

OPERATIONS COMMITTEE
MONROE COUNTY BOARD OF COMMISSIONERS
WEDNESDAY, AUGUST 14, 2024 at 4:00 P.M.
125 EAST SECOND STREET — MONROE, MI 48161
(734) 240-7003

COMMITTEE MEMBERS:
Randy Richardville, Chairman
Mark Brant, Greg Moore, Jr., David Swartout and David Vensel

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF AGENDA

V. APPROVAL OF MINUTES (06/26/2024)

VI. COMMITTEE BUSINESS

1. Letter dated July 24, 2024, from Chief Judge Mark Braunlich, 38th Judicial Circuit Court, and letter dated August 7, 2024, from Jeff McBee, Human Resources Director, requesting approval to add one (1) full-time Facilitator/Mediator position and eliminate the funding for one (1) vacant Secretary position effective September 9, 2024. This position would be funded through the Friend of the Court 2024 budget with no additional appropriation needed.
2. Letter dated August 7, 2024, from Chief Probate Judge Cheryl Lohmeyer, 38th Circuit Court, Juvenile Section, Family Division, requesting a reorganization of the juvenile court and all departments that fall within, including probation, the Youth Center, and Enhancing Strengths & Supports (ESS) program. The Child Care Fund new grant cycle will cover all associated costs of the reorganization.
3. Letter dated July 10, 2024, from Jessica Paladino, Monroe County Indigent Defense (MIDC) Managing Attorney, requesting to reclassify the MIDC Coordinator Position from a RYE 10 to a RYE 11 and change the secretary position from part-time to full-time. The requested changes would be funded by the previously approved grant.
4. Letter dated August 8, 2024, from Jason Berry, Community Planning and Engagement Department Director, requesting approval to add one (1) full-time Veterans Services Coordinator position to the Department of Veterans Affairs, pending approval of grant funding for the position from the Michigan Veterans Affairs Agency. This position would be funded 100% by the grant, if approved.
5. Letter dated July 24, 2024, from Jamie Dean, Monroe County Health Department, Health Officer, requesting approval to create a Food Program Coordinator & Standardized Trainer position and reclassify a current Registered Sanitarian to the position effective January 1, 2025. The requested reclassification would be 100% funded within the 2025 Health

Department budget due to increased grant funding from the Michigan Department of Health and Human Services.

6. Letter dated August 8, 2024, from Jamie Dean, Monroe County Health Department, Health Officer, requesting approval to grant one year of prior service credit to nurse candidate, Kathy Hollett. This position would be funded 100% within the current Health Department budget.
7. Letter dated August 8, 2024, from Jamie Dean, Monroe County Health Department, Health Officer, requesting approval to grant four (4) years of prior service credit to nurse candidate, Kathy Audrey Petree. This position would be funded 100% within the current Health Department budget.

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
JUNE 26, 2024 AT 4:00 P.M.

I. The Meeting of the Operations Committee of the Monroe County Board of Commissioners was held in the Board Chambers in the City of Monroe on Wednesday, June 26, 2024. Chairman Richardville called the meeting to order at 4:00 p.m.

II. Roll call by Deputy Clerk, Lisa Sanders as follows:

PRESENT: Mark Brant, Randy Richardville, David Swartout and David Vensel

ABSENT: Greg Moore, Jr.

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

III. PLEDGE OF ALLEGIANCE—Commissioner Richardville led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA (06/26/2024)

Motion by Commissioner Vensel, supported by Commissioner Swartout to approve the June 26, 2024 Agenda as presented.

Voice vote taken. Motion carried.

V. APPROVAL OF MINUTES (04/11/2024)

Motion by Commissioner Brant, supported by Commissioner Swartout to approve the April 11, 2024 minutes of the Operations Committee as presented and waive the reading thereof.

Voice vote taken. Motion carried.

VI. COMMITTEE BUSINESS

1. Letter dated June 17, 2024, from Ms. Jamie Dean, Health Officer/Director, Monroe County Health Department, requesting approval to transition a part-time Public Health Nurse Coordinator to a full-time position and to add two (2) part-time nursing positions to the staff at the Monroe County Health Department (MCHD). The requested positions are 100% funded within the current MCHD budget through the Comprehensive Agreement with Michigan Department of Health and Human Services.

Chairman Richardville read the request into the record and confirmed with Ms. Dean that the funding for these positions are in the Health Department budget.

Motion by Commissioner Vensel, supported by Commissioner Swartout to accept the communication, place it on file, and recommend to the full Board to approve

transitioning a part-time Public Health Nurse Coordinator to a full-time position and to add two (2) part-time nursing positions to the staff at the Monroe County Health Department (MCHD).

Roll call by Clerk as follows:

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

Motion carried.

VI. NEW BUSINESS –None

VII. OLD BUSINESS –None

VIII. CITIZENS TIME – None

IX. INFORMATION–None

X. COMMISSIONERS TIME –
No comments by Commissioners.

XI. ADJOURNMENT – With no further business, Commissioner Richardville adjourned the meeting at 4:01 p.m.



State of Michigan

HONORABLE MARK S. BRAUNLICH
38TH JUDICIAL CIRCUIT COURT JUDGE
COUNTY OF MONROE

July 24, 2024

Commissioner Randy Richardville
Chairman, Operations Committee
Monroe County Board of Commissioners

Request to Fund Additional Facilitator/Mediator Position at Friend of the Court

Dear Chairman Richardville:

As the primary Family Court Judge serving the families of Monroe County, I am writing to request funding for an additional Facilitator/Mediator Position (Rye 13) within the Friend of the Court office.

The Friend of the Court currently has one Facilitator. Michigan Court Rules require the Friend of the Court to implement Alternative Dispute Resolution/Mediation Services to litigants. An additional Facilitator is needed to comply with the requirements of the court rule. More importantly, amicable resolution of family court disputes with the assistance of a trained, certified Facilitator clearly serves the best interests of families by promoting harmony and minimizing discourse that tends to destroy the relationship between parents.

Family Court Facilitators possess unique skill sets as communicators and problem solvers. They are carefully selected then trained to assist parents in reaching their own agreement and compromise without the damage associated with court hearings, testimony against the other and a third-party stranger, namely the Court, deciding what is best for their children.

The additional Facilitator will provide the Family Division of the Circuit Court with another resource for mediation services provided by the Friend of the Court during motion dockets, pretrial hearings and settlement mediations.

Please be reminded that approximately 62% of the Friend of the Court budget is comprised of federal dollars.

The financial impact to the County is significantly outweighed by the benefits realized by promoting co-parenting and strong families in our community.

Favorable consideration of this request will undoubtedly serve and benefit the families and children of Monroe County.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark S. Braunlich".

Honorable Mark S. Braunlich

cc: Michael Bosonac
Aundrea Armstrong
Jeff McBee
Mary Patrice Patrick



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

MONROE COUNTY

HUMAN RESOURCES DEPARTMENT

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

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

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

August 7, 2024

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

Re: Friend of the Court Reorganization

Dear Chairman Richardville and Commissioners:

Please consider this correspondence as a supplement to Chief Judge Braunlich's request to fund an additional Facilitator position within the Friend of the Court, dated July 24, 2024. Through our joint consultation with the Chief Judge and the Friend of the Court, it has been determined that the most appropriate staffing plan going forward is to proceed with the addition of the requested Facilitator position, while simultaneously eliminating the funding for a vacant Secretary position that is currently in the Friend of the Court's funded positions.

The need for an additional Facilitator has been demonstrated based on the volume of mediations and the current staff available to facilitate mediations. Through discussion with the Friend of the Court, it has become apparent that the need for the Secretary position has been eliminated, primarily due to advances in technology and processes previously performed at the county level being transferred to the State.

Based on our financial analysis, the proposed reorganization would result in a combined savings of approximately \$40,000.00 in the Friend of the Court and General Fund 2024 budgets.

Please feel free to contact me with any questions.

Sincerely,

Jeff McBee
Human Resources Director

HIRING REVIEW FORM

Department: Friend of the Court

Vacancy Job Title: Facilitator

Brief Job Description:

Under the direction of the Friend of the Court, serves as a mediator of disputes related to divorce and paternity issues, includes facilitating settlement in divorce and paternity cases and making recommendations to the Family Court Judges on matters that are before the Court.

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.)

The Friend of the Court currently has one Facilitator and with the implementation of MCR 3.224, which requires the Friend of the Court to implement Alternative Dispute Resolution/Mediation services to litigants, an additional Facilitator is needed to comply with the additional requirements under this court rule.

Completed By: Mary-Patrice Patrick

DATE: July 24, 2024

Human Resources/ Finance Use:

Conclusion:

Finance: The requested position is 100% funded within the current Friend of the Court budget due to the elimination of the the indicated position.

HR: HR is in agreement with the addition the Facilitator position and elimination of the funding for the Secretary position.

Finance Reviewer: Sue Maier

DATE: 08/07/2024

HR Reviewer: Jeff McBee

DATE: 08/07/2024

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

Monroe County Facilitator

Department: Friend of the Court

Wage Grade: Rye - 13

FLSA Status: Exempt

Affiliation: Non/Union

General Summary

Under the direction of the Friend of the Court, serves as a mediator of disputes related to divorce and paternity issues, includes facilitating settlement in divorce and paternity cases and making recommendations to the Family Court Judges on matters that are before the Court.

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).*

- Mediates divorce and paternity cases, includes meeting with both parties and/or their attorneys in an effort to resolve the case. Upon the Judge's request, may also meet with the parties at pretrial hearings.
- Responds to inquiries relating to mediation from Investigators and Enforcement Aide.
- Makes written and verbal recommendations on motions before the Court concerning divorce and paternity cases.
- Prepares written recommendations on mediations as requested by the parties or the Judge.
- Prepares required statistical reports.
- Makes final recommendations on child support, alimony, property, pensions, and other issues relating to divorce and paternity.
- Reviews and signs court orders for Friend of the Court as needed.

