1.0000	3000.000	0.000		3,000.00	3,000.00
printing/maging Notes : Printing costs for office needs, including printing of materials for networking/outreach/recruiting events (flyers, pamphlets).	1.0000	2000.000	0.000		2,000.00	2,000.00
payroll services	6.0000	350.000	0.000		2,100.00	2,100.00
Computer Software programs Notes : Google, Antivirus, Adobe computer software for 1 year for 5 computers.	6.0000	200.000	0.000		1,200.00	1,200.00
Interpreters	1.0000	5000.000	0.000		5,000.00	5,000.00
Zoom Attachment : ZM_8_zoom-3.pdf	1.0000	1660.000	0.000		1,660.00	1,660.00
Transcripts	1.0000	10000.000	0.000		10,000.00	10,000.00

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Agency: Monroe County
Application: Compliance Plan and Cost Analysis Renewal - FY 2026

7/21/2025

Line Item	Qty	Rate	Units	UOM	Total	State Grant
pre-employment costs Notes : Approx \$200/employee - pre-employment costs for drug screening, background checks, etc. Estimating need for 4: fall/winter/summer interns plus paralegal.	4.0000	200.000	0.000		800.00	800.00
Postage	1.0000	900.000	0.000		900.00	900.00
telephone services	8.0000	200.000	0.000		1,600.00	1,600.00
QNonmy Subscription Notes : Estimated \$3800/yearly subscription. Some add'l funding to account for potential add'l users. Jail poly.com scheduling system - system syncs with jail to allow attorneys to schedule their own visits with clients. Software can generate reports to show scheduled visits which will be used for Std 2 compliance tracking. Attachment :	1.0000	11000.000	0.000		11,000.00	11,000.00
ZZZ_19_gflow.pdf						
Malpractice Insurance	1.0000	4200.000	0.000		4,200.00	4,200.00
Printer-Scanner Maintenance Notes : Printer/scanner maintenance for current printer. Attachment :	1.0000	1800.000	0.000		1,800.00	1,800.00
ZZZ_22_Printer Scanner Maintenance.pdf						
Computers Attachment :	2.0000	900.000	0.000		1,800.00	1,800.00
CMP_23_computer quote-1.pdf						
Feasibility study Attachment :	1.0000	50000.000	0.000	FS	50,000.00	50,000.00
ZZZ_24_Binder1.pdf						
Total for Supplies/Services					99,310.00	99,310.00
Total Other Expenses					141,857.00	141,857.00
TOTAL DIRECT EXPENSES					3,024,551.79	3,024,551.79
INDIRECT EXPENSES						
Indirect Costs						

Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal - FY 2026
 Agency: Monroe County
 Application: Compliance Plan and Cost Analysis Renewal - FY 2026

7/21/2025

Line Item	Qty	Rate	Units	UOM	Total	State Grant
1 Indirect Costs						
De Minimis Rate – up to 10%-Cost allocation-10%	0.0000	10.000	358832.080		35,883.00	35,883.00
Total Indirect Costs					35,883.00	35,883.00
TOTAL INDIRECT EXPENSES					35,883.00	35,883.00
TOTAL EXPENDITURES					3,060,434.79	3,060,434.79

Cost Analysis Summary for Compliance Plan and Cost Analysis Renewal - FY 2026
 Agency: Monroe County
 Application: Compliance Plan and Cost Analysis Renewal - FY 2026

7/21/2025

Category		Total	State Grant	Narrative
DIRECT EXPENSES				
Program Expenses				
1	Personnel	293,640.89	293,640.89	To assist in the program administration and to adhere to newly adopted reporting requirements and to comply with newly adopted Standards 6 & 7, which require compiling caseload and attorney data, we are seeking to change one of the intern positions to a part time paralegal that will assist with reporting functions.
2	Fringe Benefits	65,191.19	65,191.19	Our plan includes the cost of adding 1 Paralegal/Admin Assistant. This new position will support the MAC and MILD Coordinator in data collection/invoicing.
Total Program Expenses		358,832.08	358,832.08	
Contractual				
1	Contracts for Attorneys	2,369,618.71	2,369,618.71	In FY26, our plan proposes a 4-Tier payment system: \$128 Arraignments/Misdemeanors \$138 Felonies \$150 Life Offense (Hab 4) \$200 Capital District Court: \$1,070,208.00 and holiday/weekend coverage 3 Attorneys x \$5120/wk x 52 wks/year (estimating 40 hrs/week @ \$125/hr). 3 attorneys are assigned to each of the 3 district courts; this system has been in place since October 2022 (FY23). 1 Attorney x \$2500/wk x 52 wks/year (estimating 30 hrs/week @ \$128/hr) We are requesting an increase in hours for the 4th attorney from 20 to 30 hours per

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 Application: Compliance Plan and Cost Analysis Renewal - FY 2026

7/21/2025

Category	Total	State Grant	Narrative
			week due to increase in need. CAFA: weekend/holiday 44 Two-day weekends: \$128/hour x estimated 10 hours/2-day weekend = \$56320.00 5 Three-day weekends: \$128/hour x estimated 15 hours/3 days = \$9600 1 Four-day weekend: \$128/hour x estimated 20 hours/4 days = \$2560 Circuit Court: \$2,055,200.00 Estimating 800 Felonies x \$138/hr x 10 hrs/case = \$1,104,000 Est 150 Tier II casesx20 hrs per case =450,000 Est 100 conflict misdemeanorsx4 hrs per case= \$51,200. Est 50Tier I cases 45 hrs per case=\$450,000 Total Assigned Counsel: \$3,125,408.00
2 Contracts for Experts and Investigators	100,000.00	100,000.00	Services for expert defense witnesses and/or investigative services to assist in the defense are approved by the IDD Office. The professional services will be compensated pursuant to the fee schedule approved by the MIDC with various service providers as needed. Investigator rates increase to \$125/hour in FY26. \$150k is consistent with FY23-FY25 spending, taking into account the increase in Investigator rates and annual increased usage.
3 Contracts for Construction	0.00	0.00	
4 Contracts Other	54,244.00	54,244.00	This category includes Clio and myFirmData - our case management software. Our office provides support for one of the jail's polycom units. We utilize the legal research software for our MAC.
Total Contractual	2,523,862.71	2,523,862.71	
Other Expenses			

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 Agency: Monroe County
 Application: Compliance Plan and Cost Analysis Renewal - FY 2026

7/21/2025

	Category	Total	State Grant	Narrative
1	Equipment	0.00	0.00	
2	Training/Travel	42,547.00	42,547.00	Annually, each appointed attorney must complete 12 hours of training or continuing legal education. The grant includes the cost of training resources available to attorneys to meet this standard several webinars, online training options, and in-person training seminars. This cost also includes mileage for attorneys to in-person trainings, and meals and lodging for in-person trainings. Also included are the funds for Humanitarian support as requested.
3	Supplies/Services	99,310.00	99,310.00	"General Supplies Clothing allowance for client's trials and demonstrative exhibit materials for trials" Computer Software: Google Yearly for 6 computers; Antivirus Software yearly for 6 computers "Office Equipment Notes: Telephone Services for 4 Employees, plus 5 telephone lines for DC in house attorneys phone line for use by District Court Attorneys and Interns" "Transcripts Note: Amount based on increase from what was spent last year, anticipating an increase in requests with capital case load and the increase in fees from transcriptionists. Preemployment Costs (2 Interns + 4 Employees) Computers - additional computer for intern. This category also includes the total of monthly support for the Qflow jail polycom

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 Agency: Monroe County
 Application: Compliance Plan and Cost Analysis Renewal - FY 2026

7/21/2025

Category	Total	State Grant	Narrative
			scheduling system
Total Other Expenses	141,857.00	141,857.00	
TOTAL DIRECT EXPENSES	3,024,551.79	3,024,551.79	
INDIRECT EXPENSES			
Indirect Costs			
1 Indirect Costs	35,883.00	35,883.00	This is 10% of the total of personnel costs and fringe benefits.
Total Indirect Costs	35,883.00	35,883.00	
TOTAL INDIRECT EXPENSES	35,883.00	35,883.00	
TOTAL EXPENDITURES	3,060,434.79	3,060,434.79	

Source of Funds

Category	Total	State Grant	Local Share	Other Funding Sources	Narrative
1 Source of Funds					
State Grant Contribution	2,843,381.42	2,843,381.42	0.00	0.00	
Local Share Contribution	217,053.37	0.00	217,053.37	0.00	
Program Revenue	0.00	0.00	0.00	0.00	
Previous Year Unspent Funds	0.00	0.00	0.00	0.00	
Total Source of Funds	3,060,434.79	2,843,381.42	217,053.37	0.00	
Totals	3,060,434.79	2,843,381.42	217,053.37	0.00	

Cost Analysis Summary for Compliance Plan and Cost Analysis Renewal - FY 2026
Agency: Monroe County
Application: Compliance Plan and Cost Analysis Renewal - FY 2026

7/21/2025

List Of Attachments for Compliance Plan and Cost Analysis Renewal - FY 2026
 Agency: Monroe County
 Application: Compliance Plan and Cost Analysis Renewal - FY 2026

7/21/2025

Attachments Index

FOR OFFICE USE ONLY:	Version # _____
A.P.P # 220540	

#	Section	Title	File Name
1	Cost Analysis Detail	Case Management Software	<u>CMS_1_clio.pdf</u>
2	Cost Analysis Detail	Mileage-Training/Recruiting/Retention events	<u>MIL_5_mileage policy.pdf</u>
3	Cost Analysis Detail	Mileage-Case-related travel mileage	<u>MIL_8_mileage policy.pdf</u>
4	Cost Analysis Detail	Zoom	<u>ZM_8_zoom-3.pdf</u>
5	Cost Analysis Detail	QNommy Subscription	<u>ZZZ_19_qflow.pdf</u>
6	Cost Analysis Detail	Printer-Scanner Maintenance	<u>ZZZ_22_Printer Scanner Maintenance.pdf</u>
7	Cost Analysis Detail	Computers	<u>CMP_23_computer quote-1.pdf</u>
8	Cost Analysis Detail	Feasibility study	<u>ZZZ_24_Binder1.pdf</u>



Pricing Proposal

Prepared for
Monroe MI

Prepared by
Alex Bon
Account Executive

Proposal Expiration Date
December 27th, 2023

Why Clio

As a leader in the legal technology space, Clio provides the most widely used, highest rated, cloud-based software for legal professionals around the world.

- **Industry leader.** Clio is the undisputed leader in cloud-based legal technology, offering practice management, CRM, and client intake software.
- **Highest approval.** Clio has earned the most 5-star reviews out of any other legal software, the approval of over 65 bar associations and law societies around the world, and a global user base of 150,000 legal professionals.
- **First to market.** Clio was the first to bring cloud-based legal practice management software to market in 2008, paving the way for the first suite of client-centered law firm solutions.
- **Thought leadership.** Clio continues to lead the industry each year with groundbreaking research included in the Legal Trends Report and the Clio Cloud Conference, the most widely attended legal tech conference in the industry.

Our Products



Clio Manage—Legal practice management software

Our most popular product—the industry's leading legal practice management software to help manage clients, organize cases, and automate tedious tasks and month-end billing.



Clio Grow—Client intake and legal CRM software

Our client intake and legal CRM software to help standardize the client intake process, build strong relationships, and get powerful data insights to grow your firm.

