

AGENDA
OPERATIONS COMMITTEE
MONROE COUNTY BOARD OF COMMISSIONERS
MONDAY, MAY 13, 2021 at 3:00 P.M.
ELECTRONIC VIDEO/TELECONFERENCE VIA ZOOM MEETING

Pursuant to the County's Declaration of Emergency, this meeting will be held using remote participation via Zoom Meeting.

Public link to meeting is [here](#). Passcode is operations.

By telephone: 1 312 626 6799: Webinar ID: 837 4789 1536 Passcode: 7144513114

Public Comments may be submitted to the Board of Commissioners Deputy Clerk at lisa_sanders@monroemi.org until 1:00 p.m. on Thursday, May 13, 2021 to be included as part of the public record for this meeting. Click [here](#) for the required format.

ASL Interpreters are available by request. Please click [here](#) to request an accommodation. Requests for accommodation must be submitted by 8:00 a.m. on Wednesday, May 12, 2021.

COMMITTEE MEMBERS:

Randy Richardville, Chairman

Mark Brant, George Jondro, Greg Moore, Jr. and David Swartout

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF AGENDA

V. APPROVAL OF MINUTES (April 1, 2021)

VI. COMMITTEE BUSINESS

1. Letter dated April 30, 2021 from Mr. Jim Risinger, outlining a 2021 reorganization plan for Monroe County Youth Center. The Reorganization plan includes reclassifying two (2) Group Leader positions and two (2) Juvenile Detention Specialist positions into two (2) Program Development Leader positions and two (2) Youth Development Specialist positions. No additional appropriation is needed. The cost of the reorganization is included in the Youth Center 2021 budget.

2. Letter dated May 10, 2021, from Ms. Aundrea Armstrong, Human Resources Director submitting one (1) updated County policy for consideration and approval.

a. Policy #601 replaces policy #417, Equal Employment Opportunity

VII. NEW BUSINESS

- VIII. OLD BUSINESS
- IX. CITIZENS TIME
- X. INFORMATION
- XI. COMMISSIONERS TIME
- XII. ADJOURNMENT

MONROE COUNTY BOARD OF COMMISSIONERS
OPERATIONS COMMITTEE MEETING MINUTES
APRIL 1, 2021 AT 3:00 P.M.
ELECTRONIC VIDEO/TELECONFERENCE VIA ZOOM MEETING

- I. The Meeting of the Operations Committee of the Monroe County Board of Commissioners held a regular meeting on April 1, 2021 via electronic video/teleconference via Zoom Meeting pursuant to the State of Michigan's Public Health Orders. Chairman Richardville called the meeting to order at 3:00 p.m. Roll call by Clerk as follows:

PRESENT: Mark Brant, George Jondro, Greg Moore, Jr., Randy Richardville and David Swartout

ABSENT: None

A quorum being present, the Operations Committee was able to conduct business.

- II. Commissioner Moore led the Pledge of Allegiance.

- III. APPROVAL OF AGENDA (04/01/2021)
Motion by Commissioner Swartout, seconded by Commissioner Jondro to approve the April 1, 2021 Agenda as presented.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		
Greg Moore, Jr.		
Randy Richardville		
David Swartout		

Motion carried.

- IV. APPROVAL OF MINUTES (02/08/2021)
Motion by Commissioner Jondro, seconded by Commissioner Brant to approve the February 8, 2021 minutes of the Operations Committee as presented and waive the reading thereof.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		
Greg Moore, Jr.		
Randy Richardville		
David Swartout		

Motion carried.

V. COMMITTEE BUSINESS

1. Letter dated March 26, 2021 from Ms. Colleen Hinzmann, IT Director Health Officer/Director outlining 2021 reorganization plan for Information Technology Department. Reorganization eliminates the Programmer position and creates a Network and Systems Engineer position with funding included the 2021 Information Technology budget.

Ms. Hinzmann explained the reorganization plan. Discussion commenced.

Motion by Commissioner Jondro to recommend to the full Board to approve the 2021 reorganization plan for the Information Technology Department by approving the elimination of the Programmer position and creating the Network and Systems Engineer position with funding included in the 2021 Information Technology budget.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		
Greg Moore, Jr.		
Randy Richardville		
David Swartout		

Motion carried.

2. Letter dated March 29, 2021, from Mr. Michael Bosanac, Administrator/Chief Financial Officer submitting two (2) updated County policies for consideration and approval. Includes a summary matrix of the policies recommended and the suggested updates for each policy.

Mr. Bosanac explained the policies. Discussion commenced.

Motion by Commissioner Jondro, seconded by Commissioner Swartout to accept the communication and recommend to the full board to approve the following updated County policies as presented or with any suggested edits:

- a. Policy 303-Credit Card
- b. Policy 310-Equipment Leasing

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		

Greg Moore, Jr.		
Randy Richardville		
David Swartout		

Motion carried.