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: Bachelor's degree in business administration or social work. Master's degree preferred.

Experience: Five years of experience in mediation, preferably in the area of domestic relations.

Other Requirements:

Knowledge of:

- Administrative and clerical procedures and systems such as word processing, use of computer software (MS Word/MS Excel) managing files and records, and other office procedures and terminology.
- Principles and processes for providing customer services and evaluating customer needs.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.

Skill in:

- Using logic and reasoning to identify the solutions, conclusion or approaches to problems.
- Using technology appropriate to the position held.
- Using sound, independent judgment within established policy and procedural guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.

Ability to:

- Listen to and understand information and ideas presented through spoken words and sentences, as well as communicate information and ideas in a way others will understand.
- Work well under pressure, prioritizing critical needs to routine ones.
- Arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
- Apply general rules to specific problems to produce answers that make sense.

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 may require the ability to perform any of the essential functions contained in this description. These may include, but are not limited to, the following requirements. Specific requirements for a job will be identified at the time of employment. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to enter and retrieve information from a computer.
- Ability to access departmental files
- Prolonged periods of sitting while conducting mediations.
- Hearing and speech sufficient to communicate in person or over the telephone.
- Vision to read printed materials as well as a computer screen.

Working Conditions:

Works in office conditions.

Exposure to clients in various emotional states who may be verbally abusive or hostile.

ITEM	DATE	Department	Union	Grade	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2024	14100	union_06	RYE07	ENFORCEMENT AIDE	\$ 49,504	\$ 27,356	\$ 76,860
ANNUAL BUDGET	2024	14100	union_06	RYE07	ENFORCEMENT AIDE	\$ 41,644	\$ 7,377	\$ 49,021
ANNUAL BUDGET	2024	14100	union_06	RYE11	INVESTIGATOR	\$ 68,305	\$ 24,146	\$ 92,451
ANNUAL BUDGET	2024	14100	union_06	RYE11	INVESTIGATOR	\$ 64,913	\$ 18,623	\$ 83,536
ANNUAL BUDGET	2024	14100	union_06	RYE06	SECRETARY	\$ 37,683	\$ 13,836	\$ 51,519
					TOTAL BUDGET	\$ 262,049	\$ 91,338	\$ 353,387
ACTUAL COST	THROUGH 9/8/24	14100	union_06	RYE07	ENFORCEMENT AIDE	\$ 36,099	\$ 11,575	\$ 47,674
ACTUAL COST	THROUGH 4/1/24	14100	union_06	RYE07	ENFORCEMENT AIDE	\$ 12,434	\$ 3,991	\$ 16,424
ACTUAL COST	THROUGH 4/1/24	14100	union_06	RYE11	INVESTIGATOR	\$ 19,928	\$ 6,334	\$ 26,262
ACTUAL COST	THROUGH 9/8/24	14100	union_06	RYE11	INVESTIGATOR	\$ 47,052	\$ 13,077	\$ 60,129
ACTUAL COST	THROUGH 4/9/24	14100	union_06	RYE06	SECRETARY	\$ 2,468	\$ 457	\$ 2,926
					TOTAL ACTUAL	\$ 117,981	\$ 35,434	\$ 153,415
					AVAILABLE BUDGET	\$ 144,069	\$ 55,904	\$ 199,973
PROPOSED	DOH: 9/9/24	14100	union_06	RYE07	ENFORCEMENT AIDE	\$ 12,152	\$ 3,901	\$ 16,053
PROPOSED	PROMO EFFECTIVE 4/10/24	14100	union_06	RYE07	ENFORCEMENT AIDE	\$ 28,645	\$ 9,239	\$ 37,884
PROPOSED	PROMO EFFECTIVE 9/9/24	14100	union_00	RYE13	FACILITATOR	\$ 21,688	\$ 6,210	\$ 27,898
PROPOSED	PROMO EFFECTIVE 4/2/24	14100	union_06	RYE11	INVESTIGATOR	\$ 40,130	\$ 12,468	\$ 52,598
PROPOSED	PROMO EFFECTIVE 9/9/24	14100	union_06	RYE11	INVESTIGATOR	\$ 16,524	\$ 9,122	\$ 25,646
					TOTAL PROPOSED	\$ 119,139	\$ 40,940	\$ 160,079
					TOTAL COST/(SAVINGS)	\$ (24,930)	\$ (14,965)	\$ (39,894)
REMAINING EMPLOYER DB RETIREMENT AND RETIREE HEALTH CARE CONTRIBUTION TO BE TRANSFERRED:							\$ 14,928	
FINANCE CONCLUSION:								
NO BUDGET ADJUSTMENT IS NECESSARY; COST OF POSITION IS INCLUDED IN BUDGET.								
NOTE: SAVINGS IS ALLOCABLE 38% TO GENERAL FUND AND 62% TO FRIEND OF THE COURT FUND.								
ANNUAL PROPOSED	2024	14100	union_06	RYE07	ENFORCEMENT AIDE	\$ 39,607	\$ 28,492	\$ 68,099
ANNUAL PROPOSED	2024	14100	union_06	RYE07	ENFORCEMENT AIDE	\$ 39,607	\$ 14,174	\$ 53,780
ANNUAL PROPOSED	2024	14100	union_00	RYE13	FACILITATOR	\$ 70,684	\$ 19,615	\$ 90,299
ANNUAL PROPOSED	2024	14100	union_06	RYE11	INVESTIGATOR	\$ 53,856	\$ 16,685	\$ 70,541
ANNUAL PROPOSED	2024	14100	union_06	RYE11	INVESTIGATOR	\$ 53,856	\$ 27,902	\$ 81,758



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

August 7, 2024

Randy Richardville, Chairperson
Monroe County Board of Commissioners – Operations Committee
125 E. Second St.
Monroe, MI 48161

RE: 2024 Reorganization Plan- Juvenile Court/Youth Center

Dear Chairperson Richardville and Committee Members:

I am writing to request a reorganization of the juvenile court and all the departments that fall within including probation, the Youth Center and the Enhancing Strengths & Supports (ESS) program. This restructuring and reorganization of positions is necessary due to a recently passed package of bills called "Michigan Justice for Kids and Communities."

Reallocation of funded positions from General Fund

The package of bills establishes a minimum framework of juvenile justice best practices statewide and expands the use of the Child Care Fund (CCF) by increasing the rate of reimbursement for programs that favor community-based supervision over use of secure detention and residential treatment. As such, several positions within juvenile court can be transferred to other funding sources in order to take advantage of the increased funding available through the CCF. Below is a summary of the positions that I am requesting be reallocated to other funding sources.

1. Director of juvenile services/probate court administrator

This position is currently funded by the general fund at 60%. This position can now be funded through the CCF at 75%, saving the county 15% of the cost of this position.

2. Deputy director of juvenile services

This position is currently funded by the general fund at 62.5%. This position can now be funded through the CCF at 75%, saving the county an additional 12.5% of the cost of this position.

3. Two (2) juvenile probation officer positions

These positions are currently funded by the general fund at 100%. These positions can now be funded through the CCF at 75%, saving the county 75% of the cost of these positions.

Youth Center Reorganization

The Youth Center's organizational chart has changed many times as the needs of the facility have evolved over time. I believe that this has resulted in organizational efficiency and conservation of resources. Thus, I ask for such again.

To follow is a short recap of the Youth Center's organizational history. The facility originally employed a director and an assistant director and several shift supervisors who supervised the daily operations. Eventually, the assistant director position was eliminated, and the facility was managed by the director and shift supervisors. In 2013, a reorganization plan was presented to the Board of Commissioners. This plan created two "lead supervisor" positions. This model provided a sustainable structure of management without being "top heavy" with management positions.

In 2021, the court developed a program to address delinquency issues within the community - the Enhancing Strengths and Supports (ESS) program. The program was funded by utilizing existing positions from the Youth Center's allocated budget. This resulted in the ESS program being budget-neutral to the County and provided a lower cost alternative to the expense of secure detention. However, utilizing existing Youth Center positions to support the ESS program resulted in a deficit of leadership positions within the Youth Center.

Now, in 2024, as needs have evolved, the Youth Center would benefit from returning to the organizational structure that served the facility well historically over time. As such, the court is requesting reclassification of two (2) existing positions as follows:

Position #1

Reclassification of one (1) shift supervisor (Grade 12) to one (1) lead supervisor (Grade 13)

When one of the lead supervisor positions was reallocated to the ESS program, the daily management needs of the facility were left to the director and one (1) lead supervisor. This model was only sustainable because the pandemic caused the daily population of detained youth to drop substantially. Now that the daily population has returned to pre-pandemic levels, this model is no longer sustainable. Lead supervisors are responsible for many of the facility's administrative duties as well as the day-to-day supervision of staff and youth. The court is asking to reclassify one (1) position, currently classified as a shift supervisor (grade 12), to a lead supervisor (grade 13).

Position #2

Reclassification of one (1) part-time kitchen coordinator (grade 6) to one (1) full-time kitchen coordinator (grade 6)

Prior to 2014, the facility employed a full-time kitchen coordinator. Historically, this position has been difficult to fill, and the facility eventually utilized other positions within the center to perform the administrative duties associated with managing a commercial kitchen. This is not an ideal model because managing a commercial kitchen requires expertise in food safety and nutrition. The court is requesting that this position be restored. This will place staff members who have expertise in the management of kitchens and food safety in charge of this function and return supervisors to their area of expertise.

