

OPERATIONS COMMITTEE
MONROE COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS CHAMBERS
TUESDAY, MAY 20, 2025 at 5:30 P.M.
125 EAST SECOND STREET — MONROE, MI 48161
(734) 240-7003

COMMITTEE MEMBERS:

J. Henry Lievens, Chairman

David Vensel, Greg Moore, Jr., David Swartout and Jay Heinzerling

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES (04/10/2025)
- VI. COMMITTEE BUSINESS
 - 1. Letter dated May 13, 2025, from Chief Judge Michael Brown, 1st District Court, requesting approval to add one (1) part-time Law Clerk position.
 - 2. Letter dated May 13, 2025, from Chief Probate Judge and Presiding Judge of the Juvenile Section, Family Division 38th Judicial Circuit Court, Cheryl Lohmeyer, requesting approval to reclassify the grade 9 Juvenile Register position to a grade 10.
- VII. NEW BUSINESS
- VIII. OLD BUSINESS
- IX. CITIZENS TIME
- X. INFORMATION
- XI. COMMISSIONERS TIME
- XII. ADJOURNMENT

MONROE COUNTY BOARD OF COMMISSIONERS
OPERATIONS COMMITTEE MEETING MINUTES
APRIL 10, 2025 AT 5:30 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 Thursday, April 10, 2025. Chairman Lievens called the meeting to order at 5:30 p.m.

- II. Roll call by Deputy Clerk, Grace Drewior as follows:
PRESENT: Jay Heinzerling, J. Henry Lievens, and David Vensel, Greg Moore Jr. and David Swartout

ABSENT: None

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

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

- IV. APPROVAL OF AGENDA (04/10/2025)
Motion by Commissioner Heinzerling, supported by Commissioner Swartout to approve the April 10, 2025 Agenda as presented.

Voice vote taken. Motion carried.

- V. APPROVAL OF MINUTES (03/13/2025)
Motion by Commissioner Heinzerling, supported by Commissioner Swartout to approve the March 13, 2025 minutes of the Operations Committee as presented and waive the reading thereof.

Voice vote taken. Motion carried.

- VI. COMMITTEE BUSINESS
1. Property Assessed Clean Energy (PACE) Program Presentation

Jon Wiley, Senior Counsel of Lean & Green Michigan, explained how the Lean & Green Michigan team created and runs the Michigan's PACE Market. Mr. Wiley stated sixty (60) Michigan municipalities have joined Lean & Green Michigan's statewide market and 80% of Michiganders live in a Lean & Green Michigan PACE District. He further explained their mission as well as how they achieve these goals. Mr. Wiley also elaborated on the benefits of PACE and discussed a few of their finished projects.

Discussion commenced.

2. Letter dated March 17, 2025 from Mr. David L. Robinson, Monroe City Manager, requesting a \$1,000,000 contribution to the West Elm Avenue Rail Grade Separation Project for the remaining unfunded local match requirement.

David L. Robinson, Monroe City Manager, explained the process he and his team have gone through to get the money they currently have to put towards this project. Mr. Robinson also explained the history of this project.

Discussion commenced. Mr. Robinson answered questions.

Motion by Vice-Chairman Vensel, supported by Commissioner Swartout to to accept the communication, place it on file, and recommend to the full Board to approve the official request for a \$1,000,000 contribution to the West Elm Avenue Rail Grade Separation Project for the remaining unfunded local match requirement with a recommendation of a letter of commitment of the project with the understanding that the subsequent agreement would follow and be approved by the full Board.

Roll call by Deputy Clerk as follows:

AYE		NAY	EXCUSED
J. Henry Lievens	Jay Heinzerling	Greg Moore Jr.	
David Swartout	Greg Moore Jr.		
David Vensel			

Motion carried.

3. Letter dated March 14, 2025 from Sheriff Troy Goodnough, requesting the addition of an additional Sergeant position to the existing staffing plan.

Sheriff Troy Goodnough explained why this addition is necessary as well as how this addition will help the Sheriff's department.