VI. NEW BUSINESS – None

VI. OLD BUSINESS –None

VIII. CITIZENS TIME – None

IX. INFORMATION–None

X. COMMISSIONERS TIME –

Commissioner Richardville thanked Colleen Hinzmann for the thorough explanation of the reorganization plan for keeping us safe with cyber-security.

No other Commissioners made comments.

XI. ADJOURNMENT - Motion by Commissioner Brant, seconded by Commissioner Swartout to adjourn. Roll call vote by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		
Greg Moore, Jr.		
Randy Richardville		
David Swartout		

Motion carried. Chairman Richardville adjourned the meeting at 3:23 p.m. with no further business.



MONROE COUNTY YOUTH CENTER

LEARN. GROW. LIVE

April 30, 2021

Mr. Randy Richardville, Chairman
Monroe County Board of Commissioners Operations Committee
125 E. Second Street
Monroe, MI 48161

Re: Monroe County Youth Center Reorganization Proposal

Dear Chairman Richardville and Committee Members:

Over the past several years, research and data has led to significant changes in criminal justice reform. This reform, specifically in the juvenile justice field, has placed a higher priority on creating and using community-based options for juveniles involved with the court rather than secure residential placement.

In order to align our focus and skills to meet the needs of our community and the changing landscape of the juvenile justice field, we will be piloting a community-based program called Enhancing Strengths & Supports (ESS) at the Youth Center. The ESS program is an educational and behavioral support program that is administered through a partnership with the Monroe County Family Court, Monroe County Community Mental Health, and Airport School District. The educational part of the program is supported through partnerships with local school districts. Youth retain their enrollment in their home school district while enrolled in the ESS program. The program operates between the hours of 7 am and 7 pm, Monday through Friday. This is a voluntary program that is offered to youth and families who meet the admission criteria as an alternative to more restrictive interventions such as secure detention.

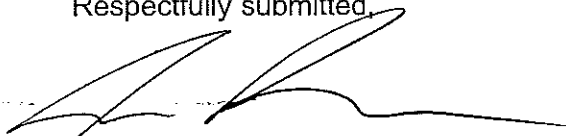
In order to accomplish this we propose to reclassify two (2) Group Leader positions (Grade 9) and two (2) Juvenile Detention Specialist positions (Grade 7) into two (2) Program Development Leader positions (Grade 9) and two (2) Youth Development Specialist (Grade 7) positions for the ESS program. This reclassification would allow us to safely and effectively staff and implement the new pilot program while still maintaining safe and effective staffing of the detention and treatment programs at the Youth Center.

Attached to this communication are the following documents:

- ESS Program Description
- Job descriptions for the new Program Development Leader classification
- Job descriptions for the new Youth Development Specialist classification
- Point factoring for the new positions
- Cost analysis sheet

In summary, this proposal better aligns our resources and staffing to meet the changing needs of the community and provide effective, evidence-based programming to youth and their families involved with the court or who are at great risk of becoming involved with the court. This plan is fully funded within the 2021 Youth Center budget and no additional funds are required.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jim Risinger', with a long horizontal flourish extending to the right.

Jim Risinger
Director, Monroe County Youth Center



ESS PROGRAM

The ESS (Enhancing Strengths and Supports) program is a community-based program designed to support youth and families through education, mental health services, enhancing life skills and improving emotional wellbeing.

**A
COMMUNITY
COLLABORATIVE**

PROGRAM DESCRIPTION:

The ESS program is operated within the Monroe County Youth Center. It is an educational and behavioral support program that is administered through a partnership with the Monroe County Family Court and Airport School District. Monroe County Community Mental Health is also a partner in this collaborative. The educational part of the program is supported through partnerships with local school districts. Youth retain their enrollment in their home school district while enrolled in the ESS program. The program operates between the hours of 7 am and 7 pm, Monday through Friday. This is a voluntary program that is offered to youth and families who meet the admission criteria as an alternative to more restrictive interventions.

ESS OBJECTIVES:

1. Prevent youth who have demonstrated that they are at-risk of becoming delinquent from becoming involved with the juvenile court.
2. Identify youth who are struggling in school and provide proactive support through an alternative learning environment.
3. Assist youth in transitioning back to their school with a renewed goal of obtaining a high school diploma or equivalent.
4. Assist youth and families with developing healthy coping skills and mental and emotional wellbeing in order to strengthen their prosocial connection to their community.

LENGTH OF PROGRAM:

Minimum of 90 days. Maximum of 180 days.

MAXIMUM NUMBER OF YOUTH:

8

CRITERIA FOR ACCEPTANCE TO ESS PROGRAM:

To be eligible for consideration of acceptance to the ESS program, youth and families must meet 2 of the 5 criteria listed below:

1. Youth have been identified by the juvenile court, DHHS or community mental health as being at risk for delinquent behavior OR;
2. Youth have faced school disciplinary action because of chronic truancy or behavioral issues OR;
3. The police have had contact with the youth and/or family in their home within the past 8 months OR;
4. A parent(s) has been in jail within the past year OR;

5. One or more of the following is true:
 - a. There is evidence of substance abuse issues in the home;
 - b. There is evidence of domestic violence in the home;
 - c. There is evidence of lack of basic needs in the home.