Reorganization of Enhancing Strengths and Services (ESS) program

In 2021, the Court developed a community-based educational program called Enhancing Strengths and Supports (ESS.) This program began as a pilot program and was originally supervised and managed through the Youth Center. The goal of the ESS program was to target middle-school aged youth who were at-risk of becoming formally involved with the juvenile court. Now, three years later, the State of Michigan has initiated significant changes to juvenile justice through legislation that strongly incentivizes courts to develop additional community-based programming models. This is because research regarding juvenile crime and adolescent brain development suggests that keeping kids in the community as opposed to locking them up in detention centers is actually far more successful in curbing juvenile delinquency.

The court is seeking to reorganize and restructure our organizational chart in order to place the ESS program under the direction of the court administrator because this program is no longer a branch of the Youth Center and instead, is part of the court's milieu of community-based services.

Reorganizational Plan

The first position would be created by reclassifying a current position.

Position #1

Current position - Lead Supervisor (Rye 13)

Proposed change - Deputy Director of Community-Based Services (Rye 14)

Position #2

The second position would be newly created.

Proposed change – Create one (1) ESS Supervisor (Rye 12)

Proposed Deputy Director of Community-Based Services Summary

The Deputy Director of Community-Based Services will assist the Director of Juvenile Services/Probate Court Administrator with all issues related to the development of community-based programming for youth in our community. In order to expand the capacity of ESS and create other programs like ESS, the court needs an administrative position to be able to focus on program development and expansion rather than direct day-to-day supervision of staff. We believe that by reclassifying Lauren Hanus's position from that of a lead supervisor to a deputy director of community-based services, we can achieve this need.

Proposed ESS Supervisor Summary

In order for the Deputy Director of Community-Based Services position to be successful, the supervisory duties and daily supervision of the ESS program must be delegated to a supervisory position. Therefore, the court requests that a new position, ESS Supervisor (Rye 12), be created to meet this need. As with all programs that involve kids, direct supervision of the staff is essential in order to maintain safety, security and fidelity to the program's goals and objectives.

Summary

The Michigan Legislature passed this historic juvenile justice legislative package because community-based programs are proven to result in better outcomes and sustainable changes in youth's behavior. The court is very proud to have been proactive in this effort when the ESS program was created. It is now time for us to continue the expansion of this work.

The Family and Probate Courts have an enormous "footprint" on our community and must continue to promote evidence-based programming and services for youth and families. The court must also function within a framework of oversight, supervision and accountability to the public through responsible use of our resources. We believe our plan meets all of these obligations. We have been working very hard to ensure that our court succeeds in its vision to achieve outstanding public service while meeting the diverse needs of the community.

Therefore, the court respectfully requests the Operations Committee approve the reorganization plan as submitted and forward to the full Board of Commissioners with a recommendation of approval.

If you have any additional questions, please contact Melissa Strong directly at (734) 240-7350.

Sincerely,



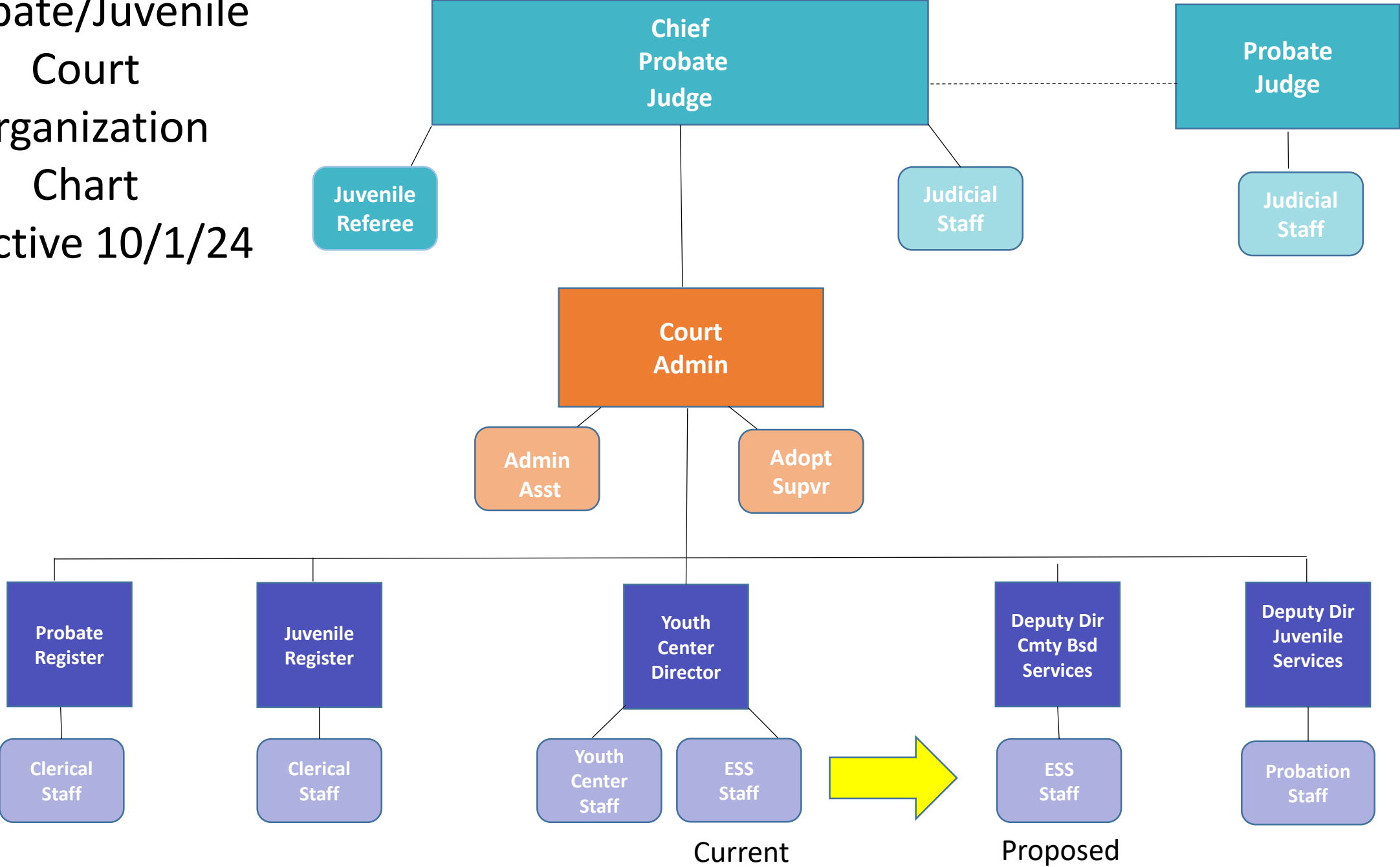
Hon. Cheryl E. Lohmeyer

Chief Probate Judge/Presiding Judge, 38th Circuit Court, Juvenile Section, Family Division

PROBATE/JUVENILE COURT REORGANIZATION PLAN

<u>CURRENT POSITIONS & FUNDING ALLOCATIONS</u>			
PROBATE COURT POSITION 100% General Fund	ENHANCING STRENGTHS & SERVICES 75% Child Care Fund/25% General Fund	PROBATION DEPARTMENT 50% Child Care Fund/50% General Fund	YOUTH CENTER ALL YC POSITIONS 50% Child Care Fund/ 50% General Fund
Position//Grade 2 PROBATE JUDGES 1 COURT ADMIN (17) 60% GF 1 DEP DIR JS (14) 62.5% GF 1 JUVENILE REFEREE (16) 1 ADOPTION SUPERVISOR (12) 1 DIVERSION PO (12) 1 STANDARD PO (12) 1 INTENSIVE/STANDARD PO (12) (25%) 1 PROBATE REGISTER (10) 1 ADMIN ASST (9) 60% GF 2 JUDICIAL ASSISTANTS (8) 1 RECORDER (8) 1 CHIEF DEPUTY PROBATE REGISTER (8) 1 JUVENILE REGISTER (9) 2 JUVENILE CLERKS (6) 2 DEPUTY PROBATE REGISTER (6) 2 P/T BAILIFFS 1 P/T FILE CLERK (4)	Position//Grade 1 LEAD SUPERVISOR (13) 2 PROGRAM DEVELOPMENT LEADER (9) 2 YOUTH DEVELOPMENT SPECIALIST (7) 3 P/T YOUTH DEVELOPMENT SPECIALIST (7)	Position//Grade 1 INTENSIVE PO (12) 100% 1 INTENSIVE/STANDARD PO (12) 75%	Position//Grade 1 COURT ADMIN (17) 40% DIRECTOR (16) DEP DIR JS (14) 37.5% 1 LEAD SUPERVISOR (13) 3 SHIFT SUPERVISORS (12) 1 TREATMENT SPECIALIST (10) 4 GROUP LEADER(9) 2 MIDNIGHT COORDINATOR (8) 7 JUV. DETENTION SPECIALIST (7) 8 P/T JUV. DENTION SPECIALIST (7) 2 THERAPIST (12) 1 OFFICE MANAGER (9) 1 ADMIN ASSISTANT (9) 40% 1 P/T KITCHEN COORDINATOR (6) 1 P/T KITCHEN COOK (4)
<u>PROPOSED PERSONNEL CHANGES (October 1, 2024)</u>			
PROBATE COURT POSITION 100% General Fund	ENHANCING STRENGTHS & SERVICES 75% Child Care Fund/25% General Fund	PROBATION DEPARTMENT 75% Child Care Fund/25% General Fund	YOUTH CENTER 50% Child Care Fund/ 50% General Fund
	1 LEAD SUPERVISOR (13) RECLASSIFY TO: DEP DIR COMMUNITY – BASED SERVICES (14) CREATE: 1 ESS SUPERVISOR (12)		1 SHIFT SUPERVISOR (12) RECLASSIFY TO: LEAD SUPERVISOR (13) 1 P/T KITCHEN COORD (6) RECLASSIFY TO: FULL-TIME KITCHEN COORD (6)
<u>FUNDING ALLOCATION CHANGES (October 1, 2024)</u>			
PROBATE COURT POSITION 100% General Fund	ENHANCING STRENGTHS & SERVICES 75% Child Care Fund/25% General Fund	PROBATION DEPARTMENT 75% Child Care Fund/25% General Fund	YOUTH CENTER 50% Child Care Fund/ 50% General Fund
1 COURT ADMIN (17) 25% 1 DEP DIR JS (14) 0% 1 DIVERSION PO (12) 0% 1 STANDARD PO (12) 0% 1 INTENSIVE/STANDARD PO (12) 0% 1 ADMIN ASST. 75%	1 COURT ADMIN 25%	1 COURT ADMIN 25% 1 DEP DIR JS (14) 100% 1 DIVERSION PO (12) 100% 1 STANDARD PO (12) 100% 1 INTENSIVE/STANDARD PO (12) 100%	1 COURT ADMIN (17) 25% 1 ADMIN ASST (9) 25%