Discussion commenced.

Motion by Commissioner Heinzerling, supported by Vice-Chairman Vensel to accept the communication, place it on file, and recommend to the full Board to approve the authorization of adding an additional Sergeant position. Further, recommend a supplemental appropriation between \$79,067 and \$115,496 dependent upon the experience of the backfilled deputy position from the 2025 General Fund to fund the amount not covered by the Sheriff's 2025 budget.

Roll call by Deputy Clerk as follows:

AYE		NAY	EXCUSED
J. Henry Lievens	Jay Heinzerling		
David Swartout	Greg Moore Jr.		
David Vensel			

Motion carried.

4. Letter dated April 3, 2025 from Ms. Donna Kuti, Dispatch Director, requesting the addition of two (2) additional full-time 9-1-1 dispatchers and two (2) part-time 9-1-1 dispatchers to the current approved staffing levels.

Donna Kuti, Dispatch Director, explained how these additions would benefit Dispatch and further explained how it would assist with the separation of job functions.

Discussion commenced.

Motion by Commissioner Swartout, supported by Vice-Chairman Vensel to accept the communication, place it on file, and recommend to the full Board to approve the authorization of adding two (2) additional full-time 9-1-1 dispatchers and two (2) part-time 9-1-1 dispatchers to the current approved staffing levels.

Roll call by Deputy Clerk as follows:

AYE		NAY	EXCUSED
J. Henry Lievens	Jay Heinzerling		
David Swartout	Greg Moore Jr.		
David Vensel			

Motion carried.

5. Letter dated March 28, from Mr. Jeff McBee, Human Resources Director, requesting the reclassification of the Courthouse Security being placed on the Non-Union Wage Scale.

Jeff McBee, Human Resources Director explained that the security guard position has never been classified and discussed their compensation.

Vice-Chairman Vensel stated he was glad this is happening and thanked Commissioner Hoffman for his efforts to move this forward. Stated it is well deserved.

Motion by Commissioner Heinzerling, supported by Commissioner Swartout to accept the communication, place it on file, and recommend to the full Board to approve the authorization of the grade 8 classification of the Courthouse Security position on the non-union wage scale. Further, recommend a supplemental appropriation from the General Fund of up to \$4,184.00 to fund the amount not covered by the 2025 Courthouse Security budget.

Roll call by Deputy Clerk as follows:

AYE		NAY	EXCUSED
J. Henry Lievens	Jay Heinzerling	Greg Moore Jr.	
David Swartout			
David Vensel			

Motion carried.

6. MIDC Feasibility Study

Mary Gantzogs, Managing Attorney, explained the study, the timeline, and the cost. Mr. Gantzogs further explained the differences between having Assigned Counsel and having a Public Defender's Office.

Discussion commenced.

Motion by Vice-Chairman Vensel, supported by Commissioner Heinzerling to conduct a MIDC Feasibility Study with the objective to transition to a Public Defenders Office.

Commissioner Moore stated a feasibility study with an objective in mind seems backwards. He explains the study is conducted to see if something is feasible.

Vice-Chairman Vensel explained that when he asked Ms. Gantzogs what the objective was, she stated it was to transition to a Public Defenders Office. He further explained why and how this would be better for the County and its citizens.

Commissioner Moore explained the result is supposed to be based on the results of the study. Stated the question should be, is it feasible based on the parameters looked at.

Discussion commenced.

Commissioner Swartout stated he shares the same concerns as Commissioner Moore. He stated why can't we request an opinion before we spend \$50,00 on a study.

Chairman Lievens stated the Regional Director explained this was a career model last time she was here. He also stated he believes it would be a viable outcome. Also explained if you look to the North and West, most of the counties have Public Defenders Office.

Michael Bosanac, Administrator/CFO recommended pushing this agenda item to the full Board to give time to converse with the Director.

Chairman Lievens stated all members of the Board of Commissioners are in attendance so they all have the necessary background information. He then asked if the Director, Nicole Walters attend the meeting on Tuesday.