REFERRAL PROCESS:

Referrals are made to the ESS program supervisor. Referrals may be submitted by the juvenile court, DHHS, Community Mental Health or school officials. Referrals will be reviewed within 72 hours of being submitted.

All youth and families referred to the ESS program will be interviewed by ESS staff. The interview is completed in order to determine if the family and youth are a “good fit” for the program. Because the program is voluntary and is not court-ordered, it is essential that the family and the youth are committed to the same goals and outcomes identified by the ESS staff.

A JIFF (Juvenile Inventory for Functioning) assessment will be completed after a youth has been accepted to the program in order to get an understanding of how the youth is functioning in 10 different measured domains of life.

DESIRED OUTCOMES:

1. Demonstrable improvement in grades.
2. Demonstrable improvement in completion of assignments.
3. Reported improvement in family dynamics.
4. Reported improvement in life skill activities.

MEASUREMENT OF OUTCOMES:

1. Participation of youth and parents will be evaluated every two weeks. *Youth are expected to attend 4 of 5 days of programming each week. Parents are expected to actively engage with programming (in-person, phone calls, Zoom meetings, etc.) two times weekly.*
2. A formal written review will be conducted every 30 days. *The review will be written by facility staff and input from the school/mental health or juvenile probation department will be solicited. The report will be shared with the youth and the family in order to receive input and feedback.*
3. The JIFF assessment will be re-administered after 90 days.
4. Surveys will be developed to measure parents and youth’s perceptions of the benefits of the program.

ASSESSMENTS UTILIZED:

All youth will be assessed by the JIFF (juvenile inventory for functioning). Other assessments may be conducted as needed.

EDUCATIONAL MATERIALS AND CURRICULUM:

All educational material and curriculum will be provided to students by Airport Community Schools. A representative of Airport school will evaluate and grade each student's work.

[need more here for specifics about education]

LIFE SKILLS AND RECREATION:

All life skills and recreational activities are designed to help students build confidence and self-esteem, improve social relationships and acquire independence. Activities are geared to the following specific areas*:

1. Self-awareness
2. Empathy and sympathy
3. Decision-making
4. Critical thinking
5. Creative thinking
6. Problem-solving
7. Interpersonal relationships
8. Effective communication
9. Stress management
10. Coping with emotion

*The world health organization (WHO) identify these 10 skills as being core life skills.

EXPECTATIONS FOR STUDENTS:

ESS PROGRAM AGREEMENTS:

- Use appropriate language and not profanity.
- Show respect for yourselves and others.
- Respect personal space.
- Follow staff directions.
- Tobacco, vapes, drugs, alcohol and weapons are prohibited.
- Be respectful of ESS facilities and property; do not cause intentional damage.
- Play fairly and be honest.
- Applaud the efforts of others.
- Dress appropriately.
- Follow cell phone guidelines.

- Resolve disagreements in a positive and respectful manner.
- No bullying or putting others down.
- Be respectful of others' ideas.
- Keep everyone safe from sexual abuse or harassment, and immediately report any misconduct.
- No physical altercations.
- When upset, utilize a break or calming technique.

PERSONAL BELONGINGS, LOST, STOLEN AND DAMAGED ITEMS:

All belongings brought to the ESS program are the responsibility of that youth. The ESS program is not responsible for lost, damaged or stolen items. Youth are encouraged not to bring any belongings that are not necessary. Each youth will be assigned a cubby to keep their belongings that are not needed for daily program activities.

USE OF CELL PHONES:

Youth are allowed to bring their cell phones into the ESS program and use them with the following agreements:

- Youth are only allowed to use their cell phones during breaks from school or programming.
- Youth are not allowed to record or take photos while inside the facility without special permissions.
- Cell phone use must not be disruptive to programming or other youth.
- Staff may ask youth to put away cell phones at any time.

DRESS CODE:

- Clothing shall not be disruptive, suggestive or immodest.
- Length of clothing (slacks, shorts, skirts, dresses) must be fingertip length.
- Strapless, see-through, and tops baring midriff, sides, breasts, or back are prohibited.
- Undergarments must not be seen, and female youth must wear a bra.
- Slacks or shorts must be worn at the waist at all times and cannot sag.
- Clothing, buttons, or pins advertising drugs, tobacco, or alcoholic beverages must not be worn. Clothing, buttons, or pins containing obscene or abusive descriptions, pictures or language is prohibited. Clothing, buttons, or pins containing discriminative words, signs or pictures, libelous saying or phrases, are prohibited.
- Youth must have appropriate tennis shoes for the gym.

SEXUAL HARASSMENT:

The ESS program has a zero tolerance policy for any type of sexual abuse or sexual harassment. Zero tolerance means that any type of abuse, harassment or behavior exhibited by a youth or a staff member will be dealt with immediately. Some examples of the types of behavior that will not be tolerated are: flirting, sexually suggestive talk, sexual gestures, any type of touching, or any sexual act.