The Clio Advantage



24/5 Support

Get exceptional customer support from an award-winning team dedicated to your success.



125+ Integrations

With over 125 integration partners, Clio provides more options for law firms to tailor workflows to their specific practice needs.



Security

Protect your clients' information and your firm's data with industry-leading security.



Clio Mobile App

Working from the cloud allows your firm to work securely from anywhere, from any device

Your Investment

Subscription Type Advanced Package
 Term Commitment Monthly
 Payment Method Credit Card
 Purchase Date December 2023

Subscription Services					
Description	List Price per User	Quantity	Discount	Your Price	Total Price
Advanced Package Licenses	\$119	6	15%	\$101.15	\$606.90
Per month					\$606.90

Implementation & Custom Services			
Description	List Price	Quantity	Total
Clio Manage Migration Services	Included		
Clio Manage Training Services	Included		
			\$0.00

Total Subscription Services (per month)	\$606.90
Total Implementation Services (one-time)	\$0.00
<u>Savings w/ 30 Day Payment Waiver (first year)</u>	<u>-\$606.90</u>

Total Amount Due Upon Receipt (USD)	\$606.90 applicable sales tax
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22
 3

 25
 25



Melanie Young <melanie_young@monroemi.org>

Change in Mileage Reimbursement Rate

1 message

Susan Maier <susan_maier@monroemi.org>

Thu, Jan 9, 2025 at 4:23 PM

Reply-To: susan_maier@monroemi.org

To: All County Employees <allcounty@monroemi.org>, MCETD Email <allmcetdemployees@monroemi.org>

The I.R.S. mileage reimbursement rate has changed to 70.0 cents per mile for mileage traveled in 2025. Reimbursement for mileage traveled in calendar year 2024 will continue to be reimbursed at the rate of 67.0 cents per mile.

There are separate forms available online for 2024 and 2025 employee travel; please be sure to use the correct form based on the travel date. Board forms for 2025 have been published and 2024 forms deleted. The link to the forms available on the County's intranet is included below for your convenience.

<https://drive.google.com/drive/folders/1AY5Y3W8-yjHK63ypBJyhBkBDJu7u6qm>

Please let me know if you have any questions.

Thanks,
Sue Maier
Director of Fiscal Services
County of Monroe, MI
(734) 240-7259
(888) 354-5500 ext 7259

Section Name: Employee Relations
Section Number: 300
Policy Number: 307

Effective Date: May 10, 1994
Date of Revision: September 20, 2022

Subject: Employee Expense Reimbursement

Purpose:

The purpose of this policy is to establish guidelines, procedures and allowed amounts for reimbursement of authorized and eligible expenses while conducting official business of the County.

Scope:

This policy shall apply to all departments, co-employer, elected offices and administrative units of Monroe County government

Statement of Policy:

- A. Expenses Incurred. Expenses incurred by employees for out of pocket costs or travel expenses are the ordinary and necessary expenses for a bona fide business purpose. All officers and employees conducting or traveling on official business are expected to exercise the same care in incurring expenses that a reasonably prudent person would exercise if traveling on personal business. Travel must be planned using the most practical cost-effective means. Employees should carpool whenever practical. Travelers incurring expenses based on personal preferences are responsible for paying any additional costs. If the training is available through a webinar/teleconference option rather than in person attendance, employees and department heads should consider the value of this option as opposed to travel.
- B. Reimbursements for Travel. Reimbursements for travel related expenses shall not exceed amounts budgeted by the Monroe County Board of Commissioners. Departments submitting requests in excess of budget amounts must obtain supplemental appropriations prior to incurring additional expenses or expenses beyond the amount budgeted.
- C. General Reimbursement Rates. The following rates will be used to reimburse employees for expenses incurred while on approved official business of the County:
1. Mileage: The rate of vehicle mileage reimbursement shall be as established and adjusted in accordance with the Internal Revenue Service (IRS) published rates and guidelines.
 2. The below amounts are the maximum amounts of reimbursement or allowed expense per employee:
 - Meals:
 - Breakfast \$ 8.00
 - Lunch \$12.00
 - Dinner \$22.00
 - Gratuity shall not exceed 20%

a. Itemized meal receipts are required and must show date, time, location and items purchased. Breakfast is reimbursable when travel starts prior to 6:00 a.m. and breakfast is purchased prior to 10:00 a.m. Lunch is reimbursable when travel commences prior to 11:30 a.m. and lunch is purchased prior to 2:00 p.m. Dinner is reimbursable when travel extends beyond 7:00 p.m. Meals include prepared meals at dine-in establishments, packaged meals or food products, buffet style or fast food meals. Meal allowances cannot be aggregated into a single daily allowance. Each meal allowance and reimbursement is a separate occurrence as outlined above. If any meal is purchased outside of the time windows, note the exception and short explanation for qualifying reimbursement.

b. Any consumable food product or drink is eligible for reimbursement up to the maximum amount, for breakfast, lunch and dinner provided it is not one of the following items that are not eligible reimbursement:

Alcoholic beverages, candy bars, gum, mints, and jerky products are not eligible for reimbursement.

c. If meals are included with registration costs of the event, corresponding meals are not reimbursable nor are meals purchased separately when included as part of the event registration. Exceptions will be considered on a case-by case basis based on such factors, which must be presented with the reimbursement request, as:

- Was not sufficient as a meal
- Employee was unable to consume the furnished meal(s) because of medical requirements or a religious belief
- Employee made a reasonable effort to make alternative meal arrangements, but was unable to do so
- Other relevant factors the employee may present

D. Overnight Lodging: *Generally*, reimbursement may be made for actual expenditures for overnight accommodations, subject to the following restrictions and limitations:

1. Rates:

Single, per day, maximum	\$ 160.00
Double, per day, per person, maximum	\$ 100.00
* Tax included	

2. If the destination is more than 100 miles from the normal work location, and if the individual must be at the destination at or before 8:00 a.m., an official or employee may elect to stay overnight the preceding calendar day.

3. If official business terminates after 7:00 p.m. and the location is more than 100 miles from the normal work location, the official or employee may remain overnight and commence travel the following morning.

If the temporary work location is more than 100 miles from the normal work location and the duration is more than one day, the night between such workdays may be spent in the immediate vicinity and reimbursement claimed for the cost of lodging.

4. These are *general rules*; there may be traffic, construction, inclement weather or other relevant factors the employee may present if an employee's circumstance does not meet the general rules. It may include the employee's presentation as part of the seminar, conference, etc., and involve preparation with other panelists/presenters prior to the actual presentation and require additional housing. The employee must request approval prior to booking the hotel room.
 5. Reimbursement shall be limited to the cost of a single room at prevailing rates for accommodations normally used in business. If a double room is shared with a County Official or employee, each may claim reimbursement for one-half ($\frac{1}{2}$) the rate. If a double room is shared with a non-employee or an employee not of the specific department and not attending the conference/training, reimbursement may be claimed for the amount equal to the rate for a single occupancy accommodation.
 6. Meal Reimbursement guidance also applies when an employee is lodging overnight and is therefore eligible for breakfast meal allowance reimbursement. If breakfast is provided by the hotel, no additional reimbursement may be claimed. Lunch meal allowance reimbursement applies when the event continues through the day and into the lunch period defined as between 11:00 a.m. and 2:00 p.m.
 7. Overnight lodging must be documented with a detailed itemized receipt from the hotel or lodging facility in order to qualify for approved reimbursement.
- E. Special Cases. When conferences are held at a conference center, hotel or lodging facility and if meals, registration and lodging at the facility exceed the above schedule, authorization is required from the County Administrator/Chief Financial Officer prior to incurring costs in excess amount of the allowable rates.
- F. Emergency Lodging. In an emergency situation where an employee incurs lodging costs in excess of the allowable rates, a department head may recommend payment of the excess amount. Approval must be obtained from the County Administrator/Chief Financial Officer based on supporting documentation and justification from the department head prior to incurring costs in excess amount of the allowable rates.

- G. Conventions, Conferences, or Group Functions. Whenever it becomes necessary for an employee to attend a pre-scheduled convention, conference, seminar, educational or training session or group function (event) and costs associated with this event have been approved in the County's annual budget, the following provisions apply:
1. Reimbursement for expenses to and from the event site will be at the normal rates included in Section C. A full explanation must be given on the County published travel expense reimbursement form, including the name of the event. Copies of the convention agenda, reservation form, conference schedule and meals included in the conference agenda shall be attached as supporting documents for the amount of the reimbursement.
 2. Employees will be reimbursed actual expenses for lodging, group luncheons, banquet, and educational/program materials whenever such lodging and meals are in conjunction with an approved event. The County will make advance payment of the lodging and event registration via credit card as the primary method of advance payment rather than direct to employees. Advance payment for these expenses will be allowed upon submission of supporting documents for the event and consistent with the County Credit Card policy and procedures for use.
- H. Guest Meals. The cost of guest (non-family member) meals is allowable only if it can be shown that such cost was incidental and necessary to conduct official County business. Meal expense shall be reimbursed at actual cost, not to exceed rates established in Section C. Full explanation must be given on the voucher, including the name of and position held, by the guest or guests. Receipts must be attached to vouchers. Federal regulations prohibit the use of federal funds, which give the appearance of kickbacks or gratuities to vendors, or recipients of services.
- I. Cash Advances. The County Administrator/Chief Financial Officer shall be authorized to approve travel advances of the estimated amount to employees for pre-approved events covering the estimated lodging, meals, and registration fees. Advances shall not be made for estimated mileage expenses. A request shall be made in writing on the County credit card authorization form to the County Administrator/Chief Financial Officer in advance of the scheduled conference setting forth the purpose of the trip, expected travel period, method of transportation and those costs that must be paid in advance. Upon return from the trip, an accounting must be made on the approved travel voucher, listing the expenses of the trip and the amount of cash advance received. Any excess of funds advanced to the employee must be returned to the County Treasurer immediately upon return from the trip. No travel advances shall be made to any department that has an outstanding travel advance voucher over thirty (30) days old. Any amounts owing to the employee shall be reimbursed in the manner outlined above. The County Administrator/Chief Financial Officer shall be authorized to make travel advances of the total estimated amount for lodging, travel, meals, and other costs of all travel related expenses for extradition of prisoners to or from the County.

- J. Discount Rate Registration and Fees. If a discount rate for an event, including rates for lodging and/or registration fees is made available to attendees, employees must register within the allowable dates to obtain the group discounted rate(s). Failure to do so will limit the allowable reimbursement amounts to the discounted rate, unless prior approval is requested to the Administrator/Chief Financial Officer with supporting rationale as to why the discounted group rate was not secured within the allowable time.
- K. Map Mileage, Coach, or Special Fares. Whichever is less, will be paid for out-of-state airline trips. The lowest available airline fare or special fare will be paid when air travel is more feasible for out of county travel exceeding 300 miles.
1. All air travel reservations are based on the event dates. Staff that wish to travel outside of the event dates must make their own reservations using their own funds and submit itemized receipts for reimbursement with the understanding that reimbursement may not be paid in full.
 2. Baggage Fees: Travelers will be reimbursed for one piece of personal luggage with appropriate receipts; fees for additional or overweight luggage are not reimbursable. Reimbursement of baggage fees for business-related materials is allowed with a receipt and detailed explanation.