Probate/Juvenile
Court
Organization
Chart
Effective 10/1/24



HIRING REVIEW FORM

Department: Juvenile Court

Vacancy Job Title: Deputy Director of Juvenile Services

Brief Job Description:

Under the general supervision of the director of juvenile services/probate court administrator, the deputy director of community-based programming is responsible for the development, oversight and evaluation of all community-based programs for youth referred to the 38th judicial circuit court. Ensures that all programs adhere to best practices and utilize evidence-based programming.

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.)

The Deputy Director of Community-Based Services will assist the Director of Juvenile Services/Probate Court Administrator with all issues related to the development of community-based programming for youth in our community. In order to expand the capacity of ESS and create other programs like ESS, the court needs an administrative position to be able to focus on program development and expansion rather than direct day-to-day supervision of staff.

Completed By: Melissa Strong, Court Administrator DATE: 8/8/24

Human Resources/ Finance Use:

Conclusion:

Finance: Staff allocation and 292 Funding changes result in a savings to the General Fund. Fund 292 new grant cycle will cover its cost.

HR: The position has been point factored and classified at a Grade 14. HR is in agreement with this request.

Finance Reviewer: Sue Maier

DATE: 8/8/24

HR Reviewer: Jeff McBee

DATE: 8/8/24

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

HIRING REVIEW FORM

Department: Juvenile Court

Vacancy Job Title: ESS SUPERVISOR

Brief Job Description:

Under the general supervision of the deputy director of community-based programming, coordinates and supervises program operations and staff on assigned shifts. Monitors program fidelity to ensure measurable outcomes and student growth.

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.)

In order for the Deputy Director of Community-Based Services position to be successful, the supervisory duties and daily supervision of the ESS program must be delegated to a supervisory position. Therefore, the court requests that a new position, ESS Supervisor (Rye 12), be created to meet this need. As with all programs that involve kids, direct supervision of the staff is essential in order to maintain safety, security and fidelity to the program, goals and objectives.

Completed By: Melissa Strong - Court Administrator DATE: 8/7/24

Human Resources/ Finance Use:

Conclusion:

Finance: Staff allocation and 292 Funding changes result in a savings to the General Fund. Fund 292 new grant cycle will cover its cost.

HR: The position has been point factored and classified at a Grade 12. HR is in agreement with this request.

Finance Reviewer: Sue Maier

DATE: 8/8/24

HR Reviewer: Jeff McBee

DATE: 8/8/24

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

HIRING REVIEW FORM

Department: JUVENILE COURT - PROBATE DEPARTMENT

Vacancy Job Title: KITCHEN COORDINATOR

Brief Job Description:

Under the general supervision of the Youth Center director, oversees the preparation of menus and meals according to the National School Lunch Program (NSLP) regulations in regard to nutrition, calories and other dietary guidelines.

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.)

This position has been difficult to fill but the importance of having a person in charge of a commercial kitchen with the expertise in food safety and nutrition is important to the efficiency of the Youth Center.

Completed By: Melissa Strong, Probate Court Administrator

DATE: 8/7/24

Human Resources/ Finance Use:

Conclusion:

Finance: Staff allocation and 292 Funding changes result in a savings to the General Fund. Fund 292 new grant cycle will cover its cost.

HR: HR is in agreement with this request.

Finance Reviewer: Sue Maier

DATE: 8/8/24

HR Reviewer: Jeff McBee

DATE: 8/8/24

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

MONROE COUNTY

Deputy Director of Community-Based Programming

Department: Probate/Family Court

Wage Grade: Rye- 14

FLSA Status: Exempt

Affiliation: Non-union

General Summary:

Under the general supervision of the director of juvenile services/probate court administrator, the deputy director of community-based programming is responsible for the development, oversight and evaluation of all community-based programs for youth referred to the 38th judicial circuit court. Ensures that all programs adhere to best practices and utilize evidence-based programming. Manages personnel and supervises staff working in community-based programs. Assists in the development of Child Care Fund budgetary issues related to all community-based programs.

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.]*

Essential Functions:

- Responsible for the development and administration of community-based programs for youth administered by the 38th Circuit Court.
- Serves as the court's liaison to community partners to develop and maintain programs that meet the community's needs for prevention, intervention and control of delinquent behavior. Meets with school personnel, parents and other community partners to review and respond to all issues related to the administration of the court's community-based programs.
- Assists in monitoring and developing the annual budget for community-based programs including planning for capital improvements, staffing and/or programming needs. Is responsible for drafting an annual report for all community-based programs.
- Manages personnel functions related to the hiring, supervising and disciplining of staff. Provides significant input for promotional opportunities or the reorganization of staffing needs. Completes employee performance evaluations.

- Is responsible for developing the application criteria and screening process for admission to all community-based programs.
- Develops and maintains all program materials such as handbooks, applications, point sheets and case report data sheets.
- Administers all aspects of day-to-day supervision and personnel matters related to schedules, timesheets, vacation requests and other payroll related issues of staff. Assigns special projects and promotes open communication, teamwork, and facilitates a productive work environment.
- Conducts training and facilitates professional and personal growth opportunities for staff.
- Assists in the development, implementation and dissemination of policies and procedures to ensure compliance with all applicable rules and regulations related to the Child Care Fund, State of Michigan licensing standards, and Michigan Court Rules.
- Facilitates the collection of statistical data, identifies trends and on-going needs of the court and ensures that each service is cost-effective and meets established program goals.
- Ensures quality and completeness of data collection through Bizstream, JIS or any other data management system utilized by the court. Develops a process to regularly audit data entry by staff. Identifies and resolves data entry errors. Provides guidance to staff on compliance with statewide data reporting matters and conducts training as necessary.
- In collaboration with the court administrator and judge/jurists, participates in planning for immediate and long-range court program goals; participates in staff meetings in order to resolve problems and establishes uniform procedures for all community-based programs.
- Manages administrative matters such as managing the technological needs of community-based programs, oversees special projects, and monitors the needs developing and administering training, or providing for staff technical or professional growth.
- Monitors and audits all reports, documentation and files to ensure reports are timely and in compliance with all court procedures and protocol.
- Oversees contracts with outside providers for rented space and serves as the point of contact for physical space providers.
- Utilizes risk/needs assessment instruments and stays current with best practices related to community-based programming needs.

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:

A master's degree from an accredited institution in the field of social work, criminal justice, social services, business or public administration or closely related field human services field and a minimum of two (2) years of experience working for a court or a juvenile justice related environment;

--Or

A bachelor's degree in a related human services field and a minimum of five (5) years of progressively responsible experience in juvenile justice or closely related field or an equivalent combination of education and experience.

Other Requirements:

- Pass a pre-employment physical, drug screen and background check including but not limited to state/national criminal history check, DHHS central registry check and professional references.
- Will be required to complete annual training as scheduled by the court and the County of Monroe.
- Possession of a valid driver's license.

Knowledge of:

- Principles and practices of public and court administration;
- Structure and operations of the juvenile justice system;
- Public and private community resources available to at-risk youth;
- Rules, regulations and requirements of the Child Care Fund, State Court Administrator's Office, Michigan Juvenile Justice Benchbook, and Michigan Court Rules;
- Personnel administration as it relates to hiring, supervising, disciplining and evaluating employees;
- Electronic court and client management software and data analysis, data collection and best practices related to data management;
- Computer software (MS Word, Excel, other database management).

Skill in:

- Speaking with others to convey information effectively and in a manner that promotes teamwork;
- Evaluating budgetary needs of the organization;
- Consideration of pros and cons of potential action to determine the most appropriate action;
- Critical thinking and problem solving. Use of logic and reasoning to identify alternative solutions, conclusions or approaches to problems;
- Motivating, developing and directing people as they work.

Ability to:

- Work with the court and various human service agencies to coordinate services for youth;
- Plan, organize, supervise and evaluate the work of subordinate staff;
- Interpret federal, state and local statutes, standards and regulations pertaining to juvenile justice;
- Develop strategic work plans that promote the professional and operational growth of the organization;
- Make professional and administrative decisions within the framework of employment law and County standards;
- Communicate effectively both orally and in writing;
- Work well under pressure, meeting multiple and sometimes conflicting deadlines;
- Establish and maintain effective working relationships with all stakeholders including staff, youth, their families, law enforcement and community representatives.