You must tell a staff member or trusted adult in the facility right away if you feel you have been sexually abused or harassed or if you observe this occurring to another youth or staff. You may report this through writing or just by having a private conversation with a staff member.

If you do not feel comfortable speaking with a staff member, you can also inform your parents/guardians or trusted adult outside the program.

CORRECTIVE ACTION FOR STUDENT BEHAVIOR:

If youth cannot follow the above agreements, staff may send a youth home for the day. If youth are sent home they are not to return to the program until a meeting has been had with ESS staff, youth, parent/guardian, family advocate, and restorative practices coordinator. This meeting will work to create a corrective action plan and reinstate youth into the program as soon as possible. The ESS program and youth have the right to end programming at any time if agreements cannot be met.

INFORMATION FOR PARENTS:

MEDICATION:

Youth are encouraged to leave medication at home unless it has to be taken during program hours. Parents must fill out a medication for stating the medication and time it should be taken. Youth must lock up medication (in the proper prescription bottles) in the medication locker upon arrival to the youth center. When it is time to take medication staff will supervise youth as they take their own medication. Medication will be returned to youth at the end of each day. Youth may carry inhalers with them at all times.

MEDICAL EMERGENCIES:

The ESS program strives to maintain a safe and secure environment. In the event of a medical emergency staff will phone 911 immediately and then call parents or guardians. The ESS program is not responsible for any costs that are associated with medical care and does NOT provide medical insurance for youth.

TRANSPORTATION:

Transportation to and from home to the ESS Program will be provided by the ESS staff; if there is a need for transportation.

DAILY SCHEDULE:

8:00 – 9:00 AM	STUDENT PICK UP
9:00 – 9:30 AM	BREAKFAST/MEET AND GREET/PLAN DAY
9:30 – 10:30 AM	SCHOOL
10:30 – 10:45 AM	SNACK/BREAK
10:45 – 11:30 AM	SCHOOL
11:30 – 12:15 PM	LUNCH/PLAN FOR AFTERNOON
12:15 – 1:15 PM	RECREATION
1:15 – 1:30 PM	SNACK/SET AGREEMENTS FOR ACTIVITIES
1:30 – 2:15 PM	LIFE SKILL ACTIVITY AND REFLECTION
2:15 – 3:00 PM	“ME TIME”
3:00 – 4:00 PM	LIFE SKILL ACTIVITY/RECREATION
4:00 – 5:00 PM	RECREATION/LIFE SKILL ACTIVITY
5:00 – 5:45 PM	DINNER/DAILY REFLECTION
6:00 – 7:00 PM	TRANSPORT HOME

HIRING REVIEW FORM

Department: _____

Vacancy Job Title: _____

Brief Job Description:

Budgeted Position: _____ YES

If YES, are Funds Available? _____ YES * Must be verified by Finance/HR

_____ NO *Must provide Funding Plan, verified by

_____ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

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

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

Completed By: _____ DATE: _____

Human Resources/ Finance Use:

Conclusion:

Finance Reviewer: _____ DATE: _____

HR Reviewer: _____ DATE: _____

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

HIRING REVIEW FORM

Department: _____

Vacancy Job Title: _____

Brief Job Description:

Budgeted Position: _____ YES

If YES, are Funds Available? _____ YES * Must be verified by Finance/HR

_____ NO *Must provide Funding Plan, verified by

_____ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

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

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

Completed By: _____ DATE: _____

Human Resources/ Finance Use:

Conclusion:

Finance Reviewer: _____ DATE: _____

HR Reviewer: _____ DATE: _____

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

Point Factor Analysis

Job Title/ Factors	Education & Experience	Ed/ Ex #	Judgment & Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Programs, Services & Operations	Document Concentration	Work Environment	Total Points	Grade	Grade Point Parameters
Program Development Leader	295	d1	310	240	5	a1	310	90	70	275	40	30	1665	9	1601-1750
Youth Development Specialist	243	c1	250	200	-	-	250	60	60	225	20	40	1348	7	1301-1450

Monroe County Youth Center

Program Development Leader

Department: Youth Center

Wage Grade: 9

FLSA Status: Non-Exempt

Affiliation: POAM

General Summary:

The Enhancing Strengths and Supports (ESS) program is a community-based program designed to support youth and families through education, mental health services, enhancing life skills and emotional wellbeing. Under the general supervision of the Lead Supervisor, performs a variety of functions related to case coordination of youth. This position works in conjunction with the youth's support team and acts as a liaison between court personnel, families and various social and educational providers to provide information and collaboratively plan for youth's individual treatment programs and transition plan for continued services. Responsible for the safety, welfare and security of youth, staff, visitors and the facility, and conducts routine duties associated with daily supervision and interventions with youth. Regularly performs duties associated with Youth Development Specialist position.