Definitions:

- A. The reasonably prudent person- The reasonably prudent person is a concept or standard in the law entailing a hypothetical person that acts in a manner society might expect of a normal, reasonable person under the same or similar circumstances. There is no technical and universally applied definition, and thus it varies between contexts.

Policy Compliance:

B. Responsibility:

1. Employee- Each employee submitting a travel expense claim is responsible for following the reimbursement procedures outlined in this policy.
2. Elected Official/Judges/Department Head/Authorized Representative- Shall approve the reimbursement request and will be held responsible for their certification for all items of expense as being necessary, reasonable and correct.
3. County Administrator/Chief Financial Officer- The County Administrator /Chief Financial Officer shall be responsible for administering this policy.

Administrative Procedure:

All employees who incur expenses in the performance of the County's business, shall submit requests for reimbursement in accordance with the following procedure:

- A. All travel expense claims shall be prepared and submitted on the standard Employee Expense Reimbursement Form, and must be itemized. All travel related expenses shall be reported on the standard Employee Expense Reimbursement Form. Forms are as prepared by the Finance Department and posted on the County intranet as fillable electronic forms.
- B. The expense of only one (1) employee shall be included on a single expense reimbursement form. If an employee pays for the cost of other or additional employees, then the costs expended may be submitted on a single expense reimbursement form for reimbursement at the allowable rate with all supporting receipts. The reimbursement form shall list the additional employees for which costs were incurred.
- C. Reimbursement requests shall be for a minimum of \$15.00, unless the employee is submitting for a single expenditure reimbursement and not part of regular monthly reimbursement requests. When requesting less than \$15.00 for reimbursement, the reason must be provided at the time of the reimbursement request (examples: single purchase, at the end of the fiscal year or grant period). Expense reimbursement forms which meet the minimum threshold shall not cover a period of more than one (1) calendar month unless approved as an exception by the policy administrator.
- D. Receipts must be attached for all items of expense, except for mileage. Reimbursement for meals shall not exceed the rates established within this policy.
- E. Employees will not be reimbursed for meal expenses while on official business within the geographic boundaries of Monroe County unless the expenses are for training or educational programs pre-approved by the County Administrator/Chief Financial Officer.
- F. Any other expense incurred by the employee for operating supplies in the furtherance of County business shall be submitted with accompanying receipt(s) for reimbursement of the actual cost. At a minimum expenses shall comply with the Michigan Department of Treasury guidelines on unlawful expenditures that is attached and made a part of this policy.
- G. All expense items contained on the Employee Expense Reimbursement form must appear in chronological order and all expenses for the period must be included.
- H. Dates of travel must be shown on the Employee Expense Reimbursement form must include the places between which travel was incurred.
- I. The description column of the travel voucher must include the places between which travel was incurred.

- J. For travel by privately owned vehicles, all point-to-point mileage must be shown. Only actual mileage incurred will be allowed. Mileage will be paid from the employee's place of work to their destination or from the actual point of departure, whichever is less. "Vicinity" mileage must be shown at each point where incurred.
- K. Miscellaneous expenses must be shown under the actual date they are incurred and explanations included where required. All required receipts (i.e. cab fare, parking, hotels, etc.) must be attached. Parking expenses shall be at the lowest available rate. Valet parking, premium parking or secured parking expenses will only be reimbursed at the lowest non-valet, non-premium or unsecured parking rate available at the event.
- L. The certification on each Employee Expense Reimbursement form shall be attested to by the signature of both the employee and the elected official/department head, or the authorized representative shall be authorized to sign said form.
- M. The nature of the official business must also be shown in the space provided. Blanket statements such as "on official business" or "as directed", are not acceptable.
- N. Employees recognize that while attending educational programs, seminars, conferences and business meetings they are attending during working hours and are on duty or on the clock. As such, they shall conform to proper conduct as County employees and endeavor to best represent the County of Monroe. Further, as on duty employees, the employee shall be available to the Department or Office to respond as needed and as a management employee or supervisor shall contact the Department or Office periodically to remain aware and informed of operations during their physical absence from work.

Only employees who are on regular duty may attend a conference, seminar or educational program and be eligible for reimbursement or County paid costs of attending. Employees or officials who are on medical leave, disability leave or otherwise not performing regular duties are not eligible to attend. Employees may be on vacation status while attending a conference, seminar or education program and be eligible for reimbursement or County paid costs of attendance.

Further, employees and officials who have announced or have plans in place to leave employment or retire or will not be eligible for continued employment within six (6) months of the conference, seminar or education program are not eligible for reimbursement or County paid costs of attendance. This applies except for occurrences where the employee or official is a presenter as part of the event. Prior approval must be obtained from the County Administrator/Chief Financial Officer based on supporting documentation that the employee or official is part of the program presentation prior to incurring costs.



Melanie Young <melanie_young@monroemi.org>

Change in Mileage Reimbursement Rate

1 message

Susan Maier <susan_maier@monroemi.org>

Thu, Jan 9, 2025 at 4:23 PM

Reply-To: susan_maier@monroemi.org

To: All County Employees <allcounty@monroemi.org>, MCETD Email <allmcetdemployees@monroemi.org>

The I.R.S. mileage reimbursement rate has changed to 70.0 cents per mile for mileage traveled in 2025. Reimbursement for mileage traveled in calendar year 2024 will continue to be reimbursed at the rate of 67.0 cents per mile.

There are separate forms available online for 2024 and 2025 employee travel; please be sure to use the correct form based on the travel date. Board forms for 2025 have been published and 2024 forms deleted. The link to the forms available on the County's intranet is included below for your convenience.

<https://drive.google.com/drive/folders/1AY5Y3W8-yjHK63ypBJyhhBkbDJu7u6qm>

Please let me know if you have any questions.

Thanks,
Sue Maier
Director of Fiscal Services
County of Monroe, MI
(734) 240-7259
(888) 354-5500 ext 7259

Section Name: Employee Relations
Section Number: 300
Policy Number: 307

Effective Date: May 10, 1994
Date of Revision: September 20, 2022

Subject: Employee Expense Reimbursement

Purpose:

The purpose of this policy is to establish guidelines, procedures and allowed amounts for reimbursement of authorized and eligible expenses while conducting official business of the County.

Scope:

This policy shall apply to all departments, co-employer, elected offices and administrative units of Monroe County government

Statement of Policy:

A. Expenses Incurred. Expenses incurred by employees for out of pocket costs or travel expenses are the ordinary and necessary expenses for a bona fide business purpose. All officers and employees conducting or traveling on official business are expected to exercise the same care in incurring expenses that a reasonably prudent person would exercise if traveling on personal business. Travel must be planned using the most practical cost-effective means. Employees should carpool whenever practical. Travelers incurring expenses based on personal preferences are responsible for paying any additional costs. If the training is available through a webinar/teleconference option rather than in person attendance, employees and department heads should consider the value of this option as opposed to travel.

B. Reimbursements for Travel. Reimbursements for travel related expenses shall not exceed amounts budgeted by the Monroe County Board of Commissioners. Departments submitting requests in excess of budget amounts must obtain supplemental appropriations prior to incurring additional expenses or expenses beyond the amount budgeted.

C. General Reimbursement Rates. The following rates will be used to reimburse employees for expenses incurred while on approved official business of the County:

1. Mileage: The rate of vehicle mileage reimbursement shall be as established and adjusted in accordance with the Internal Revenue Service (IRS) published rates and guidelines.

2. The below amounts are the maximum amounts of reimbursement or allowed expense per employee:

Meals:

Breakfast \$ 8.00

Lunch \$12.00

Dinner \$22.00

Gratuity shall not exceed 20%

a. Itemized meal receipts are required and must show date, time, location and items purchased. Breakfast is reimbursable when travel starts prior to 6:00 a.m. and breakfast is purchased prior to 10:00 a.m. Lunch is reimbursable when travel commences prior to 11:30 a.m. and lunch is purchased prior to 2:00 p.m. Dinner is reimbursable when travel extends beyond 7:00 p.m. Meals include prepared meals at dine-in establishments, packaged meals or food products, buffet style or fast food meals. Meal allowances cannot be aggregated into a single daily allowance. Each meal allowance and reimbursement is a separate occurrence as outlined above. If any meal is purchased outside of the time windows, note the exception and short explanation for qualifying reimbursement.

b. Any consumable food product or drink is eligible for reimbursement up to the maximum amount, for breakfast, lunch and dinner provided it is not one of the following items that are not eligible reimbursement:

Alcoholic beverages, candy bars, gum, mints, and jerky products are not eligible for reimbursement.

c. If meals are included with registration costs of the event, corresponding meals are not reimbursable nor are meals purchased separately when included as part of the event registration. Exceptions will be considered on a case-by case basis based on such factors, which must be presented with the reimbursement request, as:

- Was not sufficient as a meal
- Employee was unable to consume the furnished meal(s) because of medical requirements or a religious belief
- Employee made a reasonable effort to make alternative meal arrangements, but was unable to do so
- Other relevant factors the employee may present

D. Overnight Lodging: Generally, reimbursement may be made for actual expenditures for overnight accommodations, subject to the following restrictions and limitations:

1. Rates:

Single, per day, maximum	\$ 160.00
Double, per day, per person, maximum	\$ 100.00
* Tax included	

2. If the destination is more than 100 miles from the normal work location, and if the individual must be at the destination at or before 8:00 a.m., an official or employee may elect to stay overnight the preceding calendar day.

3. If official business terminates after 7:00 p.m. and the location is more than 100 miles from the normal work location, the official or employee may remain overnight and commence travel the following morning.

If the temporary work location is more than 100 miles from the normal work location and the duration is more than one day, the night between such workdays may be spent in the immediate vicinity and reimbursement claimed for the cost of lodging.

4. These are *general rules*; there may be traffic, construction, inclement weather or other relevant factors the employee may present if an employee's circumstance does not meet the general rules. It may include the employee's presentation as part of the seminar, conference, etc., and involve preparation with other panelists/presenters prior to the actual presentation and require additional housing. The employee must request approval prior to booking the hotel room.
 5. Reimbursement shall be limited to the cost of a single room at prevailing rates for accommodations normally used in business. If a double room is shared with a County Official or employee, each may claim reimbursement for one-half (½) the rate. If a double room is shared with a non-employee or an employee not of the specific department and not attending the conference/training, reimbursement may be claimed for the amount equal to the rate for a single occupancy accommodation.
 6. Meal Reimbursement guidance also applies when an employee is lodging overnight and is therefore eligible for breakfast meal allowance reimbursement. If breakfast is provided by the hotel, no additional reimbursement may be claimed. Lunch meal allowance reimbursement applies when the event continues through the day and into the lunch period defined as between 11:00 a.m. and 2:00 p.m.
 7. Overnight lodging must be documented with a detailed itemized receipt from the hotel or lodging facility in order to qualify for approved reimbursement.
- E. Special Cases. When conferences are held at a conference center, hotel or lodging facility and if meals, registration and lodging at the facility exceed the above schedule, authorization is required from the County Administrator/Chief Financial Officer prior to incurring costs in excess amount of the allowable rates.
- F. Emergency Lodging. In an emergency situation where an employee incurs lodging costs in excess of the allowable rates, a department head may recommend payment of the excess amount. Approval must be obtained from the County Administrator/Chief Financial Officer based on supporting documentation and justification from the department head prior to incurring costs in excess amount of the allowable rates.