Vice-Chairman Vensel amended the motion, supported by Commissioner Heinzerling to pull this agenda item and place it on the Board of Commissioners Agenda for further discussion and board action.

Voice vote taken. Motion carried.

7. Probate Court Security Discussion

Vice-Chairman Vensel explained the architecture of Judge Arnolds office and explained the safety concerns of it. Further explained the door to the Judge's chambers is the only door in the courthouse without a window.

Commissioner Swartout explained there is no amount included for architectural fees. He asked for an addition to the motion of architectural fees not to exceed \$4,000.

Motion by Commissioner Heinzerling, supported by Vice-Chairman Vensel to accept the communication, place it on file, and recommend to the full Board to approve the request for a comparable courtroom chamber security measure concerning a window with architectural fees not to exceed \$4,000.

Roll call by Deputy Clerk as follows:

AYE		NAY	EXCUSED
J. Henry Lievens	Jay Heinzerling	Greg Moore Jr.	
David Swartout			
David Vensel			

Motion carried.

8. St. Joseph Center for Hope Emergency Funding.

Rebecca Turner, Program Manager of the St. Joseph Center for Hope, explained their funding got cut by 92% starting April 1, 2025. Ms. Turner stated they have enough to stay operational until May 15, 2025. She also explained they have been and will continue to apply for grants but she is requesting additional funding to help them get to September of 2025. Stated the total cost would be a minimum of \$167,000 to fund them until this September.

Discussion was held.

Motion by Commissioner Swartout, supported by Commissioner Heinzerling to accept the communication, place it on file, and recommend to the full Board to approve the request for additional month to month funding with the appropriate service agreement/paperwork.

Roll call by Deputy Clerk as follows:

AYE		NAY	EXCUSED
J. Henry Lievens	Jay Heinzerling	Greg Moore Jr.	
David Swartout			
David Vensel			

Motion carried.

9. Courts request to allow Court Recorders to use the Printing Department to produce transcripts with the Court Recorders reimbursing the County for the production costs.

Michael Bosanac, Administrator/CFO and Jacob Perry, IT Director explained the background and the process for this request.

Discussion was held.

Refer to staff and legal with a fee schedule

Motion by Vice-Chairman Vensel, supported by Commissioner Heinzerling to accept the communication, place it on file, and recommend to the full Board to approve the Courts request to allow Court Recorders to use the Printing Department to produce transcripts with the Court Recorders reimbursing the County for the production cost once referred to staff and legal counsel and a fee schedule is provided.

Roll call by Deputy Clerk as follows:

AYE		NAY	EXCUSED
J. Henry Lievens	Jay Heinzerling		
David Swartout	Greg Moore Jr.		
David Vensel			

Motion carried.

10. Monroe County Bar Association Historical Pictures Displayed.

Chairman Lievens explained how he would like to move the Historical Pictures from the third and fourth floor and put them in the Courtroom Hallways.

Commissioner Moore asked if they had to get permission to display these pictures last time.

Chairman Lievens answered yes.

Motion by Vice-Chairman Vensel, supported by Commissioner Heinzerling to accept the communication, place it on file, and recommend to the full Board to

approve the relocation of Monroe County Bar Association Historical Pictures from the third and fourth floor back to outside the courtrooms.

Voice vote taken. Motion carried.

VI. NEW BUSINESS – None

VII. OLD BUSINESS – None

VIII. CITIZENS TIME – None

IX. INFORMATION – None

X. COMMISSIONERS TIME –

Commissioner Moore – Passed.

Commissioner Swartout – Passed.

Commissioner Heinzerling – Thanked everyone for coming out.

Commissioner Vensel – Passed.

Chairman Lievens – Passed.