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

- Assists in the development of goals as part of the ESS Team, by identifying problem areas based on information obtained from youth, family and assessment tools.
- Works closely with the ESS team, families and/or probation department to assist in the coordination of services and resources needed to reach their full potential as productive, caring and responsible citizens.
- Facilitates communication between youth and their parents/guardians, court representatives and any other approved personnel.
- Attends and participates in team meetings and serves as an advocate for youth as it relates to their progress, and assesses the need for continued services.
- Plans, organizes and directs participation in group recreational activities, physical education activities, life skills, games, and outdoor activities.
- Assists administration and supervisors in directing the workforce in regard to training, programming and daily activities and events.

- Acts as a positive role model and builds professional rapport while counseling youth on decision making. Discusses various matters of concern with youth and serves as an empathetic listener on topics such as family problems, court hearings, school work, and general interpersonal relationships.
- Prepares and maintains progress reports, behavioral summaries, and other records associated with a youth's progress in the program.
- Assists youth with completing school work and offers encouragement within the educational setting. Checks youth's progress and completion of school work while communicating with school liaisons.
- Transports youth daily and accompanies youth to and from the ESS program and approved educational activities.
- Anticipates potential problems using logic and creativity to prevent them or mitigate their effects.

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

Employment Qualifications:

Education and Experience: Bachelor's Degree from an accredited college in the field of Criminal Justice, Social Work, Psychology or related Human Service field.

In lieu of a bachelor's degree, a candidate must possess a minimum of two (2) years of college (equivalent 60 credit hours) in one of the above mentioned fields and two (2) years work experience in a detention/treatment institutional setting working with at risk youth.

Other Requirements:

- Pass a pre-employment drug screen and background check including but not limited to state/national criminal history check, DHS central registry check and professional references.
- Possession of a valid driver's license.
- Must complete Crisis Prevention Intervention (CPI) techniques training within 6 months of employment to prevent serious injury to a youth, self-injury or injury of others after all other means of less restrictive techniques have been exhausted.

Knowledge, Skills, and Abilities:

Knowledge of:

- Youth physical and psychological, and emotional needs;
- Principles and practices of human behavior and performance, individual differences in ability, personality, and interests;

- Group behavior and dynamics, differences in ethnicity, and cultures;
- Basic computer applications related to the job;
- Oral and written English language skills.

Skill in:

- Establishing and maintaining effective working relationships with those contacted in the course of the position;
- Talking/listening to others to convey information effectively;
- Creativity, logic and reasoning to identify barriers to youth success in the community and determine sound solutions;
- Performing effectively under stress;
- Using good reasoning abilities. Sound judgment;
- Monitoring/assessing performance of youth to make recommendations for treatment needs;
- Verbal de-escalation, physical intervention techniques

Ability to:

- Work overtime when necessary;
- Communicate effectively through written and oral communication;
- Observe and understand human behavior;
- Organize and develop appropriate programming and services for youth;
- Work well under pressure, meeting multiple and sometimes conflicting deadlines;
- Work with limited supervision and high motivation.

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

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

- Visual acuity sufficient to read reports and documents and provide visual supervision of youth.
- Hearing ability to use the telephone and other communications systems.
- Ability to drive a county or personal vehicle in the course of the work.
- Sufficient mobility to reach, bend, and stoop to perform security checks and other tasks.
- Ability to walk for extended periods of time throughout the facility.
- Ability to physically intervene with youth, including the ability to pull weight of 75 lbs to 200 lbs when physically intervening to maintain a safe environment.
- Ability to move furniture and/or step on elevated surfaces to perform security checks.

Working Conditions:

- Exposure to physical assault by youth, families, or others.
- Exposure to youth with various states of cleanliness and hygiene – including exposure to communicable diseases and/or bodily fluids.

**Monroe County Youth Center
Youth Development Specialist**

Department: Youth Center

Wage Grade: 7

FLSA Status: Non-Exempt

Affiliation: POAM

General Summary:

The Enhancing Strengths and Supports (ESS) program is a community-based program designed to support youth and families through education, mental health services, enhancing life skills and emotional wellbeing. Under the general supervision of the ESS Lead Supervisor, proactively supports youth involved in the community-based program. Develops trusting, professional and encouraging relationships with youth in efforts to help them achieve educational and personal goals to succeed within the community.

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

- Case management responsibilities that include assessing strengths and areas of need for youth; developing, monitoring and evaluating progress on agreed upon goals and objectives.
- Fosters an environment in which youth feel safe, respected and supported in achieving goals.
- Organizes and implements a range of activities that are fun, instructional, and purposeful while incorporating life skills, improve social relationships, build confidence, self-esteem and acquire independence to function successfully in the community.
- Documents youth participation, struggles, achievements and behaviors in daily progress reports.
- Transports youth daily and accompanies youth to and from the ESS program and approved educational activities.
- Models appropriate behavior, attitude, ethics and morals to provide a framework for expected behaviors of youth.
- Participates in the development of training and programming modules for youth enrichment activities. Presents materials through a variety of methods including written, verbal or visual exercises or activities.
- Assists youth completing school work and offers encouragement within the educational setting. Checks youth's progress and completion of school work while communicating with school liaisons.
- Implements de-escalation strategies, along with mediation and problem solving skills to address conflict or struggles.