G. Conventions, Conferences, or Group Functions. Whenever it becomes necessary for an employee to attend a pre-scheduled convention, conference, seminar, educational or training session or group function (event) and costs associated with this event have been approved in the County's annual budget, the following provisions apply:

1. Reimbursement for expenses to and from the event site will be at the normal rates included in Section C. A full explanation must be given on the County published travel expense reimbursement form, including the name of the event. Copies of the convention agenda, reservation form, conference schedule and meals included in the conference agenda shall be attached as supporting documents for the amount of the reimbursement.
2. Employees will be reimbursed actual expenses for lodging, group luncheons, banquet, and educational/program materials whenever such lodging and meals are in conjunction with an approved event. The County will make advance payment of the lodging and event registration via credit card as the primary method of advance payment rather than direct to employees. Advance payment for these expenses will be allowed upon submission of supporting documents for the event and consistent with the County Credit Card policy and procedures for use.

H. Guest Meals. The cost of guest (non-family member) meals is allowable only if it can be shown that such cost was incidental and necessary to conduct official County business. Meal expense shall be reimbursed at actual cost, not to exceed rates established in Section C. Full explanation must be given on the voucher, including the name of and position held, by the guest or guests. Receipts must be attached to vouchers. Federal regulations prohibit the use of federal funds, which give the appearance of kickbacks or gratuities to vendors, or recipients of services.

I. Cash Advances. The County Administrator/Chief Financial Officer shall be authorized to approve travel advances of the estimated amount to employees for pre-approved events covering the estimated lodging, meals, and registration fees. Advances shall not be made for estimated mileage expenses. A request shall be made in writing on the County credit card authorization form to the County Administrator/Chief Financial Officer in advance of the scheduled conference setting forth the purpose of the trip, expected travel period, method of transportation and those costs that must be paid in advance. Upon return from the trip, an accounting must be made on the approved travel voucher, listing the expenses of the trip and the amount of cash advance received. Any excess of funds advanced to the employee must be returned to the County Treasurer immediately upon return from the trip. No travel advances shall be made to any department that has an outstanding travel advance voucher over thirty (30) days old. Any amounts owing to the employee shall be reimbursed in the manner outlined above. The County Administrator/Chief Financial Officer shall be authorized to make travel advances of the total estimated amount for lodging, travel, meals, and other costs of all travel related expenses for extradition of prisoners to or from the County.

- J. Discount Rate Registration and Fees. If a discount rate for an event, including rates for lodging and/or registration fees is made available to attendees, employees must register within the allowable dates to obtain the group discounted rate(s). Failure to do so will limit the allowable reimbursement amounts to the discounted rate, unless prior approval is requested to the Administrator/Chief Financial Officer with supporting rationale as to why the discounted group rate was not secured within the allowable time.
- K. Map Mileage, Coach, or Special Fares. Whichever is less, will be paid for out-of-state airline trips. The lowest available airline fare or special fare will be paid when air travel is more feasible for out of county travel exceeding 300 miles.
1. All air travel reservations are based on the event dates. Staff that wish to travel outside of the event dates must make their own reservations using their own funds and submit itemized receipts for reimbursement with the understanding that reimbursement may not be paid in full.
 2. Baggage Fees: Travelers will be reimbursed for one piece of personal luggage with appropriate receipts; fees for additional or overweight luggage are not reimbursable. Reimbursement of baggage fees for business-related materials is allowed with a receipt and detailed explanation.

Definitions:

- A. The reasonably prudent person- The reasonably prudent person is a concept or standard in the law entailing a hypothetical person that acts in a manner society might expect of a normal, reasonable person under the same or similar circumstances. There is no technical and universally applied definition, and thus it varies between contexts.

Policy Compliance:

B. Responsibility:

1. Employee- Each employee submitting a travel expense claim is responsible for following the reimbursement procedures outlined in this policy.
2. Elected Official/Judges/Department Head/Authorized Representative- Shall approve the reimbursement request and will be held responsible for their certification for all items of expense as being necessary, reasonable and correct.
3. County Administrator/Chief Financial Officer- The County Administrator /Chief Financial Officer shall be responsible for administering this policy.

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All employees who incur expenses in the performance of the County's business, shall submit requests for reimbursement in accordance with the following procedure:

- A. All travel expense claims shall be prepared and submitted on the standard Employee Expense Reimbursement Form, and must be itemized. All travel related expenses shall be reported on the standard Employee Expense Reimbursement Form. Forms are as prepared by the Finance Department and posted on the County intranet as fillable electronic forms.
- B. The expense of only one (1) employee shall be included on a single expense reimbursement form. If an employee pays for the cost of other or additional employees, then the costs expended may be submitted on a single expense reimbursement form for reimbursement at the allowable rate with all supporting receipts. The reimbursement form shall list the additional employees for which costs were incurred.
- C. Reimbursement requests shall be for a minimum of \$15.00, unless the employee is submitting for a single expenditure reimbursement and not part of regular monthly reimbursement requests. When requesting less than \$15.00 for reimbursement, the reason must be provided at the time of the reimbursement request (examples: single purchase, at the end of the fiscal year or grant period). Expense reimbursement forms which meet the minimum threshold shall not cover a period of more than one (1) calendar month unless approved as an exception by the policy administrator.
- D. Receipts must be attached for all items of expense, except for mileage. Reimbursement for meals shall not exceed the rates established within this policy.
- E. Employees will not be reimbursed for meal expenses while on official business within the geographic boundaries of Monroe County unless the expenses are for training or educational programs pre-approved by the County Administrator/Chief Financial Officer.
- F. Any other expense incurred by the employee for operating supplies in the furtherance of County business shall be submitted with accompanying receipt(s) for reimbursement of the actual cost. At a minimum expenses shall comply with the Michigan Department of Treasury guidelines on unlawful expenditures that is attached and made a part of this policy.
- G. All expense items contained on the Employee Expense Reimbursement form must appear in chronological order and all expenses for the period must be included.
- H. Dates of travel must be shown on the Employee Expense Reimbursement form must include the places between which travel was incurred.
- I. The description column of the travel voucher must include the places between which travel was incurred.

- J. For travel by privately owned vehicles, all point-to-point mileage must be shown. Only actual mileage incurred will be allowed. Mileage will be paid from the employee's place of work to their destination or from the actual point of departure, whichever is less. "Vicinity" mileage must be shown at each point where incurred.
- K. Miscellaneous expenses must be shown under the actual date they are incurred and explanations included where required. All required receipts (i.e. cab fare, parking, hotels, etc.) must be attached. Parking expenses shall be at the lowest available rate. Valet parking, premium parking or secured parking expenses will only be reimbursed at the lowest non-valet, non-premium or unsecured parking rate available at the event.
- L. The certification on each Employee Expense Reimbursement form shall be attested to by the signature of both the employee and the elected official/department head, or the authorized representative shall be authorized to sign said form.
- M. The nature of the official business must also be shown in the space provided. Blanket statements such as "on official business" or "as directed", are not acceptable.
- N. Employees recognize that while attending educational programs, seminars, conferences and business meetings they are attending during working hours and are on duty or on the clock. As such, they shall conform to proper conduct as County employees and endeavor to best represent the County of Monroe. Further, as on duty employees, the employee shall be available to the Department or Office to respond as needed and as a management employee or supervisor shall contact the Department or Office periodically to remain aware and informed of operations during their physical absence from work.

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Further, employees and officials who have announced or have plans in place to leave employment or retire or will not be eligible for continued employment within six (6) months of the conference, seminar or education program are not eligible for reimbursement or County paid costs of attendance. This applies except for occurrences where the employee or official is a presenter as part of the event. Prior approval must be obtained from the County Administrator/Chief Financial Officer based on supporting documentation that the employee or official is part of the program presentation prior to incurring costs.

Invoice

zoomZoom Video Communications Inc.
55 Almaden Blvd, 6th Floor
San Jose, CA 95113

Invoice Date: Apr 22, 2024
 Invoice #: INV253735986
 Payment Terms: Due Upon Receipt
 Due Date: Apr 22, 2024
 Account Number: 7016916086
 Currency: USD
 Payment Method: Visa *****5111
 Account Information: Monroe County

Federal Employer ID Number: 61-1648780

Purchase Order Number:

Tax Exempt Certificate ID: 38-6004873

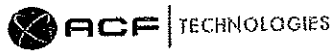
Zoom W-9

Sold To Address: 125 E 2ND ST,
 MONROE, Michigan 48161
 United States
 7342407634
 melanie_young@monroemi.org

Bill To Address: 125 E 2ND ST,
 MONROE, Michigan 48161
 United States
 7342407634
 melanie_young@monroemi.org

Charge Details

Charge Description	Subscription Period	Subtotal	Taxes, Fees & Surcharges	Total
Charge Name: Room Connector Monthly Quantity: 2 Unit Price: \$49.00	Apr 22, 2024 - May 21, 2024	\$98.00	\$0.00	\$98.00
Charge Name: Zoom One Pro Monthly Quantity: 2 Unit Price: \$15.99	Apr 22, 2024 - May 21, 2024	\$31.98	\$0.00	\$31.98
Subtotal				\$129.98
Total (Including Taxes, Fees & Surcharges)				\$129.98
Invoice Balance				\$0.00



Pricing



ACF
TECHNOLOGIES

Quote
#4171

ACF Technologies, Inc.
64 Peachtree Rd Ste 201
Asheville NC 28803-3154
United States
P: +1 (828) 398-0040

Billing Address:
Monroe County Michigan - Corrections Division
125 East Second Street
Monroe MI 48161-2197
United States

Title	Date	Expires	Sales Rep	Currency
Additional Premium Agent User Licenses	02/19/2025	05/07/2025	Henry Phillips	USD

Item Code	Description	Scope/Allocation Notes	Qty	Units	Rate	Amount
QSUB1000A	Annual Subscription Users	- 10 Concurrent Premium Agents - 1 Concurrent Administrator	11		340.06	\$3,740.66
P50600	License Only Activation	License Only Activation	1	Ea	110.00	\$110.00
One-Time Discount		One Time Discount of 5% applied to total cost.			(\$209.00)	(\$209.00)

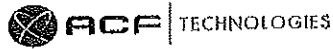
Subtotal \$3,650.66

Shipping Cost

Tax Total (If Applicable) \$0.00

Total \$3,650.66

1 of 1



Pricing

Quote
#4255

ACF Technologies, Inc.
64 Peachtree Rd Ste 201
Ashleyville NC 28803-3154
United States
P: +1 (828) 398-0040

Billing Address
Monroe County Michigan - Corrections Division
125 East Second Street
Monroe MI 48167-2197
United States

Title	Date	Expires	Sales Rep	Currency
Annual Renewal 2025-2026	02/27/2025	05/28/2025	Henry Phillips	USD

Item Code	Description	Scope/Allocation Notes	Qty	Units	Rate	Amount
QSUB1000A	Annual Subscription Users	Annual Renewal Coverage Period 12/01/2025- 11/30/2026	11		340.66	\$3,740.66

Subtotal

\$3,740.66

Shipping Cost

Tax Total (If Applicable)

\$0.00

Total

\$3,740.66

1 of 1

Section / Title: Cost Analysis Detail / Printer-Scanner Maintenance
Section / Title: Cost Analysis Detail / Printers



323 Lafayette Street
Suite 2 Toledo, OH 43604
P: 1-800-521-0983 F: 616-554-6200

CONTRACT INVOICE

Invoice Number: 2173079
Invoice Date:

Bill To: Monroe County
125 E 2nd St
Monroe, MI 48161

Customer: Monroe County
106 E 1st St
Monroe, MI 48161-2115

To help improve our environment, Applied Innovation is now offering clients the option to receive and pay their invoices electronically.
To signup, please email your customer number and accounts payable email address to AR@appliedinnovation.com Thank you!