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]:

- Ability to lift and carry files weighing up to 20 lbs. to the work area(s);
- Mobility to climb, bend, stoop, carry and work in a normal office setting using standard office equipment;
- Ability to enter and retrieve information from management information systems via a computer;
- Ability to climb ladders to file and retrieve files;
- Ability to access all areas of the courthouse;
- Hearing and visual ability to utilize telephones, computers or other technology;
- Ability to become involved in situations involving hostile youth or members of the public;
- May drive a County or personal vehicle in the course of the work.

Working Conditions:

- Work primarily in an office setting.
- Possible exposure to individuals with various emotional problems and in various states of emotional distress.
- May have occupational exposure to persons with various communicable diseases.

Monroe County

ESS Supervisor

Department: ESS

Wage Grade: Rye-12

FLSA Status: Exempt

Affiliation: Non-Union

General Summary:

Under the general supervision of the deputy director of community-based programming, coordinates and supervises program operations and staff on assigned shifts. Monitors program fidelity to ensure measurable outcomes and student growth. Responsible for ensuring the safety, welfare and security of ESS staff, youth participants, and visitors. Takes full responsibility of all ESS operational issues in the absence of the deputy director.

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.]*

- Supervises the work of all ESS employees, volunteers and contractual staff. Makes shift assignments and oversees all operational issues.
- Supervises and reviews all issues related to behavior management including the approval of disciplinary sanctions of youth participants. Serves as the primary decision-maker in determining disciplinary consequences.
- Assists with the review and development of departmental policies and procedures and assists with the development of all program materials such as handbooks, applications, point sheets and data sheets.
- Evaluates employee performance issues and follows up on job counseling and minor disciplinary issues. Makes recommendations for formal disciplinary action as necessary. Conducts annual employee evaluations.

- Assists in the collection of statistical data, and monitors programming needs to ensure compliance with all applicable rules and regulations related to the Child Care Fund, State of Michigan Licensing standards and Michigan Court Rules.
- Utilizes data management systems utilized by the court to ensure timeliness, accuracy and completeness of all written documentation including critical incident reports, accident reports, and other regulatory related documentation.
- Ensures that ESS employees are following all supervision and security procedures to ensure the safety of all youth participants and staff.
- Assists in planning immediate and long-range needs of the program and makes recommendations for program improvements in order to maintain program fidelity.
- Directs procedures related to emergency situations such as medical issues, weather emergencies, etc.
- Provides orientation of new staff and conducts on-the-job training as assigned.
- Attends administrative meetings as scheduled.
- Completes special projects and assignments as required.

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:

Master's degree from an accredited institution in the field of Criminal Justice, Social Work, Psychology or related Human Service Field;

-OR

Bachelor's Degree from an accredited institution in the field of Criminal Justice, Social Work, Psychology or related Human Service field plus a minimum of two (2) years professional experience working in a juvenile justice institution or related experience in a criminal justice or social services agency.

Knowledge, Skills, and Abilities:

Knowledge of:

- Relevant equipment, policies, procedures and strategies needed for the protection of youth participants and staff;
- Adolescent's physical and psychological, and emotional needs;
- Principles and practices of human behavior and performance, individual differences in ability, personality, and interests;

- Basic computer applications related to the job;
- Oral and written English language skills.

Skill in:

- Identifying and developing strategies to address performance deficiencies in subordinate staff;
- Establishing and maintaining effective working relationships with those contacted in the course of the position;
- Talking/listening to others to convey information effectively;
- Bring others together to reconcile and negotiate problems;
- Performing effectively under stress;
- Using good reasoning abilities. Sound judgment;
- Verbal de-escalation, physical restraint and physical management techniques.

Ability to:

- Communicate effectively through written and oral communication;
- Combine pieces of information to form general rules or conclusions and take appropriate action to address issues as necessary;
- Speak in a manner that clearly conveys expectations;
- Observe and understand human behavior;
- 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.
- May 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.
- Ability to physically restrain youth, including the ability to pull weight of 75 lbs. to 200 lbs. when restraining youth.
- Ability to move furniture and/or step on elevated surfaces to perform security checks.

Other Requirements:

- Pass a pre-employment drug screen and background check including but not limited to state/national criminal history check, DHHS central registry check and professional references.
- Possession of a valid driver's license.

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.
- Possible exposure to individuals with various emotional problems and in various states of emotional distress.

Monroe County Youth Center

Food Service Coordinator

Department: Youth Center

Wage Grade: Rye- 6

FLSA Status: Non-Exempt

Affiliation: POAM

General Summary:

Under the general supervision of the Youth Center Director, oversees the preparation of menus and meals according to National School Lunch Program (NSLP) regulations in regard to nutrition, calories and other dietary guidelines. Ensures compliance with all local, state and federal food safety protocols. Ensures that all kitchen security protocol is observed in terms of counting utensils and locking doors and serving windows.

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.]*

- Plans menus and writes recipes in accordance with NSLP requirements.
- Oversees and coordinates the day-to-day food service operations and ensures compliance with safety and sanitation procedures.
- Modifies and adjusts the menu as necessary for residents with special medically necessary dietary needs.
- Oversees and reviews food and kitchen supply inventory and places inventory orders within budgetary guidelines.
- Maintains necessary temperature logs for freezers, coolers and dry storage areas.
- Documents and records daily food temperature logs for all prepared foods.
- Monitors and reviews stock to ensure “first in” products are used prior to “last in” products.

- Trains and assists kitchen employees in the proper handling of food and the correct use and care of kitchen equipment as well as facility security protocols.
- Oversees the cleaning, and organization and sanitation of the kitchen, storage rooms and coolers/freezers.
- Organizes stock so that it is easily accessible and organized according to proper food storage protocol.
- Plans meals according to the Youth Center daily schedule.
- Ensures that the kitchen is closed properly at the end of each shift and that all equipment is turned off and locked appropriately.
- Prepares special meals for holidays or other occasions at the discretion of the Director.

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: High School graduation or equivalent. Certified in a recognized food safety course or ability to become certified within one year of employment.

Knowledge, Skills, and Abilities:

Knowledge of:

- Safe handling and storage of food products;
- Basic measurements for recipes;
- Proper use of kitchen equipment and maintenance;
- Structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.

Skill in:

- Understanding written sentences and paragraphs in work related documents;
- Communicating effectively in verbally and in writing as appropriate for the needs of the recipient;
- Talking/listening to others to convey information effectively.

Ability to:

- Listen to and understand information and ideas presented through spoken words and sentences;
- Work under the pressure of deadlines;
- See details at close range;
- Utilize time management skills;
- Logic and reasoning to reach conclusions to problems;
- Recognize the needs and concerns of people and to maintain constructive relationships in dealing with them.

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 recipes;
- Hearing ability sufficient to use telephone and two-way radios;
- Ability to lift and move equipment or items weighing up to 40 lbs;
- Ability to walk, bend, stoop, and stand for lengthy periods of time;
- Ability to work in extreme temperatures (stocking cooler/freezer) for short periods of time;
- May drive a County or personal vehicle in the course of the work.

Other Requirements:

- Must be certified or have the ability to become certified in Serv-Safe or equivalent food safety course within one year of employment;
- Must have reached 21 years of age or older at the time of application submission;
- 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.

Working Conditions:

- Works in a 24/7 secure facility primarily in a commercial kitchen environment;
- Possible exposure to upset or irate youth or visitors

Point Factor Analysis

New Grade Structure	Job Title Description	Education and Experience	Ed/Ex #	Judgment and Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Programs, Services and Operations	Document Concentration	Work Environment	Total Points	Grade Point Parameters	Notes and Updates
14	Deputy Director of Community-Based Programming	360	d4/e2	460	360	60	c2	460	130	80	400	40	10	2360	2351-2500	

New Grade Structure	Job Title Description	Education and Experience	Ed/Ex #	Judgment and Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Programs, Services and Operations	Document Concentration	Work Environment	Total Points	Grade Point Parameters	Notes and Updates
12	ESS Supervisor	337	e1/b3	400	300	35	b2	400	120	70	325	40	30	2057	2051-2200	