- Anticipate potential problems using logic and creativity to prevent them or mitigate their effects.

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

Employment Qualifications:

Education and Experience: Minimum of 30 credit hours from an accredited college in the field of Criminal Justice, Social Work, Psychology or related Human Service field.

Other Requirements:

- Must complete Crisis Prevention Intervention (CPI) techniques training within 6 months of employment to prevent serious injury to a youth, self-injury or injury of others after all other means of less restrictive techniques have been exhausted.
- Pass a pre-employment drug screen and background check including but not limited to state/national criminal history check, DHS central registry check and professional references.
- Possession of a valid driver's license.

Knowledge, Skills, and Abilities:

Knowledge of:

- Group dynamics and the ability to establish trust and cooperation with youth while maintaining an appropriate level of professionalism, assertiveness and leadership;
- Principles and practices of human behavior and performance, individual differences in ability, personality, and interests;
- Group behavior and dynamics, differences in ethnicity, and cultures;
- Basic computer applications related to the job;
- Oral and written English language skills.

Skill in:

- Talking/listening to others to convey information effectively;
- Performing effectively under stress;
- Using good reasoning abilities. Sound judgment;
- Verbal de-escalation, physical intervention techniques;
- Innovative and creative thinking

Ability to:

- Work overtime when necessary;
- Be highly accountable, reliable and prompt with a strong work ethic;
- Communicate effectively through written and oral communication;
- Recognize and observe abnormal behaviors and follow the proper reporting procedures;
- Supervise appropriate programming and services for youth.
- Demonstrate creative, organizational, and project management skills.
- Demonstrate ability to build professional relationships working with youth and their families.
- Deal effectively with youth, including disciplinary action.

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

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

- Visual acuity sufficient to read reports and documents and provide visual supervision of youth.
- Hearing ability to use the telephone and other communications systems.
- Ability to drive a county or personal vehicle in the course of the work.
- Sufficient mobility to reach, bend, and stoop to perform security checks and other tasks.
- Ability to walk for extended periods of time throughout the facility.
- Ability to physically intervene with youth, including the ability to pull weight of 75 lbs to 200 lbs when physically intervening to maintain a safe environment.
- Ability to move furniture and/or step on elevated surfaces to perform security checks.

Working Conditions:

- Exposure to physical assault by youth, families, or others.
- Exposure to youth with various states of cleanliness and hygiene – including exposure to communicable diseases and/or bodily fluids.

ITEM	DATE	Department	Union	Grade	Step	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2021	35610	8	9	9	GROUP LEADER	\$ 48,329	\$ 66,208	\$114,537
ANNUAL BUDGET	2021	35610	8	9	9	GROUP LEADER	\$ 48,329	\$ 63,693	\$112,022
ANNUAL BUDGET	2021	35610	8	7	9	JUVENILE DETENTION SPECIALIST	\$ 41,764	\$ 54,364	\$ 96,128
ANNUAL BUDGET	2021	35610	8	7	9	JUVENILE DETENTION SPECIALIST	\$ 41,764	\$ 54,364	\$ 96,128
						TOTAL BUDGET	\$180,186	\$ 238,629	\$418,815
PROPOSED	2021	35610	8	9	9	PROGRAM DEVELOPMENT LEADER	\$ 48,329	\$ 66,208	\$114,537
PROPOSED	2021	35610	8	9	9	PROGRAM DEVELOPMENT LEADER	\$ 48,329	\$ 63,693	\$112,022
PROPOSED	2021	35610	8	7	9	YOUTH DEVELOPMENT SPECIALIST	\$ 41,764	\$ 54,364	\$ 96,128
PROPOSED	2021	35610	8	7	9	YOUTH DEVELOPMENT SPECIALIST	\$ 41,764	\$ 54,364	\$ 96,128
						TOTAL PROPOSED	\$180,186	\$ 238,629	\$418,815
						TOTAL COST/(SAVINGS)	\$ -	\$ -	\$ -
FINANCE CONCLUSION:									
NO ADDITIONAL APPROPRIATION IS NECESSARY; COST OF RECLASSIFICATIONS ARE INCLUDED IN BUDGET.									



MONROE COUNTY
HUMAN RESOURCES DEPARTMENT

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May 10, 2021

Mr. Randy Richardville, Chairman
Board of Commissioners Operations Committee
125 East Second Street
Monroe, MI 48161

Re: Recommended Policy for Update

Dear Chairman Richardville and Committee Members:

As we continue, our ongoing effort to update current policies, we submit to you Policy #601, Equal Employment Opportunity for consideration by the Committee and subsequently a recommendation to the full Board of Commissioners for approval. This policy replaces existing Policy #417, Equal Employment Opportunity that was last updated in 1999. The proposed amendments are in compliance with the law and covers all protected characteristics under federal and state law.