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
MC73	Net 15 Days	04/01/2023	\$2,454.52	\$2,454.52

Number	Serial Number	Base Charge	Location
99484	G706MB60248	\$0.00 **	Monroe County - Fairview City Home 3604 S Custer Rd Monroe, MI 48161

**Prorated from 2/27/2023 to 4/17/2023

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Additional Pages
B/W Bus	99484 - B/W Bus	175,533	178,304		2,771	0	2,771	\$0.010000	\$27.71
Color Bus	99484 - Color Bus	56,594	57,090		496	0	496	\$0.060000	\$29.76
									\$57.47

Additional Pages period from 2/27/2023 to 3/17/2023

Ricoh/MPC3504EX

Number	Serial Number	Base Charge	Location
89921	C728M710072	\$0.00	Monroe County- Monroe Co-Op Extension 963 S Raisinville Rd Monroe, MI 48161 Monroe Co-Op Extension

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Additional Pages
B/W	89921 - B/W	105,892	107,314		1,422	0	1,422	\$0.007080	\$10.07
Color	89921 - Color	62,057	63,748		1,691	0	1,691	\$0.070770	\$119.67
									\$129.74

Ricoh/MPC4503

Number	Serial Number	Base Charge	Location
89365	E175MA11416	\$0.00	Monroe County- Indigent Defense 125 E 2nd St Monroe, MI 48161 Indigent Defense - Public Defender Office

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Additional Pages
B/W Bus	89365 - B/W Bus	208,326	213,907		5,581	0	5,581	\$0.009290	\$51.62
Color Bus	89365 - Color Bus	20,594	29,832		1,238	0	1,238	\$0.052930	\$65.03
									\$116.65

Remit To:

Applied Innovation
7718 Solution Center
Chicago, IL 60677-7007

Questions? Call 1-800-521-0983

Invoice SubTotal	\$2,454.52
Tax	\$0.00
Invoice Total	\$2,454.52
Balance Due:	\$2,454.52



Jacob Perry <jacob_perry@monroemi.org>

Your Dell Quote 3000187912464.1

Holly.Mcwilliams@dell.com <Holly.Mcwilliams@dell.com>
To: jacob_perry@monroemi.org

Wed, Apr 2, 2025 at 12:18 PM



Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout
before the quote expires on **May. 02, 2025**.

You can download a copy of this quote during checkout.

Place your order

Quote No.	3000187912464.1	Sales Rep	Holly Mcwilliams
Total	\$1,723.00	Phone	1(800) 456-3355, 6178523
Customer #	13619209	Email	Holly_Mcwilliams@Dell.com
Quoted On	Apr. 02, 2025	Billing To	COUNTY OF MONR
Expires by	May. 02, 2025		ACCOUNTS PAYABL
Contract Code	C000000009850		COUNTY OF MONROE
Customer Agreement #	071B6600111		125 E 2ND ST
Deal ID	27537577		MONROE, MI 48161-2110

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,
Holly Mcwilliams

Product	Unit Price	Quantity	Subtotal
Dell Pro 16 Plus XCTO Base	\$1,583.00	1	\$1,583.00
Dell Dock – WD19S 90W Power Delivery – 130w AC	\$140.00	1	\$140.00
Subtotal:			\$1,723.00
Shipping:			\$0.00

Section / Title: Cost Analysis Detail / Computers

\$1,723.00

Non-Taxable Amount:

Taxable Amount:

\$0.00

Estimated Tax:

\$0.00

Total:

\$1,723.00



Shipping Group Details

Shipping To

JAKE PERRY
COUNTY OF MONROE
125 EAST 2ND ST
MONROE, MI 48161
(734) 240-7308

Shipping Method

Standard Delivery

		Unit Price	Quantity	Subtotal
Dell Pro 16 Plus XCTO Base		\$1,583.00	1	\$1,583.00
Estimated delivery if purchased today: Apr. 24, 2025 Contract # C000000009850 Customer Agreement # 071B6600111				
Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro 16 Plus XCTO Base	210-BPCK	-	1	-
Intel(R) Core(TM) Ultra 5 235U vPro(R) (12 TOPS NPU, 12 cores, up to 4.9 GHz)	379-BFXD	-	1	-
Windows 11 Pro	619-BBQD	-	1	-
Activate Your Microsoft 365 For A 30 Day Trial	630-ABBT	-	1	-
Integrated Intel® graphics for Intel® Core™ Ultra 5 235U vPro® processor	338-CRJG	-	1	-
Intel® vPro® Enterprise Technology Enabled	631-BCCF	-	1	-
16 GB: 1 x 16 GB, DDR5, 5600 MT/s (5200 MT/s with Intel Core processors)	370-BCNG	-	1	-
512 GB SSD	400-BSLJ	-	1	-
16", Non-Touch, FHD+, 300 nit, 45% NTSC, Anti-Glare, FHD+IR Cam	391-BJPT	-	1	-
English US backlit Copilot key keyboard with numeric keypad	583-BMQF	-	1	-
Intel® BE201 WLAN Driver	555-BLRV	-	1	-
Intel Wi-Fi 7 BE201, 2x2, 802.11be, Bluetooth 5.4 wireless card	555-BLMD	-	1	-
3-cell, 55 Wh, ExpressCharge Capable, ExpressCharge Boost Capable	451-BDKX	-	1	-
65W AC adapter, USB Type-C	492-BDTG	-	1	-
No Fingerprint Reader, No Smart Card Reader, includes RJ-45	346-BLJP	-	1	-

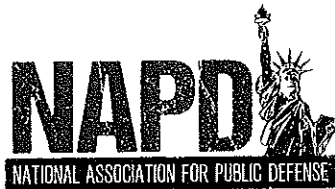
Section / Title: Cost Analysis Detail / Computers			
E4 Power Cord 1M for US	537-BBDO	- 1	-
Quick Start Guide	340-DTVS	- 1	-
Documentation	340-DNBV	- 1	-
ENERGY STAR Qualified	387-BBLW	- 1	-
Custom Configuration	817-BBBB	- 1	-
Dell Additional SW - Dell Pro Laptop	658-BFVB	- 1	-
Dell Pro 16 Plus Mix Model	340-DSMK	- 1	-
Intel Core Ultra 5 vPro Processor Label	389-FJMH	- 1	-
FHD HDR + IR Camera, Facial Recognition, TNR, Camera Shutter, Microphone	319-BBKH	- 1	-
EPEAT 2018 Registered (Gold)	379-BDZB	- 1	-
English, French, Spanish, Brazilian Portuguese	619-BBPD	- 1	-
Intel(R) Connectivity Performance Suite	640-BBTF	- 1	-
Intel(R) Rapid Storage Technology Driver	409-BCYN	- 1	-
No WWAN (WLAN only) Tray	321-BLQH	- 1	-
Dell Limited Hardware Warranty	714-0464	- 1	-
ProSupport Plus: Next Business Day Onsite, 1 Year	714-6667	- 1	-
ProSupport Plus: Next Business Day Onsite, 4 Year Extended	714-6695	- 1	-
ProSupport Plus: Accidental Damage Service, 5 Years	714-6709	- 1	-
ProSupport Plus: Keep Your Hard Drive, 5 Years	714-6710	- 1	-
ProSupport Plus: 7x24 Technical Support, 5 Years	714-6711	- 1	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	- 1	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	- 1	-

		Unit Price	Quantity	Subtotal
Dell Dock – WD19S 90W Power Delivery – 130w AC		\$140.00	1	\$140.00
Estimated delivery if purchased today: Apr. 07, 2025 Contract # C000000009850 Customer Agreement # 071B6600111				
Description	SKU	Unit Price	Quantity	Subtotal
Dell Dock – WD19S 90W Power Delivery – 130w AC	210-AZBG	-	1	-
Advanced Exchange Service, 3 Years	824-3984	-	1	-
Dell Limited Hardware Warranty	824-3993	-	1	-
Subtotal:				\$1,723.00
Shipping:				\$0.00
Estimated Tax:				\$0.00
Total:				\$1,723.00

CONNECT WITH DELL:



BROWSE MORE OPTIONS:



7310 Ritchie Highway Suite 200 #1091
Glen Burnie, MD 21061

Apr 22, 2025

PROPOSAL FOR TECHNICAL ASSISTANCE

Submitted to the leadership team of Monroe County, Michigan
Prepared by the National Association for Public Defense (NAPD)

I. NAPD'S QUALIFICATIONS

The National Association for Public Defense (NAPD) is a nationwide community of nearly 27,000 public defense professionals. Over the past decade, NAPD has become a leader in defender reform, capacity building, and organizational support. Our team includes nationally respected experts in organizational leadership, ethics, training, workloads, cultural responsiveness, and system design. NAPD has previously completed similar technical assistance projects in Michigan for Kent County, Muskegon County, and the State Appellate Defender Office (SADO), providing it with deep contextual awareness of Michigan's indigent defense landscape. NAPD has also completed evaluations beyond Michigan in Texas, California, New York, Illinois, and Florida.

NAPD applies a collaborative, data-informed (both qualitative and quantitative) lens to every engagement. Our Technical Assistance teams are uniquely qualified to assess the viability, structure, and long-term sustainability of county-based public defense systems.

NAPD's technical assistance teams are composed of nationally recognized attorneys, researchers, social workers, and organizational development experts with decades of collective experience in public defense reform. Our team members bring deep, field-tested expertise in areas such as legal ethics, leadership development, workload analysis, and holistic defense. Each project benefits from a multidisciplinary approach that ensures comprehensive, equity-centered evaluations and practical, system-informed recommendations.

II. MONROE COUNTY DEMOGRAPHIC CONTEXT

As of July 1, 2023, Monroe County has an estimated population of 155,045 residents. The current court structure: **38th Circuit Court:** Handles all felony cases and serious misdemeanors. While the **1st District Court:** Manages all misdemeanors where punishment does not exceed one year, including arraignment, setting and acceptance of bail, trial and sentencing, and conducts preliminary examinations in felony cases.

III. MONROE COUNTY INDEGENT DEFENSE

Monroe County, Michigan, historically relied on an assigned counsel system in which private attorneys were appointed by courts to represent indigent defendants—often without standardized procedures or oversight, resulting in inconsistent representation. In 2013, the state established the Michigan Indigent Defense Commission (MIDC) to develop and enforce minimum standards. Since then, Monroe County has appointed an Indigent Defense Coordinator to oversee compliance, budgeting, and attorney training. Today, the county continues to strengthen its system by enhancing oversight, improving procedures, and aligning fully with MIDC standards to ensure effective, equitable legal defense for those who cannot afford counsel.