ITEM	DATE	Department	Union	Grade	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2024	14821	union_13	RYE13	LEAD SUPERVISOR	\$ 78,520	\$ 52,841	\$131,361
ANNUAL BUDGET	2024	14821	union_08	RYE09	PROGRAM DEVELOPMENT LEADER	\$ 52,994	\$ 27,602	\$ 80,596
ANNUAL BUDGET	2024	35610	union_13	RYE12	SHIFT SUPERVISOR	\$ 66,035	\$ 39,171	\$105,206
ANNUAL BUDGET	2024	35610	union_08	RYE06	PT KITCHEN COORDINATOR	\$ 24,331	\$ 2,489	\$ 26,820
					TOTAL BUDGET	\$221,879	\$122,103	\$343,982
ACTUAL COST	THROUGH 9/30/24	14821	union_13	RYE13	LEAD SUPERVISOR	\$ 64,242	\$ 42,218	\$106,459
ACTUAL COST	THROUGH 9/30/24	14821	union_08	RYE09	PROGRAM DEVELOPMENT LEADER	\$ 43,213	\$ 24,577	\$ 67,790
ACTUAL COST	THROUGH 9/30/24	35610	union_13	RYE12	SHIFT SUPERVISOR	\$ 55,000	\$ 32,025	\$ 87,025
ACTUAL COST	THROUGH 9/30/24	35610	union_08	RYE06	PT KITCHEN COORDINATOR	\$ 23,083	\$ 2,361	\$ 25,444
					TOTAL ACTUAL	\$185,537	\$101,180	\$286,718
					AVAILABLE BUDGET	\$ 36,342	\$ 20,923	\$ 57,265
PROPOSED	PROMO EFFECTIVE 10/1/24	14821	union_00	RYE14	DEPUTY DIR CBP	\$ 20,371	\$ 13,569	\$ 33,940
PROPOSED	PROMO EFFECTIVE 10/1/24	14821	union_08	RYE09	PROGRAM DEVELOPMENT LEADER	\$ 11,386	\$ 7,584	\$ 18,970
PROPOSED	PROMO EFFECTIVE 10/1/24	14821	union_13	RYE12	ESS SUPERVISOR	\$ 14,345	\$ 8,180	\$ 22,526
PROPOSED	PROMO EFFECTIVE 10/1/24	35610	union_13	RYE13	LEAD SUPERVISOR	\$ 17,428	\$ 10,237	\$ 27,665
PROPOSED	PROMO EFFECTIVE 10/1/24	35610	union_08	RYE06	KITCHEN COORDINATOR	\$ 9,596	\$ 7,129	\$ 16,725
					TOTAL PROPOSED	\$ 73,127	\$ 46,699	\$119,825
					SUBTOTAL COST/(SAVINGS)	\$ 36,784	\$ 25,776	\$ 62,560
					OTHER CONSIDERATION:			
					292 75/25 SPLIT WITH GENERAL FUND	\$ 16,533	\$ 11,763	\$ 28,296
					292 50/50 SPLIT WITH GENERAL FUND	\$ 7,370	\$ 5,046	\$ 12,416
					STAFF ALLOCATION AND 292 FUNDING CHANGES			\$ 87,790
					TOTAL FUND 292 COST/(SAVINGS)	\$ 23,903	\$ 16,809	\$128,502
					SUBTOTAL GENERAL FUND COST/(SAVINGS)	\$ 12,881	\$ 8,967	\$ 21,848
					STAFF ALLOCATION AND 292 FUNDING CHANGES			\$ (87,790)
					TOTAL GENERAL FUND COST/(SAVINGS)	\$ 12,881	\$ 8,967	\$ (65,941)
FINANCE CONCLUSION:								
STAFF ALLOCATION AND 292 FUNDING CHANGES RESULTS IN SAVINGS TO GENERAL FUND; FUND 292 NEW GRANT CYCLE WILL COVER ITS COST								
ANNUAL PROPOSED	2024	14821	union_00	RYE14	DEPUTY DIR CBP	\$ 82,623	\$ 54,825	\$137,448
ANNUAL PROPOSED	2024	14821	union_13	RYE12	ESS SUPERVISOR	\$ 58,183	\$ 32,883	\$ 91,066
ANNUAL PROPOSED	2024	14821	union_08	RYE09	PROGRAM DEVELOPMENT LEADER	\$ 46,582	\$ 30,495	\$ 77,077
					TOTAL BUDGET	\$187,389	\$118,202	\$305,591

MONROE COUNTY INDIGENT DEFENSE

Managing Attorney
Jessica M. Paladino

Indigent Defense Coordinator
Melanie Young



District Court Attorneys
James Bartlett
Alec Chabalowski
David Michael Bogard

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

July 10, 2024

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

Re: Request to reclassify the MIDC Coordinator Position from a RYE 10 to a RYE 11 & Change of secretary position from part time to full time

Dear Chairman and Members of the Operations Committee,

In December 2019, the County hired a part-time Grant Coordinator for the Indigent Defense Department. Since then, the workload of the Indigent Defense Coordinator has increased significantly. This Board approved changing this position from part time to full time in April of 2023. Since that time, MIDC has adopted Standards 6 and 7 and has increased reporting requirements since Standard 8 was implemented in FY 2024. These increased reporting requirements have added duties and responsibilities to the MIDC Coordinator, justifying this change. The increased cost of this reclassification is included in the FY 2025 grant application, which was approved by the Board on April 16, 2024 and further approved by MIDC on June 28, 2024.

In our FY 2024 grant application, we requested the addition of a part time secretary. That request was approved by this Board in April 2023 and by MIDC in the FY 2024 compliance plan. This position does remain not filled, however, due to increased reporting requirements by MIDC and the adoption of Standards 6 and 7, it is necessary to have a full-time secretary to support the Coordinator and Managing attorney and assist in reporting and compliance. The increased cost of this position from full time to part time is included in the FY 2025 grant application, which was approved by the Board on April 16, 2024 and further approved by MIDC on June 28, 2024.

We are requesting the approval of the Operations Committee on this matter and a recommendation to the full board.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to be 'JMP', written in a cursive style.

Jessica M. Paladino
Monroe County Indigent Defense Department
Managing Attorney

HIRING REVIEW FORM

Department: Indigent Defense Department

Vacancy Job Title: Indigent Defense Coordinator

Brief Job Description:

The Indigent Defense Coordinator is responsible for assigning cases, tracking assigned cases, gathering data for reporting to MIDC, submitting quarterly reports to the MIDC, receiving invoices from roster attorneys and processing those invoices with finance, fielding phone calls from indigent defendants and their family members, and performing general administrative tasks.

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.)

This position is currently a Grade 10 position. The request is to increase the classification to a Grade 11. This change is due to increased reporting and compliance requirements due to the recent adoption of Standards 6,7, & 8. This cost is included in the Grant application approved by the Board on April 16, 2024 and has been approved by MIDC on June 18, 2024.

Completed By: Jessica Paladino

DATE: 7-10-24

Human Resources/ Finance Use:

Conclusion:

Finance: Reclassification would be funded through by the grant.

HR: The updated job description has been point factored and classified as a grade 11.

Finance Reviewer: Sue Maier

DATE: 7-12-24

HR Reviewer: Jeff McBee

DATE: 7-12-24

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

HIRING REVIEW FORM

Department: Indigent Defese Department

Vacancy Job Title: Indigent Defense Secretary (Part Time)

Brief Job Description:

The Indigent Defense Coordinator is responsible for assigning cases, tracking assigned cases, gathering data for reporting to MIDC, submitting quarterly reports to the MIDC, receiving invoices from roster attorneys and processing those invoices with finance, fielding phone calls from indigent defendants and their family members, and performing general administrative tasks.

Budgeted Position:

☒ YES

If YES, are Funds Available?

☒ YES

* Must be verified by Finance/HR

☐ NO

*Must provide Funding Plan, verified by

☐ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

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

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

Due to increased reporting requirements by MIDC and the adoption of Standards 6, 7, & 8, it is necessary to have a full-time secretary to support the Coordinator and Managing attorney and assist in reporting and compliance. The increased cost of this position from full time to part time is included in the FY 2025 grant application, which was approved by the Board on April 16, 2024 and further approved by MIDC on June 28, 2024.

Completed By: Jessica Paladino DATE: 7-10-24

Human Resources/ Finance Use:

Conclusion:

Finance: The transitioning of this position would be funded through by the grant.

HR: HR is in agreement with the request.

Finance Reviewer: Sue Maier DATE: 7-12-24

HR Reviewer: Jeff McBee DATE: 7-12-24

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

Indigent Defense Coordinator

Department: Indigent Defense Department

Wage Grade: Rye-11

FLSA Status: Non-Exempt

Affiliation: Non-Union

GENERAL SUMMARY:

Under the direction of the Managing Attorney is responsible for assisting in the administration of the indigent defense system in Monroe County. Support efforts to ensure that indigent adult defendants receive legal representation in accordance with the system plan and current standards in criminal proceedings. Responsible for assisting in the management of roster of attorneys, payments to attorneys and other contractors for professional services, reviewing information and reporting to the Michigan Indigent Defense Commission (MIDC) and performing other duties associated with the provision of indigent criminal defense services and standards of the MIDC.

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. 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]*

- Manages the Monroe County indigent defense grant and compliance plan. Responsible for monitoring of the budget, planning, and preparation of the annual grant for submission. Responsible for data collection and analysis from multiple sources. Prepare and submit quarterly reports to MIDC via EGrams software.
- Continually analyze data and monitor budgets to assess compliance and suggest ways to improve performance.
- Ensures necessary annual training is completed and collects data on progress of professional development of roster attorneys.
- Assist Managing attorney with identification of attorneys and maintenance of a roster of attorneys that are qualified to accept assignments based on experience level.
- Assign cases to attorneys based on qualifications and case type.
- Attend continuing educational and training seminars on new MIDC standards. Attends conferences and seminars to stay current on administrative techniques regarding indigent defense requirements.
- Maintain list of eligible experts and investigators for attorney use. Negotiate rates with listed contractors.

- Reviews and processes vouchers for payment to assigned attorneys, investigators, experts and other expenditures associated with particular cases. Collects data from invoices and other information sources used in reporting to the MIDC on quarterly or other determined schedule.
- Coordinate in person trainings for attorneys and maintain list of trainings and educational opportunities for attorneys.
- Create and community engagement and attorney recruitment initiative plan. Research and attend events for community stakeholders and recruitment events to locate interns and roster attorneys. Department representative to community organizations.
- Performs other duties as directed.

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

Education: Bachelor's Degree in criminal justice, public administration, business administration or related field.

Experience: Two to three years of administrative experience in as administrative assistant or in managing programs or services.

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

Other Qualifications:

- Valid Vehicle Operator's License.

Knowledge of:

- Public management techniques involved in budgeting, personnel administration and resource management, and the ability to identify and implement new practices.
- The principles and practices of court proceedings or demonstrated record of attaining requisite knowledge of other proceedings from work history.

Skill in:

- Assembling and analyzing data, preparing comprehensive and accurate reports, and formulating policy and service recommendations.
- Effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.
- Using sound, independent judgment.

- Being proactive with improvements and concerns related to job duties.
- Developing new service delivery methods/models.
- Use of office equipment and technology, including Microsoft Suite applications and the ability to learn data base software utilized in court administration.