The updated policy has been drafted in consultation with our labor counsel. We recommend the committee approve the policy as drafted.

Sincerely,

Aundrea Armstrong
HR Director

Section Name: Employee Relations Effective Date: March 23, 1999
Section Number: 400 Date of Revision:
Policy Number: 417
Page: 1 of 2

Subject: Equal Employment Opportunity

1. Purpose: The purpose of this policy is to provide equal opportunity in employment to all employees and applicants for employment.
2. Statement of Policy:
 - 2.1 Discrimination against any person in recruitment, examination, appointment, training, promotion, discipline, retention, or any other aspect of personnel administration because of age, sex, marital status, race, color, height, weight, disability, religion, national origin, or political affiliation, except as otherwise provided by State or Federal law is prohibited.
 - 2.2 This policy applies to all terms, conditions, and privileges of employment and all policies of the County, including hiring, probationary period, training, promotion, transfer, compensation, benefits, layoff and recall, termination, and retirement.
 - 2.3 The County, if required by law, will establish a written affirmative action program to achieve prompt and full utilization at all levels and in all segments of the work force of minorities, the disabled, Vietnam-era or disabled veterans, and women. The results of the program should be reviewed annually and modified as necessary to achieve its objectives.
3. Definitions: None
4. Application: This policy shall apply to all departments and administrative units of Monroe County government.
5. Responsibility: The County Administrator/Chief Financial Officer and the Human Resources Director will have the responsibility of formulating, implementing, coordinating, and monitoring all efforts in the area of equal opportunity.
6. Administrative Procedure: The Human Resource Director's duties include:
 - (a) Assisting management in collecting and analyzing employment data;
 - (b) Developing policy statements, required affirmative action programs, and recruitment techniques designed to comply with the equal employment policies of the County;
 - (c) Complying with various statutory recordkeeping and notice requirements of employment-related statutes and regulations;

- (d) Preparing, if required by state or federal law, an annual review and summary of the County's affirmative action programs and submitting the results achieved under these program to the County Administrator/Chief Financial Officer;
- (e) Assisting supervisory personnel in arriving at solutions to specific personnel problems;
- (f) Serving as liaison between the County and government agencies, equal employment opportunity organizations, and other community groups; and
- (g) Keeping management informed of the latest equal employment opportunity developments.

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated_____,_____.

Section Name: ~~Employee Relations~~

Effective Date: March 23, 1999

Section Number: ~~400- 600~~

Date of Revision: **May 18, 2021**

Policy Number: ~~417~~ **601**

Page: ~~1 of 2~~

Subject: Equal Employment Opportunity

Overview:

The County of Monroe is committed to fostering an inclusive workplace where people are treated with dignity and respect.

Purpose:

The purpose of this policy is to provide equal opportunity in employment to all employees and applicants for employment.

Scope:

- A. This policy applies to all applicants for employment and employees of the County of Monroe.
- B. This policy applies to all terms, conditions, and privileges of employment and all policies of the County, including hiring, compensation, benefits, training, promotion, transfer, layoff and recall, termination, and retirement.

Statement of Policy:

It is the County of Monroe's policy to recruit, hire, compensate, train and promote the most qualified individuals based on merit, qualifications, abilities, and other legitimate, non-discriminatory factor, as determined by management.

- A. No employee or applicant will be discriminated based on one's race, color, religion, national origin, sex, disability or handicap, age, height, weight, veteran status, genetic information, gender identity or expression, sexual orientation, or any other legally protected characteristic.
- B. The County complies with the Americans with Disability Act (ADA), as amended by the ADA Amendments Act (ADAAA), and all applicable state and local fair employment practices law. The County will make reasonable accommodations for qualified individuals with known disabilities unless doing so would impose undue hardship. Individuals with disabilities must make their disability known to the County of Monroe Human Resources department by completing the [Request for Reasonable Accommodation Form](#). Under Michigan law, a written request for accommodation must be submitted within 182 days after the employee knew or should have known that an accommodation is needed.
- C. Any applicant for employment or employees who believe that they have been subject to discrimination, should, and are encouraged to, bring the matter to the attention of the

Human Resources department, by completing the [Discrimination/Harassment Complaint Form](#). The County will promptly investigate the complaints and take appropriate corrective action.

- D. Retaliation against an employee or potential employee who in good faith, makes a complaint or report of discrimination or participates in an investigation of such a complaint or report is prohibited. Incidents of retaliation shall be reported to the Human Resources department.