IV. PROJECT DESCRIPTION & SCOPE OF WORK

At the request of Monroe County (Indigent Defense), NAPD proposes a feasibility study to assess the need for establishing a countywide public defender office. NAPD will conduct an evaluation of Monroe County's current system of delivering indigent defense, with a focus on assessing the effectiveness of representation and the efficiency of budgetary practices. This study will examine whether Monroe County would be better served by establishing a centralized, county-wide public defender office. In doing so, the study will explore the strengths and limitations of the existing structure, its alignment with MIDC standards, and the potential benefits, challenges, and resource needs associated with transitioning to a county-based public defense model or remaining as structured.

V. PROJECT ACTIVITIES

NAPD will examine the current delivery of indigent defense in Monroe County, with a focus on efficiency, equity, effectiveness, and compliance with MIDC standards. The study will explore potential benefits, risks, and structural needs of transitioning to a centralized public defender office.

1. Stakeholder Interviews:

- At least 15 interviews with internal and external stakeholders, including court staff, attorneys, judges, county commissioners, administrators, and service providers. Focused on understanding current systems, system strengths, needs, gaps, and perceptions of defense services.

2. Review of Materials and Data:

- MIDC reports and reviews
- Case volume and appointment data
- Current attorney contract models and compensation structures
- Conflict procedures and support services

3. Operational Evaluation:

- Analysis of current indigent defense operations: Review of available infrastructure for a county-based office (space, staffing, budget)
- Assessment of system fragmentation and potential for streamlining

4. Ethics and Conflict Review:

- Collaboration with NAPD's legal ethics expert to assess current and future conflict protocols.

5. Feasibility Assessment and Report:

- A written report outlining the findings, potential models for a county office, and recommendations for implementation.
- Key considerations will include client access, staffing, training, supervision, sustainability, and alignment with state and national best practices.

6. Feedback and Revision Process:

- The draft report will be shared with Monroe County leadership for review.
- Final report, presentation and discussion will follow to assist the county in planning the next steps.

VI. DELIVERABLES

- A comprehensive **Feasibility Study Report** including:
 - o Evaluation of current indigent defense delivery in Monroe County
 - o Recommendations for the future
 - o Organizational design options
 - o Ethical and operational considerations
 - o Cost and funding strategy considerations
 - **Presentation of Findings** to Monroe County leadership (in-person or virtual)
-

VI. BUDGET

Total Project Cost: \$70,000

Includes lead consultant, three interview consultants, operations support, external reviewer, travel, lodging, and report development. (Breakdown available upon request, modeled after Kent County cost structure.)

VII. TIMELINE

- **Start Date:** Upon agreement, ideally Summer 2025
 - **Stakeholder Engagement:** Within 6 weeks of project start
 - **Draft Report:** Within 5 months of project start
 - **Final Report and Presentation:** Within 6 months of project start
-

VIII. TERMS

- NAPD will provide all services as an independent contractor.
 - Monroe County will designate a primary liaison and provide necessary contacts and access to materials.
 - All interviews and data shared with NAPD will remain confidential unless otherwise agreed.
-

IX. COMMITMENT TO EQUITY

NAPD commits to applying a race equity and inclusion lens throughout this process. We will seek feedback from historically marginalized voices within the justice system to ensure the feasibility study reflects the full range of community needs.

Sincerely,

Lori James, MSW, LCSW-C
Executive Director



April 1, 2025

Mary Gantzoz
 Administrator/Managing Attorney
 125 E. Second St.
 Monroe, MI 48161
mary_gantzoz@monroemi.org

Draft Public Defender Feasibility Study of Monroe County, Michigan Proposal

The **Sixth Amendment Center (6AC)** is a 501 (c)(3) non-profit, non-partisan organization seeking to ensure that no person accused of a crime goes to jail without first having the aid of a lawyer with the time, ability, and resources to present an effective defense as required under the United States Constitution. We do so by measuring indigent defense systems against Sixth Amendment case law and established standards of justice and then working with policymakers to improve any identified deficiencies.

The Monroe County Board of Commissioners is seeking an independent and objective public defender feasibility study to determine whether a public defender office is necessary in the county. This proposal explains how 6AC analyzes indigent defense systems to be able to provide the requested technical assistance.

I. Introduction

The Sixth Amendment to the U.S. Constitution states that in all criminal prosecutions, the accused shall enjoy the right, among others, to “have the Assistance of Counsel for his defence.”¹ In *Gideon v. Wainwright*, the U.S. Supreme Court declared it an “obvious truth” that anyone accused of a crime who cannot afford the cost of a lawyer “cannot be assured a fair trial unless counsel is provided for him.”² As the U.S. Supreme Court has noted, “[o]f all the rights that an accused person has, the right to be represented by counsel is by far the most pervasive, for it affects his ability to assert any other rights he may have.”³

Since *Gideon*, the Sixth Amendment right to counsel means every person is entitled to have an attorney provided at government expense whenever that person faces the potential loss of

¹ U.S. CONST. amend. VI.

² *Gideon v. Wainwright*, 372 U.S. 335, 344 (1963).

³ *United States v. Cronin*, 466 U.S. 648, 654 (1984). See also *Powell v. Alabama*, 287 U.S. 45, 68-69 (1932).

liberty and is unable to afford an attorney.⁴ In subsequent cases, the U.S. Supreme Court determined that the Sixth Amendment requires an appointed lawyer not only in felonies, but also in misdemeanors,⁵ misdemeanors with suspended sentences,⁶ direct appeals,⁷ and appeals challenging a sentence imposed following a guilty plea where the sentence was not agreed to in advance.⁸ Children in delinquency proceedings, no less than adults in criminal courts, are entitled to appointed counsel when facing the loss of liberty.⁹ Moreover, the appointed lawyer needs to be more than merely a warm body with a bar card.¹⁰ The attorney must be effective,¹¹ subjecting the prosecution's case to "the crucible of meaningful adversarial testing."¹²

In 2008, the U.S. Supreme Court reaffirmed in *Rothgery v. Gillespie County* that the right to counsel attaches when "formal judicial proceedings have begun."¹³ For a person who is arrested, the beginning of formal judicial proceedings is at "a criminal defendant's initial appearance before a judicial officer, where he learns the charge against him and his liberty is subject to restriction,"¹⁴ without regard to whether a prosecutor is aware of the arrest.¹⁵ The commencement of prosecution signals the beginning of formal judicial proceedings, "whether by way of formal charge, preliminary hearing, indictment, information, or arraignment."¹⁶ The Court carefully explained that "[o]nce attachment occurs, the accused at least is entitled to the presence of appointed counsel during any 'critical stage' of the post-attachment proceedings . . ."¹⁷ Examples of critical stages include arraignments,¹⁸ plea negotiations,¹⁹ and sentencing hearings.²⁰

The U.S. Supreme Court held that ensuring the Sixth Amendment right to effective assistance of counsel for the indigent accused in state courts is a constitutional obligation of the state – not

⁴ *Gideon v. Wainwright*, 372 U.S. 335 (1963).

⁵ *Argersinger v. Hamlin*, 407 U.S. 25 (1972).

⁶ *Alabama v. Shelton*, 505 U.S. 654 (2002).

⁷ *Douglas v. California*, 372 U.S. 353 (1963).

⁸ *Halbert v. Michigan*, 545 U.S. 605 (2005).

⁹ *In re Gault*, 387 U.S. 1 (1967).

¹⁰ *Strickland v. Washington*, 466 U.S. 668, 685 (1984) ("[t]hat a person who happens to be a lawyer is present at trial alongside the accused, however, is not enough to satisfy the constitutional command.)."

¹¹ *McMann v. Richardson*, 397 U.S. 759, 771 n.14 (1970).

¹² *United States v. Cronin*, 466 U.S. 648, 656 (1984).

¹³ *Rothgery v. Gillespie County*, 554 U.S. 191, 211 (2008); *see also* *Michigan v. Jackson*, 475 U.S. 625, 629 n.3 (1986); *Brewer v. Williams*, 430 U.S. 387, 388-89 (1977).

¹⁴ *Rothgery v. Gillespie County*, 554 U.S. 191, 213 (2008).

¹⁵ *Rothgery v. Gillespie County*, 554 U.S. 191, 194 (2008).

¹⁶ *Brewer v. Williams*, 430 U.S. 387, 398 (1977) (quoting *Kirby v. Illinois*, 406 U.S. 682, 689 (1972)); *see also* *Michigan v. Jackson*, 475 U.S. 625, 629 n.3 (1986).

¹⁷ *Rothgery v. Gillespie County*, 554 U.S. 191, 212 (2008).

¹⁸ *Hamilton v. Alabama*, 368 U.S. 52, 53-55 (1961).

¹⁹ *Lafler v. Cooper*, 566 U.S. 156, 165 (2012); *Padilla v. Kentucky*, 559 U.S. 356, 373 (2010); *McMann v. Richardson*, 397 U.S. 759, 771, 771 n.14 (1970).

²⁰ *Lafler v. Cooper*, 566 U.S. 156, 165 (2012); *Wiggins v. Smith*, 539 U.S. 510, 538 (2003); *Glover v. United States*, 531 U.S. 198, 203-04 (2001); *Mempa v. Rhay*, 389 U.S. 128, 134, 137 (1967).

local – government under the due process clause of the Fourteenth Amendment.²¹ When a state chooses to delegate its right to counsel responsibilities to its local governments, the state must guarantee not only that those local governments and local officials are capable of providing effective representation but also that they are in fact doing so.²²

II. Public Defense Services in Michigan

Michigan delegates to its county and municipal governments the responsibility for establishing and administering indigent defense systems to effectively represent indigent adults charged with crimes. The Michigan Indigent Defense Commission (MIDC) is an executive branch commission that provides oversight, promulgates and enforces minimum standards, and administers grant funding to local systems. Local governments must fund their “local share” of indigent defense but may not be required to fund more than their local share. The state funds MIDC’s operations as well as any cost of implementing MIDC’s standards in excess of each locality’s local share.

Local delivery & administration. Michigan law defines an indigent criminal defense system as the local governments that fund a trial court.²³ Under this definition, there is a separate indigent defense system for every judicial circuit court and every district court (and sometimes separate divisions of a district court). As of 2024, the state has 133 separate trial-level indigent defense systems.²⁴ Each system can determine its delivery model to ensure effective assistance of counsel to indigent defendants.²⁵ As of 2021, most systems provide services through assigned counsel panels or contracts with individual attorneys and nonprofit organizations; there are also 32 public defender offices covering 38 out of the state’s 83 counties.²⁶

²¹ *Gideon v. Wainwright*, 372 U.S. 335, 341-45 (1963) (“[T]hose guarantees of the Bill of Rights which are fundamental safeguards of liberty immune from federal abridgment are equally protected against state invasion by the Due Process Clause of the Fourteenth Amendment. . . . [A] provision of the Bill of Rights which is ‘fundamental and essential to a fair trial’ is made obligatory upon the States by the Fourteenth Amendment. . . . [R]eason and reflection require us to recognize that in our adversary system of criminal justice, any person haled into court, who is too poor to hire a lawyer, cannot be assured a fair trial unless counsel is provided for him. . . . The right of one charged with crime to counsel may not be deemed fundamental and essential to fair trials in some countries, but it is in ours.”).