XI. ADJOURNMENT – With no further business, Chairman Lievens adjourned the meeting at 7:04 p.m.

Respectfully submitted by:



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

HON. MICHAEL C. BROWN
CHIEF JUDGE & VETERANS COURT
HON. AMANDA L. EICHER
DISTRICT & MENTAL HEALTH JUDGE
HON. CHRISTIAN J. HORKEY
DISTRICT JUDGE



JESSICA D. CHAFFIN
COURT ADMINISTRATOR / MAGISTRATE
TELEPHONE (734) 240-7075
FAX (734) 240-7098

STATE OF MICHIGAN
DISTRICT COURT • FIRST JUDICIAL DISTRICT
106 EAST FIRST STREET • MONROE, MICHIGAN 48161-2186
MONROE COUNTY

May 13, 2025

Chairman J. Henry Lievens
Monroe County Board of Commissioners – Operations Committee
125 E. Second St.
Monroe, Michigan 48161

RE: Law Clerk

The 1st District Court requests the Operations Committee consider the addition of a part time Law Clerk to the 1st District Court. One Law Clerk, working 25 hours a week, would be shared between the three District Court Judges. This position is necessary to help the Judges with the increased workload and complexity caused by a myriad of changes in how courts function.

The Michigan Joint Task Force on Jail and Pretrial Incarceration has had an enormous impact on how judges adjudicate and sentence defendants. Courts now play a much larger role in the rehabilitative process as the nation-wide climate has moved from a purely punitive system to one that takes each defendant's circumstances into account. As you can imagine this process creates additional research and consideration for the judges.

There has also been a change in Court Rule in regards to Ability to Pay. Per MCR 6.425(D)(3)(a):

The Court shall not sentence a defendant to a term of incarceration, nor revoke probation, for failure to comply with an order to pay money unless the court finds, on the record, that the defendant is able to comply with the order without manifest hardship and that the defendant has not made a good-faith effort to comply with the order.

These changes to the Court Rule have caused additional court dates, monitoring, and added attention to detail to our judge's workload. The courts now must assess each individual's needs and ability to meet their financial obligations.

The 1st District Court has three Problem-Solving Courts: The Monroe County Mental Health Recovery Court, the Monroe County Veterans' Treatment Court, and our new Driving While Impaired Treatment Court. These Courts provide a valuable service to our community by providing alternatives to imprisonment for nonviolent criminal offenders. Problem-Solving Courts use specialized therapeutic jurisprudence designed to treat the underlying cause of the criminal behavior and reduce future recidivism. These courts have a proven track record of helping the community but do create additional work for the courts. Each Problem-Solving Court creates additional meetings, court dates, increased monitoring, and reporting for our judges.

A law clerk would be beneficial by taking some of the tasks off our judges' already full plates, allowing them to concentrate on judicial tasks. Legal research, drafting legal memorandums, reviewing case materials, proof reading, and editing are all tasks that can be performed by a law clerk.

The addition of a law clerk to the 1st District Court is also beneficial to the local legal community. This position will give budding law students a valuable opportunity to work closely with judges who can mentor them. As the law clerks become attorneys, they will carry this firsthand experience and knowledge into their careers with a better understanding of the innerworkings of the court system.

Monroe County has a history of providing law clerks for the 38th Circuit Court and Monroe County Probate Court. The 1st District Court is asking for the same consideration. The addition of a law clerk will allow the 1st District Court to continue to strive to better our services to the community by giving our judges, the experts, the time they need.

The Court estimates it would cost an estimated annual total of \$20,332.00. The Court is requesting an appropriation of \$10,679.00 for the remainder of 2025, and we are requesting this position be added to our 2026 budget.

Sincerely,



Michael Brown,
Chief Judge - 1st District Court

HIRING REVIEW FORM

Department: District Court

Vacancy Job Title: Part-Time Law Clerk

Brief Job Description:

A part time position with a broad range of duties including conducting legal research, drafting legal documents, proofreading , assisting during court proceedings, and other tasks as assigned by the judges.

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.)

A part time law clerk is necessary due to the increased complexity of cases, sentencing, and civil judgments and evictions in District Court. District Court judges have a substantial workload and a law clerk will play a vital role in ensuring the judges have time to give each case the thoroughness required.