~~The County of Monroe Discrimination against any person in recruitment, examination, appointment, training, promotion, discipline, retention, or any other aspect of personnel administration because of age, sex, marital status, race, color, height, weight, disability, religion, national origin, or political affiliation, except as otherwise provided by State or Federal law is prohibited.~~

~~The County, if required by law, will establish a written affirmative action program to achieve prompt and full utilization at all levels and in all segments of the work force of minorities, the disabled, Vietnam era or disabled veterans, and women. The results of the program should be reviewed annually and modified as necessary to achieve its objectives.~~

Definitions:

- A. **Discrimination**- Treating an individual adversely in employment based on one's race, color, religion, national origin, sex, disability or handicap, age, height, weight, veteran status, genetic information, gender identity or expression, sexual orientation, or any other legally protected characteristic.

Policy Compliance:

A. **Responsibility**

1. **Employee**: Each employee has the responsibility and obligation to report any act(s) of discrimination.
2. **Elected Officials/Judges/Department Heads**: Shall make all reasonable efforts to ensure no employee is subjected to conduct that constitutes discrimination.
3. **Human Resources**: The Human Resources Director along with every Department Head/ Elected Official/Judge shall have the responsibility for overseeing and implementing this policy.

~~Application: This policy shall apply to all departments and administrative units of Monroe County government.~~

~~Responsibility: The County Administrator/Chief Financial Officer and the Human Resources Director will have the responsibility of formulating, implementing, coordinating, and monitoring all efforts in the area of equal opportunity.~~

Administrative Procedure: None

The Human Resource Director's duties include:

- (a) ~~Assisting management in collecting and analyzing employment data;~~
- (b) ~~Developing policy statements, required affirmative action programs, and recruitment techniques designed to comply with the equal employment policies of the County;~~
- (c) ~~Complying with various statutory recordkeeping and notice requirements of employment related statutes and regulations;~~
- (d) ~~Preparing, if required by state or federal law, an annual review and summary of the County's affirmative action programs and submitting the results achieved under these program to the County Administrator/Chief Financial Officer;~~
- (e) ~~Assisting supervisory personnel in arriving at solutions to specific personnel problems;~~
- (f) ~~Serving as liaison between the County and government agencies, equal employment opportunity organizations, and other community groups; and~~
- (g) ~~Keeping management informed of the latest equal employment opportunity developments.~~

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated May 18, 2021.

Section Name: Employee Relations

Effective Date: March 23, 1999

Section Number: 600

Date of Revision: May 18, 2021

Policy Number: 601

Subject: Equal Employment Opportunity

Overview:

The County of Monroe is committed to fostering an inclusive workplace where people are treated with dignity and respect.

Purpose:

The purpose of this policy is to provide equal opportunity in employment to all employees and applicants for employment.

Scope:

- A. This policy applies to all applicants for employment and employees of the County of Monroe.
- B. This policy applies to all terms, conditions, and privileges of employment and all policies of the County, including hiring, compensation, benefits, training, promotion, transfer, layoff and recall, termination, and retirement.

Statement of Policy:

It is the County of Monroe's policy to recruit, hire, compensate, train and promote the most qualified individuals based on merit, qualifications, abilities, and other legitimate, non-discriminatory factors, as determined by management.

- A. No employee or applicant will be discriminated against based on race, color, religion, national origin, sex, disability or handicap, age, height, weight, veteran status, genetic information, gender identity or expression, sexual orientation, or any other legally protected characteristic.
- B. The County complies with the Americans with Disability Act (ADA), as amended by the ADA Amendments Act (ADAAA), and all applicable state and local fair employment practices law. The County will make reasonable accommodations for qualified individuals with known disabilities unless doing so would impose an undue hardship. Individuals with disabilities must make their disability and need for assistance known to the County of Monroe Human Resources department by completing the [Request for Reasonable Accommodation Form](#). Under Michigan law, a written request for accommodation must be submitted within 182 days after the employee knew or should have known that an accommodation is needed.

- C. Any applicants for employment or employees who believe that they have been subjected to discrimination, should, and are encouraged to, bring the matter to the attention of the Human Resources department, by completing the [Discrimination/Harassment Complaint Form](#). The County will promptly investigate the complaints and take appropriate corrective action.
- D. Retaliation against an employee or potential employee who in good faith, makes a complaint or report of discrimination or participates in an investigation of such a complaint or report is prohibited. Incidents of retaliation shall be reported to the Human Resources department.

Definitions:

- A. Discrimination- Treating an individual adversely in employment based on one's race, color, religion, national origin, sex, disability or handicap, age, height, weight, veteran status, genetic information, gender identity or expression, sexual orientation, or any other legally protected characteristic.

Policy Compliance:

A. Responsibility

- 1. Employee: Each employee has the responsibility and obligation to report any act(s) of discrimination.
- 2. Elected Officials/Judges/Department Heads: Shall make all reasonable efforts to ensure no employee is subjected to conduct that constitutes discrimination.
- 3. Human Resources: The Human Resources Director along with every Department Head/ Elected Official/Judge shall have the responsibility for overseeing and implementing this policy.

Legislative History of Authority for Creation or Revision:

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Revised pursuant to action of the Monroe County Board of Commissioners, dated May 18, 2021.