Ability to:

- Establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contracted criminal defense attorneys to the County, representatives of other governmental units and the courts, professional contacts, elected officials, and the public.
- Assess situations, solve problems, work effectively under stress, and within deadlines.
- Analyze complex data and exercise sound judgment.
- Attend meetings scheduled at times other than normal business hours.
- Work independently and set priorities to meet deadlines and to also work well in a team environment.

Physical Demands and Work Environment: *[The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions]*

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

Working Conditions:

Works in office conditions.

New Grade Structure	Job Title Description	Education and Experience	Ed/ Ex #	Judgment and Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Programs, Services and Operations	Document Concentration	Work Environment	Total Points	Grade Point Parameters	Notes and Updates
10	Indigent Defense Coordinator	337	d3	340	280	30	b1	340	110	80	300	40	5	1862	1751-1900	Current

11	Indigent Defense Coordinator	337	d3	370	300	30	b1	370	110	80	300	40	5	1942	1901-2050	Proposed
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ITEM	DATE		Department	Grade	WAGES	FRINGES	TOTAL
CURRENT POSITION	10/1/24-9/30/25	INDIGENT DEFENSE COORDINATOR	28100	RYE10	\$ 55,791	\$ 32,461	\$ 88,251
CURRENT POSITION	10/1/24-9/30/25	SECRETARY-PART TIME	28100	RYE06	\$ 20,227	\$ 1,927	\$ 22,155
		COST OF CURRENT POSITIONS			\$ 76,018	\$ 34,388	\$ 110,406
PROPOSED POSITION	10/1/24-9/30/25	INDIGENT DEFENSE COORDINATOR	28100	RYE11	\$ 60,294	\$ 33,300	\$ 93,594
PROPOSED POSITION	10/1/24-9/30/25	SECRETARY-FULL TIME	28100	RYE06	\$ 42,146	\$ 28,145	\$ 70,291
PROPOSED POSITION	10/1/24-9/30/25	2 INTERNS	28100	TEMP	\$ 59,400	\$ 5,660	\$ 65,060
		COST OF PROPOSED POSITIONS			\$ 161,840	\$ 67,105	\$ 228,945
FINANCE CONCLUSION:							
RECOMMEND APPROVAL OF THE PROPOSED CHANGES.							
THE PROPOSED CHANGES HAVE BEEN APPROVED AND FUNDED BY THE GRANT FOR THE PERIOD OF 10/1/24-9/30/25.							
THE GENERAL FUND REQUIRED CONTRIBUTION IS NOT AFFECTED BY THESE CHANGES.							



Monroe County Community Planning & Engagement Department

965 South Raisinville Road, Monroe, Michigan 48161

Telephone: 734-240-7375 • Fax: 734-240-3286 •

www.co.monroe.mi.us/planning

August 8, 2024

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

Re: Request for Approval to Hire a Full-Time Veteran Service Coordinator.

Dear Chairman Richardville and Commissioners:

This letter serves as a request for approval to hire a full-time Veteran Service Coordinator pending the outcome of a grant recently submitted. The Community Planning & Engagement Department has submitted a FY25 County Veteran Service Fund grant application to Michigan Veterans Affairs Agency. The grant dollars are intended to enhance and improve county veteran service operations in an effort to connect veterans to their benefits and provide consistent access to services throughout the state.

The Monroe County Department of Veteran Affairs Department desires to place a Veteran Service Coordinator in a full-time role in order to support a growing need for veteran services observed in recent years. Of the 9,200 veterans residing in Monroe County in 2023, in-person services were given to 758 individuals and 3,622 people were provided services over the phone. The staff's workload was consistently high and veterans were frequently placed on a waitlist for services.

A full-time position will provide additional time to assist eligible veterans, service members, dependents, or survivors in obtaining health, financial, or memorial benefits. Moreover, staff will be able to engage in community outreach programs aimed at veterans in Monroe County. In addition to providing more veteran services, there will be added time to coordinate other program necessities, monitor compliance with policies and procedures, and focus on excellent program performance and quality assurance.

The cost needed to fund a full-time Veteran Service Coordinator is \$80,832.00. If the full request of the grant is approved by the Michigan Veterans Affairs Agency, the salary and benefits of the full-time Veteran Service Coordinator will be completely funded. In subsequent years, additional grant funds will be sought after, however, available funds will be contingent upon appropriation funding.

If you have any questions about this request, you may contact me at (734)240-3288 or email me at: jason_berry@monroemi.org

Thank you in advance for your consideration.

Sincerely,

Jason Berry
Community Planning & Engagement Department Director

HIRING REVIEW FORM

Department: Community Planning and Engagement

Vacancy Job Title: Veterans Service Coordinator

Brief Job Description:

Connect veterans with the Veteran Affairs (VA) system and walk them through the entire process of obtaining eligible benefits and support for emergency needs.

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.)

The Monroe County Department of Veteran Affairs Department has noticed a rising trend in recent years with veterans seeking assistance in obtaining eligible benefits and support for emergency needs. This includes filing VA claims for survivors and spousal benefits, aid and attendance, caregiver program, homebound allowance, VA pensions, VA burial benefits, and disability compensation. The current staffs availability is maximized from a high workload. This has caused veterans to regularly be placed on a waitlist for services.

Completed By: Jason Berry

DATE: 8/8/24

Human Resources/ Finance Use:

Conclusion:

Finance: No additional appropriation is necessary upon grant approval.

HR: HR is in agreement with this request upon grant approval.

Finance Reviewer: Sue Maier

DATE: 8/8/24

HR Reviewer: Jeff McBee

DATE: 8/8/24

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

ITEM	DATE	Department	Union	Grade	Step	Classification	WAGES	FRINGES	TOTAL
PROPOSED	10/1/24-12/31/24	68200	union_00	RYE09	1	VETERANS AFFAIRS COORDINATOR	\$11,386	\$ 7,284	\$18,670
PROPOSED	1/1/25-9/30/25	68200	union_00	RYE09	1	VETERANS AFFAIRS COORDINATOR	\$36,182	\$ 25,980	\$62,161
						TOTAL GRANT COST	\$47,568	\$ 33,264	\$80,832
FINANCE CONCLUSION:									
NO ADDITIONAL APPROPRIATION IS NECESSARY; COST OF POSITION IS 100% GRANT FUNDED.									
NOTE GRANT PERIOD IS 10/1/24-9/30/25.									
ANNUAL PROPOSED	10/1/24-9/30/25	68200	union_00				\$47,568	\$ 33,264	\$80,832

July 24, 2024

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

Re: Request to create a Food Program Coordinator & Standardized Trainer Job Description & Reclassify Current Employee

Dear Chairman Richardville and Commissioners:

The Monroe County Public Health Department (MCHD) is requesting your recommendation to create a Food Program Coordinator & Standardized Trainer job description and reclassify a current Registered Sanitarian staff member into the position. The Michigan Department of Health and Human Services (MDHHS) and Michigan Department of Agriculture & Rural Development (MDARD) have dedicated additional funding to MCHD which will cover the cost of the proposed reclassification. We are requesting to reclassify this position effective January 1, 2025.

The responsibilities and requirements of local health departments related to the food program have become increasingly more demanding and complex over time. The tasks and duties assigned to the current responsible employee are not included in any existing Monroe County job description. MCHD is requesting the implementation of a new job description that will accurately reflect the current duties while maintaining the functions of the Registered Sanitarian job description.

No additional appropriation is required. The requested reclassification will be 100% funded within the 2025 Health Department budget due to the increased grant funding distributed to the Health Department through our Comprehensive Agreement with MDHHS.

Thank you for your consideration of this request and please contact me with any questions or need for additional information.

Sincerely,

Jamie R. Dean

Jamie Dean, BS, MSED
Health Officer/Director
Monroe County Health Department

HIRING REVIEW FORM

Department: Health Department

Vacancy Job Title: Food Program Coordinator & Standardized Trainer

Brief Job Description:

Under the supervision of the Environmental Health Director, reviews plans, blueprints and specifications for construction of new or modification of existing food facilities. Provides QA/QC for food program. Coordinates enforcement hearings/actions. Ensures safety compliance with applicable laws.

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.)

MCHD is required by law to maintain a comprehensive food program to protect the health of the public. State accreditation and programmatic changes have increased the responsibilities of health departments related to food safety. Establishment of the new job description and reclassification of the employee will accurately reflect the duties and responsibilities currently being completed by our employee classified as a Registered Sanitarian.

Completed By: Jamie Dean DATE: 07-24-2024

Human Resources/ Finance Use:

Conclusion:

Finance: The requested position would be 100% funded within the 2025 Health Department budget with available grant funding.
HR: The position has been point factored and classified at a Grade 12. HR is in agreement with this reclassification.

Finance Reviewer: Sue Maier DATE: 8/5/24
HR Reviewer: Jeff McBee DATE: 8/5/24

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

**Monroe County
Food Program
Coordinator and
Standardized Trainer**

Department: Public Health

Wage Grade: Rye - 12

FLSA Status: Non-Exempt

Affiliation: Non-Union

GENERAL SUMMARY:

Under the supervision of the Environmental Health Director, inspects food facilities in the county to ensure safety compliance with federal, state and county health laws. Reviews plans, blueprints and specifications for construction of new or modification of existing facilities. Investigates complaints related to foodborne illness. Provides QA/QC for the entire food program. Coordinates enforcement hearings/actions. May supervise other employees in the absence of the Environmental Health Director.