²² *Cf. Robertson v. Jackson*, 972 F.2d 529, 533 (4th Cir. 1992) (although administration of a food stamp program was turned over to local authorities, “‘ultimate responsibility’ . . . remains at the state level.”); *Osmunson v. Idaho*, 17 P.3d 236, 241 (Idaho 2000) (where a duty has been delegated to a local agency, the state maintains “ultimate responsibility” and must step in if the local agency cannot provide the necessary services); *Claremont School Dist. v. Governor*, 794 A.2d 744 (N.H. 2002) (“While the State may delegate [to local school districts] its duty to provide a constitutionally adequate education, the State may not abdicate its duty in the process.”); Letter and white paper from American Civil Liberties Union Foundation *et al* to the Nevada Supreme Court, regarding Obligation of States in Providing Constitutionally-Mandated Right to Counsel Services (Sept. 2, 2008) (“While a state may delegate obligations imposed by the constitution, ‘it must do so in a manner that does not abdicate the constitutional duty it owes to the people.’”), http://www.nlada.net/sites/default/files/nv_delegationwhitepaper09022008.pdf.

²³ MICH. COMP. LAWS ANN. § 780.983(h) (West 2024).

²⁴ See MICHIGAN INDIGENT DEF. COMM’N, REPORT TO THE LEGISLATURE FOR FY 2024, 5 (Sept. 2024).

²⁵ See MICH. INDIGENT DEF. COMM’N, ANNUAL IMPACT REPORT 6 (2021)

²⁶ See MICH. INDIGENT DEF. COMM’N, ANNUAL IMPACT REPORT 6, 14 (2021).

State & local funding: Each indigent defense system is required to maintain its “local share” of funding, which is defined as the system’s average annual expenditure in the three fiscal years immediately preceding the creation of the MIDC (2013).²⁷ Indigent defense systems are free to spend as much as they wish, but “must not be required to provide funds in excess of its local share.”²⁸

All state funding for indigent defense is financed through a state appropriation to the MIDC,²⁹ in two parts: one for the operation of MIDC and the other for the MIDC to distribute to the local governments through standard compliance grants. Under the statute, MIDC is required to provide funding to local governments when MIDC determines that the cost of compliance with MIDC standards exceeds a local government’s local share.³⁰ In other words, a local system’s duty of compliance with MIDC standards is contingent upon receipt of a grant sufficient to cover the excess costs approved by MIDC.³¹

State oversight. MIDC, statutorily established in 2013,³² is an independent entity housed within the executive branch’s Department of Licensing and Regulatory Affairs (LARA) that oversees indigent defense services across the state.³³ MIDC is comprised of the supreme court chief justice (or designee) as the one non-voting member, and 18 voting members.³⁴ The commission members hire an executive director to head MIDC’s central office.³⁵ Subject to state appropriations, the executive director hires and supervises staff who carry out MIDC’s duties.³⁶ Among the staff are regional managers, who have primary responsibility for the local systems within a particular region of the state.

MIDC is charged with developing, implementing, and enforcing minimum standards on indigent defense service providers.³⁷ The standards approved by MIDC only take effect upon approval by LARA.³⁸ As of November 2023, MIDC has submitted, and LARA has approved, nine standards.³⁹

²⁷MICH. COMP. LAWS ANN. §§ 780.993(7), 780.983(i) (West 2024).

²⁸ MICH. COMP. LAWS ANN. §§ 780.993(8) (West 2024).

²⁹ MICH. COMP. LAWS ANN. §§ 780.1002 (West 2024).

³⁰ MICH. COMP. LAWS ANN. §§ 780.989(1)(g), 780.993(7) through (16) (West 2024).

³¹ MICH. COMP. LAWS ANN. § 780.997(2) (West 2024).

³² MICH. COMP. LAWS ANN. § 780.981 et seq. (West 2024).

³³ MICH. COMP. LAWS ANN. § 780.985(1), (2) (West 2024).

³⁴ MICH. COMP. LAWS ANN. § 780.987(1), (2) (West 2024).

³⁵ MICH. COMP. LAWS ANN. § 780.989 (1)(c) (West 2024).

³⁶ MICH. COMP. LAWS ANN. § 780.989 (1)(c), (d) (West 2024).

³⁷ MICH. COMP. LAWS ANN. §§ 780.985(3), 780.989(1)(a) (West 2024). *See also* MICH. COMP. LAWS ANN. § 780.991 (West 2024) (listing the standards that the MIDC must establish, in line with ABA’s 10 Principles).

³⁸ MICH. COMP. LAWS ANN. § 780.985(4) (West 2024).

³⁹ *Standards*, MICHIGAN INDIGENT DEFENSE COMMISSION, <https://michiganidc.gov/standards/> (last visited Nov. 28, 2022). Standards 1–4 covering training and education of counsel, initial client interview, investigators and experts, and counsel at first appearance and other critical stages were approved by LARA in 2017; Standard 5 on independence from the judiciary was approved in 2020; the standard for indigency determination was approved in 2021; and standard 8 on attorney compensation was approved on Oct. 18, 2022. *Id.* Standards 6 and 7 on workloads and attorney qualifications were approved in October 2023. Implementation of standard 8 is expected in 2024; implementation of standards 6 and 7 is expected in 2025. MIDC, Annual Impact Report (2023), p. 11.

Within 180 days of LARA approving a new MIDC standard, local governments must submit a compliance plan to MIDC describing how they will comply with the standard and the cost of reaching compliance.⁴⁰ If the cost of implementing the standard exceeds the system's local share, MIDC must award the local government a grant to pay for the excess costs.⁴¹ Within 180 days of receiving funds from MIDC, the local government must bring its indigent defense system into compliance with the standards.⁴² MIDC is required to collect and report data about how each indigent defense system operates,⁴³ and every indigent defense system "shall" comply with MIDC's efforts.⁴⁴

Michigan law authorizes MIDC to take court action to enforce standard compliance by an indigent defense system.⁴⁵ If a court finds that an indigent defense system is in breach of its statutory "duty to comply" with MIDC standards, the court may "issue any orders necessary to obtain compliance."⁴⁶ If the system still refuses or fails to comply, the court can order MIDC to take over the delivery of indigent defense services in that jurisdiction and to bill the local government for its costs.⁴⁷

III. Public Defense Services in Monroe County

Monroe County has a population of 156,045 (ranking 15th highest in the state) and a land area of approximately 549 square miles. The county's median income is \$75,272, with a poverty rate of 11.3% (slightly lower than the state's poverty rate of 13.5%). There are 24 county subdivisions in Monroe County (15 townships, four cities, and five villages),⁴⁸ and the county seat is Monroe.

Prosecutions of all adult state crimes (felonies and misdemeanors) alleged to have been committed within the geographic boundaries of Monroe County occur in the 38th Circuit Court and the 1st District Court. Neither Monroe County nor any of its county subdivisions employ public defenders; indigent defense services are provided by approximately 26 private attorneys – four private attorneys as contractors who generally provide representation in misdemeanor cases, and 22 private attorneys on a roster who provide representation in all other case types.

⁴⁰ MICH. COMP. LAWS ANN. § 780.993(2), (3) (West 2024).

⁴¹ MICH. COMP. LAWS ANN. § 780.993(2), (4), (7) through (16) (West 2024).

⁴² MICH. COMP. LAWS ANN. § 780.993(11) (West 2024).

⁴³ MICH. COMP. LAWS ANN. §§ 780.985(7), 780.989(1)(f), 780.993(5), (6) (West 2024).

⁴⁴ MICH. COMP. LAWS ANN. § 780.993(1) (West 2024).

⁴⁵ MICH. COMP. LAWS ANN. §§ 780.995(3), 780.997(3) (West 2024).

⁴⁶ MICH. COMP. LAWS ANN. § 780.995(4) (West 2024).

⁴⁷ MICH. COMP. LAWS ANN. § 780.995(5) through (7) (West 2024).

⁴⁸ Townships (Ash, Bedford, Berlin, Dundee, Erie, Exeter, Frenchtown, Ida, LaSalle, London, Milan, Monroe, Raisinville, Summerfield, and Whiteford); Cities (Luna Pier, Milan, Monroe, and Petersburg); Villages (Carleton, Dundee, Estral Beach, Maybee, and South Rockwood). See Townships, Cities, & Villages in Monroe County, MONROE COUNTY, <https://co.monroe.mi.us/503/Township-Cities-Villages-in-Monroe-Count>.

IV. 6AC Evaluation Methodology, Budget & Timeline

For Monroe County to meet its right to counsel mandate, it must have a structurally sound system for ensuring that every indigent person receives an effective attorney at every critical stage. The U.S. Supreme Court explained in *United States v. Cronin* that a deficient indigent defense system can cause any lawyer – even the best lawyer – to be ineffective.

Under *Cronin*, the hallmarks of a structurally sound indigent defense system include the early appointment of qualified and trained attorneys who have sufficient time and resources to provide effective representation at every critical stage under independent supervision. These are the constitutional requirements of effective representation, which are consolidated into the American Bar Association's *Ten Principles of a Public Defense Delivery System*.

6AC independently and objectively evaluates indigent defense systems using Sixth Amendment case law and national standards for right to counsel services as the uniform baseline measurements for providing attorneys to indigent defendants, along with the requirements of state, local and federal laws. Although each indigent defense project is tailored to the specific needs of the jurisdiction being evaluated, our evaluations consist of, at a minimum:

- *Legal research and analysis.* Every state has its own substantive and procedural law through its constitution, statutes, rules, regulations, and case law. 6AC independently researches the relevant law of the jurisdiction and analyzes its internal interactions, and its interactions with federal law and national standards, to understand and explain the workings of the indigent defense system being evaluated.
- *Data collection and analysis.* Information about how a jurisdiction provides right to counsel services exists in a variety of forms, from statistical information to policies and procedures. 6AC obtains and analyzes extensive amounts of information.
- *Court observations.* Right to counsel services involve interactions among at least three critical processes: (1) the process a defendant experiences as their case advances from accusation through disposition; (2) the process the appointed attorney experiences while representing each person at the various stages of a case; and (3) the substantive laws and procedural rules that govern the justice system in which indigent representation is provided.
- *Interviews.* No individual component of the justice system operates in a vacuum. Rather, the policy decisions of one component necessarily affect another. Because of this, 6AC conducts interviews with a broad cross-section of stakeholders throughout the state and county.

Using each of these evaluation components, 6AC will provide written findings and recommendations on whether a public defender office is feasible in Monroe County.