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.]*

- Provide food safety training for new employees, including completing at least 30 joint inspections with each new sanitarian.
- Provide certified food manager training course at the Monroe County Community College.
- Provide each staff inspector with two joint inspections per year.
- Provide QA/QC review of the inspections that staff perform at food service facilities.
- Point of contact for food establishment and prospective food establishment owners/operators; this includes answering questions or concerns about food safety and facility construction for existing and proposed facilities.
- Provide plan review for prospective food establishments.
- Provide foodborne illness assessments, including but not limited to complainant interview/assessment, environmental assessment of suspected food establishments if likely source of illness, coordinate with CD staff in the event of outbreak, coordinate food/environmental sampling with the State of Michigan if necessary, etc.
- Complete annual training with the State of Michigan Department of Agriculture and Rural Development to maintain standardized trainer qualifications.
- Assist with the preparation and review of accreditation materials for accreditation cycles.
- Point of contact for staff to ask questions during food inspections.
- Provide outreach to non-profit groups (churches, 4-H, fundraising groups such as Relay for Life or THANKS) to assist with ensuring food safety prior to the start of their event.

- Point of contact for Environmental Health Software Program related to food inspection issues/concerns. Complete virtual meetings with Software Program staff to work through necessary changes/fixes to the program.
- Assist with licensing, including but not limited to performing pre-opening inspections of new or change of owner facilities, processing license applications, and communicating with facilities on license status near the end of the licensing period.
- Collaborate with other standardized trainers across the State of Michigan with questions or concerns that are raised in different portions of the state to develop consistency among all inspectors in Michigan.
- Coordinate enforcement hearings and enforcement actions against food establishments.
- Performs a variety of office activities such as the preparation of reports on activities. Recommends action to the Environmental Health Director in cases where conditions exist that may be injurious to public health.
- Develops and writes environmental health food program policies, procedures, and codes for staff review.
- May train and consult with other Sanitarians and Registered Sanitarians.
- May supervise other employees in the absence of the Environmental Health Director.
- During a public health emergency, may be required to report for specialized duties or perform emergency response roles, inside or outside Monroe County.
- ***Also assumes the responsibilities and essential functions as described in the role of a Registered Sanitarian.***

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

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

Education:

Possession of a Bachelor's Degree in Environmental Health or a related field.

Experience:

Three years of experience as Registered Sanitarian or Registered Environmental Health Specialist.

Licenses & Certifications:

Possession of current registration as a Sanitarian in the State of Michigan or possession of current registration as an Environmental Health Specialist by the National Environmental Health Association
Possession of a valid driver's license.

Other Requirements:

Knowledge of:

- Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules and the democratic political process
- Plant and animal organisms, their tissues, cells, functions, interdependencies and interactions with each other and the environment
- The chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo including chemicals and their interactions, danger signs, production techniques and disposal methods
- Department mission, vision, goals, and objectives to carry out assignments
- Principles and processes for providing customer and personal services including customer needs, meeting quality standards for services and evaluation of customer satisfaction

Skill in:

- Communication with management, clients, and co-workers
- Active listening, asking appropriate questions, taking time to understand and not interrupting others
- Talking to others to convey information effectively
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Using scientific rules and methods to solve problems
- Understanding the implications of new information for both current and future problem-solving and decision-making
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions
- Computer applications such as EH Software, Google docs, calendar, etc.

Ability to:

- Communicate information and ideas in speaking so others understand
- Apply general rules to specific problems to produce answers that make sense
- Communicate information and ideas in writing so others understand
- Combine pieces of information to form general rules or conclusions
- Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem
- Identify when something is wrong or is likely to go wrong
- Arrange items or actions in a certain order according to set rules

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

Ability to walk over uneven terrain to inspect proposed subdivisions, campgrounds, and building sites.
Ability to carry heavy items including equipment over uneven terrain.
Ability to climb up and down ladders to gain access to heating and ventilation systems.
Ability to climb up and down ladders to enter basements, crawl spaces, and attics.
Ability to use augers to bore holes through heavy, dry soils.
Ability to crawl in crawl spaces and under houses to inspect plumbing and well construction.
Ability to bend, stoop, and kneel to inspect food service establishments, sewage treatment systems, water well construction sites, and other locations.
Ability to enter and access information using a computer.
Vision to read printed materials as well as a computer screen.
Hearing and speech sufficient to communicate in person or through the telephone.

Working Conditions:

Works outside in various types of weather conditions.
Exposure to environmental hazards during course of investigations.
Works with hostile individuals during the course of investigative/enforcement functions.
May be called on at any time to respond to emergency situations.

Point Factor Analysis

New Grade Structure	Job Title Description	Education and Experience	Ed/ Ex #	Judgment and Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Programs, Services and Operations	Document Concentration	Work Environment	Total Points	Grade Point Parameters	Notes and Updates
12	Food Program Coordinator	337	d3	400	320	5	a1	400	110	80	350	40	30	2072	2051-2200	

ITEM	DATE	Department	Union	Grade	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2025	60104	union_00	RYE11	REGISTERED SANITARIAN	\$67,330	\$ 54,482	\$121,812
PROPOSED	EFFECTIVE 1/1/25	60104	union_00	RYE12	FOOD PROGRAM COORDINATOR	\$70,907	\$ 56,253	\$127,160
					TOTAL COST/(SAVINGS)	\$ 3,578	\$ 1,771	\$ 5,349
FINANCE CONCLUSION:								
FUND HAS SUFFICIENT FUND BALANCE TO ABSORB ANTICIPATED COST.								
ANNUAL PROPOSED	2025	60104	union_00	RYE12	FOOD PROGRAM COORDINATOR	\$70,907	\$ 56,253	\$127,160

August 8, 2024

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

Re: Request for Approval to Grant Prior Service Credit – K. Hollett

Dear Chairman Richardville and Commissioners:

This letter serves as a request for approval to grant one year of prior service credit to a new nurse at the Monroe County Health Department (MCHD).

MCHD would like to offer part-time employment as a Public Health Nurse to Ms. Kathy Hollett, with a starting wage at Step 2 on the base wage schedule of the Technical, Professional and Officeworkers Association of Michigan Nurses union contract. Kathy will be joining the staff of MCHD on August 27, 2024. Kathy brings over 30 years of nursing experience which will be a tremendous asset to the agency as we deliver comprehensive public health services to the residents of Monroe County. Her experience fills the contract requirement which will qualify her for the increase in starting wage.

Ms. Hollett is filling an open vacancy in the department. The position is 100% funded within the current Health Department budget due to the increased grant funding distributed to the Health Department through our Comprehensive Agreement with MDHHS.

Thank you for your review of this request and please contact me with any questions or need for additional information.

Sincerely,

Jamie R. Dean

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



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

MONROE COUNTY

HUMAN RESOURCES DEPARTMENT

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

Sarah A. Boden
Human Resources Coordinator
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Sierra Masson
Human Resources Assistant
Telephone (734) 240-7301
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August 8, 2024

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

Re: Kathy Hollett Credit for Service

Dear Chairman Richardville and Commissioners:

Pursuant to the Technical, Professional and Officeworkers Association of Michigan (TPOAM) Nurses current collective bargaining agreement:

"New hires may be granted up to four years prior service credit for purposes of initial placement on the Wage Schedule. All experience for which prior service credit is granted must be directly related to the employment qualifications, duties and responsibilities of the job classification for which the employee is being hired and must be submitted in writing to the County Administrator/ CFO prior to the employee being hired. The County Administrator / CFO shall submit his recommendation to the County Board for approval."

Following a review by Human Resources and the County Administrator / CFO of Ms. Hollett's employment qualifications, we concur with the Heath Officer's recommendation to place Ms. Hollett at Step 2 of the TPOAM Nurses base wage schedule.

Please feel free to contact me with any questions.

Sincerely,

Jeff McBee
Human Resources Director

August 8, 2024

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

Re: Request for Approval to Grant Prior Service Credit – A. Petree

Dear Chairman Richardville and Commissioners:

This letter serves as a request for approval to grant four years of prior service credit to a new nurse at the Monroe County Health Department (MCHD).

MCHD would like to offer full-time employment as a Public Health Nurse to Ms. Audrey Petree, with a starting wage at Step 5 on the base wage schedule of the Technical, Professional and Officeworkers Association of Michigan Nurses union contract. Audrey will be joining the staff of MCHD on September 23, 2024. Audrey brings over 7 years of nursing experience, 5 of which were as a nurse at MCHD. Ms. Petree separated from MCHD in December 2022 at step 6 on the wage scale. Her previous experience as a member of our staff will be a tremendous asset to the agency as we deliver comprehensive public health services to the residents of Monroe County. Her experience fills the contract requirement which will qualify her for the increase in starting wage.

Ms. Petree is filling an open vacancy in the department. The position is 100% funded within the current Health Department budget due to the increased grant funding distributed to the Health Department through our Comprehensive Agreement with MDHHS.

Thank you for your review of this request and please contact me with any questions or need for additional information.

Sincerely,



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



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

MONROE COUNTY

HUMAN RESOURCES DEPARTMENT

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

August 8, 2024

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

Re: Audrey Petree Credit for Service

Dear Chairman Richardville and Commissioners:

Pursuant to the Technical, Professional and Officeworkers Association of Michigan (TPOAM) Nurses current collective bargaining agreement:

"New hires may be granted up to four years prior service credit for purposes of initial placement on the Wage Schedule. All experience for which prior service credit is granted must be directly related to the employment qualifications, duties and responsibilities of the job classification for which the employee is being hired and must be submitted in writing to the County Administrator/ CFO prior to the employee being hired. The County Administrator / CFO shall submit his recommendation to the County Board for approval."

Following a review by Human Resources and the County Administrator / CFO of Ms. Petree's employment qualifications, we concur with the Heath Officer's recommendation to place Ms. Petree at Step 5 of the TPOAM Nurses base wage schedule.

Please feel free to contact me with any questions.

Sincerely,

Jeff McBee
Human Resources Director