TOTAL PROJECT BUDGET			\$50,076.00	
KICK-OFF PHASE			\$7,500.00	
	Expense Category	Projected Expenses		
Background Research & Advance Logistics			\$7,500.00	
	<i>Salaries: 5 days</i>	<i>\$ 7,500.00</i>		
SITE VISIT PHASE			\$24,576.00	
County	Expense Category	Projected Expenses		
Monroe County			\$24,576.00	
4 people @ 3 days	<i>Salaries (on-site & post-visit reporting)</i>	<i>\$ 18,000.00</i>		
	<i>M&IE: 3 days per person @ \$98</i>	<i>\$ 1,176.00</i>		
	<i>Transportation/parking to & from airports: \$80 ea.</i>	<i>\$ 320.00</i>		
	<i>Airfare: @ \$500 ea.</i>	<i>\$ 2,000.00</i>		
	<i>Hotel: 2 nights per person @ \$250 ea.</i>	<i>\$ 2,000.00</i>		
	<i>Rental Cars: 2 cars for 3 days ea. @ \$180 ea. (incl. insurance + gas)</i>	<i>\$ 1,080.00</i>		
REPORT WRITING PHASE			\$18,000.00	
	Expense Category	Projected Expenses		
Follow Up Interviews			\$1,500.00	
	<i>Salaries: 2 days</i>	<i>\$ 1,500.00</i>		
Drafting & Production			\$15,000.00	
	<i>Salaries: 10 days</i>	<i>\$ 15,000.00</i>		

TIMELINE							
2025							
	MAY	JUN	JUL	AUG	SEP	OCT	NOV
Background research							
Legal research & analysis							
Data collection & analysis							
Interviews (virtual & in-person)							
Court obsv. (virtual & in-person)							
Report writing & production							

V. References

1. Lisa Kiem, State Senator of Maine
Lisa.Keim@legislature.maine.gov
(207) 418-2552

Maine was the only state in the country that provided all indigent defense services through private attorneys. Other states have moved away from using solely private attorneys because it

is difficult to predict and contain costs and difficult to provide quality oversight. The Maine Commission on Indigent Legal Services (MCILS) is tasked with overseeing indigent defense services, but undue political interference with MCILS resulted in underfunding. Moreover, MCILS was expected to oversee the representation by, and cost of, nearly 600 attorneys, handling more than 30,000 cases each year in 47 courthouses presided over by approximately 90 justices, judges, and magistrates – all with a staff of just three people.

Based on 6AC technical assistance, in 2018 Maine expanded the number and type of government officials authorized to appoint commission members to MCILS to comport with national standards on independence of the defense function. The same legislation authorized and funded a 6AC evaluation for the Maine Legislative Judiciary Committee.

6AC's 2019 evaluation, *The Right to Counsel in Maine*, recommended that Maine: (a) authorize and fund MCILS at a level sufficient to employ state government attorneys and support staff in a statewide appellate defender office and in a trial level public defender office; (b) enact a statutory ban on all contracts that create financial disincentive to effective representation; and (c) bar communications between prosecutors and unrepresented defendants.

MCILS subsequently banned all flat fee contracting, instituted better financial controls, implemented performance standards, and employed its first ever full-time public defenders to provide representation in rural areas that suffered from lawyer shortages.

2. Tom Boyd, Michigan State Court Administrator
boydt@courts.mi.gov
517-373-0128

Prior to 6AC's involvement, the responsibility for administering and funding trial-level indigent defense services in Michigan was a local government function. State government had no entity dedicated to determining whether the state's obligation to provide effective indigent defense services was being met by its counties and cities, and local government generally fell short of the mark due to excessive caseloads, no supervision, and undue political & judicial interference.

Based on 6AC's technical assistance, a Governor's Advisory Commission issued a 2012 report defining the state's indigent defense system as an "uncoordinated, 83-county patchwork quilt," with each county "dependent on its own interpretation of what is adequate" given limited local funding. In 2013, Michigan enacted a comprehensive legislative package creating the Michigan Indigent Defense Commission (MIDC) empowered to develop, monitor, and enforce standards statewide. Statutorily required standards include independence of the defense function; time sufficiency and workload controls; attorney/client confidentiality; attorney qualification, training, and supervision; and continuous representation. Local governments submit plans on how best to meet MIDC standards. If approved, the state is responsible for covering the difference between existing local funding and the amount to implement the standards.

In the first year of state funding, Michigan augmented local funding by more than double. MIDC standards led 32 of 83 counties to create public defender offices. Pre-reform there were just three public defender offices in the state.

VI. Prior Michigan County Evaluations

1. Oakland County, *Evaluation of Trial-Level Indigent Defense Services in Adult Criminal Cases* (October 2022): [https://6ac.org/wp-content/uploads/2024/02/6AC MI OaklandCountyReport_10272022.pdf](https://6ac.org/wp-content/uploads/2024/02/6AC_MI_OaklandCountyReport_10272022.pdf).
2. Wayne County, *Evaluation of Assigned Counsel Services in The Third Judicial District*, (August 2019): [https://6ac.org/wp-content/uploads/2024/02/6AC mi waynecountyreport_2019.pdf](https://6ac.org/wp-content/uploads/2024/02/6AC_mi_waynecountyreport_2019.pdf).
3. Wayne County, *Evaluation of the State Defender Office of The Metropolitan Justice Center of Southeast Michigan* (April 2018): [https://6ac.org/wp-content/uploads/2024/02/6AC MI waynecountyreport_2018.pdf](https://6ac.org/wp-content/uploads/2024/02/6AC_MI_waynecountyreport_2018.pdf).



Monroe County Community Planning & Engagement Department

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October 21, 2025

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

Re: Wayne State University Opioid Settlement Remediation Assistance to Monroe County

Dear Chairman Vensel and Members of the Board:

The partnership between Monroe County and Wayne State University (WSU) began in 2024 to support the management of Opioid Settlement Funds data with the goal of enhancing long-term program outcomes. Initially supported by a Michigan Department of Health and Human Services (MDHHS) grant, this collaboration has strengthened and evolved into a vital service: WSU now independently collects, analyzes, and interprets data to generate objective outcome assessments. This essential and independent information is crucial for accurately assessing program effectiveness, guiding strategic decisions, and ensuring the credibility and public accountability of settlement funds reporting.

The MDHHS funding to support this work ended on September 30, 2025. To ensure continuity, we discussed what a continued partnership might look like and then asked the WSU Center for Social Work Research to propose a service program to continue their work. Enclosed is their proposal and included is the cost of their services at an annual cost of \$45,800. These services are an allowable cost under Exhibit E of the national settlement agreement. The expenditure falls under the Opioid Remediation Uses, which specifically allow funds for "monitoring, surveillance, data collection, and evaluation of programs." Importantly for continued continuity is the services to be provided would remain with Lead Research Assistant Emily Numbers, whose ongoing work includes data management, performance monitoring, and providing technical assistance to service providers. We are very satisfied with the work of Ms. Numbers and the entire WSU team but have narrowed services to what will be provided by Ms. Numbers to align with the cost and what we feel is most important. This continued engagement is necessary for the county to accurately measure outcomes and drive continuous improvement in its opioid response efforts.

The need for this service is escalating in our view. Monroe County anticipates a significant rise in required oversight, as the Michigan Attorney General's Office and MDHHS along with national defendants are expected to mandate detailed annual outcome reporting on how settlement funds are being utilized. Continuing the WSU partnership ensures the county can meet these heightened accountability demands. More importantly, we want to continue to improve our plan and do so using quality program data collection and evaluation. Therefore, I recommend the Board approve the WSU proposal to secure the continuation of this critical, objective data service.



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I can be reached with questions at (734) 240-3288 or jason_berry@monroemi.org. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads 'Jason Berry'.

Jason Berry
Community Planning & Engagement Department Director



Proposal for Continuation of Evaluation Technical Assistance Services

Background

Since 2024, researchers from the Wayne State University (WSU) Center for Social Work Research have partnered with Monroe County to provide evaluation technical assistance (TA) for opioid settlement-funded programs. These programs are designed to reduce the harms associated with opioid use, strengthen prevention efforts, and expand treatment and recovery support in Monroe County.

As part of this work, WSU has provided evaluation support by:

- Developing performance indicators for opioid abatement strategies;
- Designing reporting strategies and tools for settlement-funded programs;
- Collecting and analyzing data provided from funded programs;
- Offering recommendations to strengthen implementation of abatement strategies;
- Preparing reports for community members and administrators on program outcomes; and
- Convening a multi-agency evaluation team with representation from all funded programs to assist with data collection and progress monitoring.

To date, this work has been funded through a contract with Michigan Department of Health and Human Services (MDHHS) as part of WSU's role in their Technical Assistance Collaborative (TAC). However, due to budget constraints, the TAC will conclude on September 30, 2025. To ensure continuity of evaluation services during this critical stage of program implementation, the Center proposes extending evaluation technical assistance through a direct contract with Monroe County funded through the opioid remediation budget.

Rationale for Continuation

Without dedicated evaluation support, Monroe County programs risk losing the capacity to effectively measure outcomes, limiting opportunities to demonstrate impact and engage in continuous improvement. As settlement-funded programs continue to expand in Monroe County, ongoing evaluation capacity is essential to:

- Demonstrate accountability for the use of settlement funds;
- Identify effective strategies in meeting community needs;
- Provide data-driven insights to improve implementation; and
- Share successful strategies at the state and national levels for effective use of settlement funds.

Contracting with the WSU Center for Social Work Research will ensure continuity of work by retaining research staff member Emily Numbers, who has led technical assistance efforts in Monroe County and is well positioned to carry forward established evaluation plans. This approach is in line with Exhibit E, Schedule A, which permits the use of remediation funds for "evidence-based data collection and research analyzing the effectiveness of abatement strategies within the state" as a core strategy (E-3). Exhibit E, Schedule B further identifies technical assistance for abatement strategies as an approved funding use. The Center's evaluation support also directly aligns with the activities outlined in Section J (E-14).

Proposed Structure

Beginning October 1, 2025, the part-time (0.5 FTE) research position will work 20 hours per week and will be housed in the Center for Social Work Research at the WSU School of Social Work. The position will be supervised by faculty member and Principal Investigator Stella Resko, Ph.D., affiliated with the



Center's Substance Use Research Team. Housing this role within the Center minimizes overhead costs for Monroe County while also ensuring access to faculty expertise and support from members of the Center's Substance Use Research Staff as needed.

Proposed Activities

The position will advance Monroe County's evaluation of settlement-funded abatement strategies through the following activities:

- Identifying and implementing evaluation strategies for key initiatives, domains, and processes;
- Developing data collection templates and reporting methods;
- Monitoring data collection, performance indicators, and outcomes;
- Analyzing and interpreting program-level data;
- Recommending adjustments to strengthen implementation and evaluation efforts;
- Providing technical assistance to individual programs to support evaluation capacity and continuous quality improvement;
- Convening a multi-agency evaluation team to monitor outcomes, address challenges, and build evaluation capacity;
- Participating in Opioid Task Force meetings, as appropriate, to share evaluation updates and recommendations;
- Disseminating findings and recommendations to county administrators and community members through presentations, written reports, or other means;
- Aligning local evaluation efforts with state and national frameworks;
- Supporting research and evaluation efforts through additional responsibilities as needed.

Funding Request

The Center proposes that Monroe County allocate a portion of its opioid settlement budget to fund the research position and sustain evaluation capacity. The estimated cost is \$45,800, which includes salary, benefits, supervision, and indirect costs through the Center for Social Work Research. Estimates are based on standard Wayne State University research staff pay scales and indirect and fringe cost rates.

Item	Cost Estimate
Research Assistant Salary (0.5 FTE, 20 hrs/week)	\$27,500
Supervision & University Admin Support	\$2,102
Fringe/Benefits	\$8,565
Indirect costs (20% indirect cost rate)	\$7,633
Total Requested	\$45,800

Conclusion

Investing in dedicated evaluation technical assistance will ensure that Monroe County maximizes the impact of opioid settlement funding by promoting effective, transparent, and data-driven programming. Continued partnership with WSU's Center for Social Work Research will position the county as a state and national leader in data-driven, accountable responses to the opioid crisis.