Completed By: Jessica Chaffin DATE: 4/29/25

Human Resources/ Finance Use:

Conclusion:

Finance: The estimated cost for the addition of the position is \$10,679.00 for 2025 (\$20,332.00 annualized). Position is not budgeted and would require an additional General Fund appropriation.
Human Resources: The request is in compliance with collective bargaining agreements and County Policies.

Finance Reviewer: Sue Maier DATE: 5/13/2025

HR Reviewer: Jeff McBee DATE: 5/13/2025

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

Law Clerk – District Court

Department: District Court

Wage Grade: \$15.00 per hour

FLSA Status: Non-Exempt

Affiliation: Non-Union Part-time

GENERAL SUMMARY:

Under the direction of the District Court Judges, provides assistance to judges by conducting legal research, drafting legal documents, and providing support for courtroom proceedings.

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]*

- Performs legal research.
- Drafts legal documents.
- Reviews motions, briefs, and other case materials to assist judges in understanding case issues.
- Attends trials and other court proceedings to take notes and provide judges information as needed.
- Manages case files and performs other administrative duties as assigned.
- Proofreads and edits judges' opinions and orders, ensuring accuracy and clarity.
- Communicates with attorneys and other court personnel to clarify information and address any questions.

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

Education: High School Diploma or equivalent. Bachelors Degree. At least one year completed of Law School.

Experience: Two years of experience in a court or law office setting is preferred but not required.

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

Knowledge of:

- The principles and practices of court proceedings or demonstrated record of attaining requisite knowledge of other proceedings from work history.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Legal terminology and applicable law.
- Use of office equipment and technology, including Microsoft Suite applications and the ability to learn data base software utilized in court administration.

Skill in:

- Writing correspondence and non-complex pleadings.
- Effectively communicating ideas and concepts orally and in writing.
- Managing files and records.
- Using sound, independent judgment.
- Being proactive with improvements and concerns related to job duties.
- Interpersonal analytical, writing and communication skills.
- Establishing and maintain effective working relationships with those contacted in the court of job duties.

Ability to:

- Work compassionately and respectfully with clients.
- Work well under pressure, prioritizing daily needs.
- Utilize computers
- Maintain confidentiality with highly sensitive information.
- Accept direction and follow office policies and procedures.
- Work independently as well as collaboratively in a legal services team atmosphere.
- Work with people of all social strata and the capacity to do so with tolerance, sympathy, and objectively.
- Appreciate the desires, needs and rights of others.
- Present information both verbally and in writing.
- Communicate effectively with clients, attorneys, and court personnel.
- Read and comprehend written material.
- Maintain good interpersonal relationships.
- 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.
- Work independently and set priorities to meet deadlines and to also work well in a team environment.
- Utilize and apply critical thinking.

- Establish and maintain a good working relationship with a wide variety of individuals.
- Attend work regularly and work under stressful conditions.

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 pounds, carry, push a cart and work in a normal office setting and use standard office equipment including a computer.
- Work with individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies, or be unconcerned with their physical safety and hygiene.

Working Conditions:

- Works in office conditions.
- Exposure to persons charged with and/or convicted of criminal offenses.

ITEM	DATE	Union	Classification	WAGES	FRINGES	TOTAL
PROPOSED	NEW POSITION EFFECTIVE 6/2/25	PartTime	LAW CLERK	\$ 9,750	\$ 929	\$ 10,679
			TOTAL COST/(SAVINGS)	\$ 9,750	\$ 929	\$ 10,679
FINANCE CONCLUSION:						
ADDITIONAL APPROPRIATION IS NECESSARY; NEW POSITION IS NOT INCLUDED IN BUDGET.						
ANNUAL PROPOSED	2025	PartTime	LAW CLERK	\$ 18,563	\$ 1,770	\$ 20,332



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

May 13, 2025

Commissioner J. Henry Lievens
Chairperson, Operations Committee
Monroe County Board of Commissioners
125 E. Second St.
Monroe, MI 38161

RE: Reclassification request - Juvenile Register position

Dear Commissioner Lievens and Operations Committee Members:

This letter serves as a request for your consideration of reclassifying the Juvenile Register position. The juvenile justice system has had significant and wide-reaching legislative changes in the past few years that directly impact the position of Juvenile Register. These legislative changes included over 30 recommendations presented by the Michigan Task Force on Juvenile Justice Reform and included reform to the maximum age of juvenile accountability in the Juvenile Justice system (*known as "Raise the Age"*), changes to how juvenile adjudications are handled (*known as Automatic "Set Aside"*), and changes to legal rights pertaining to a juvenile's right to be represented by legal counsel. The position of Juvenile Register is responsible for implementing and understanding the legal requirements of all of these legislative issues, which requires considerably more understanding of legal issues and complex problem-solving skills than when this position was previously classified.

As a result of increased need for the Juvenile Register to be able to interpret, understand and implement significant legal matters related to due process and constitutional protections of juvenile offenders, the court has increased the educational requirements of this position. Additionally, the requirements for experience for someone in this position have been increased as well, as mistakes made by a person in this position could have a significant impact on the well-being and legal rights of juveniles.

The juvenile register also has significant responsibility with regard to the court's financial accounting. This position assists with review of court-appointed attorney billing to ensure that compensation is accurate and appropriate, and is also responsible for all accounting and reporting of monies collected in juvenile court.

Following a review of the updated job description and responsibilities of this position, a point factoring analysis resulted in classifying this position as a Grade 10. The court is requesting an additional appropriation from the General Fund to cover this wage adjustment of approximately \$6400 to cover the cost of this refactoring, as the probate budget does not have the funding to cover this cost within our 2025 allocated budget.

I have included the updated job description, point factoring analysis from both the County HR department and Municipal Consulting Services, the financial impact summary, and the hiring review form for your review.

Your consideration of this request is appreciated. If you have any questions or concerns, please contact Melissa Strong, Probate Court Administrator, at 734-240-7350.

Sincerely,



Cheryl E. Lohmeyer

Chief Probate Judge and Presiding Judge of the Juvenile Section, Family Division 38th Judicial Circuit Court

HIRING REVIEW FORM

Department: Juvenile/Probate

Vacancy Job Title: Juvenile Register

Brief Job Description:

The Juvenile Register administers and maintains the records of the Juvenile Section of the Family Division of the 38th Circuit Court. This position functions as a supervisor and ensures effective caseload management and assists juvenile court participants and others in general court procedures.

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 refactored and is important to the smooth operation of the juvenile department. The court is requesting that the probate budget be amended in the amount of \$6,396 in order to allow this position to be paid at the appropriate wage.

Completed By: Cheryl Lohmeyer

DATE: 05/13/2025

Human Resources/ Finance Use:

Conclusion:

Finance: The estimated cost for the reclassification is \$6,396.00 for 2025. The Probate Court budget is currently tracking over budget and would require an additional General Fund appropriation.
Human Resources: The position has been point factored based on an updated job description and reclassified at a Grade 10.

Finance Reviewer: Sue Maier

DATE: 5/8/2025

HR Reviewer: Jeff McBee

DATE: 5/8/2025

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

Monroe County

Juvenile Register/Office Manager

Department: Probate Court

Wage Grade: 10

FLSA Status: Non-Exempt

Affiliation: Non-Union

General Summary:

Under the general supervision of the director of juvenile services/probate court administrator *manages and supervises* staff engaged in processing and maintaining the records of the Juvenile Section of the Family Division of the 38th Circuit Court *and coordinates support and administrative functions*. *Supervises* the entry of case information into the computer and the preparing and processing of a variety of court orders. Reviews juvenile case files before court proceedings to ensure due process notice has been achieved and all necessary documentation is present. *Responsible for reporting of caseload and caseload-related items to SCAO throughout the year. Reviews court-appointed attorney invoices for accuracy and compliance with appropriate billing and time keeping practices.*

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).*

- As manager of support staff engaged in the processing of juvenile division cases and accounting of monies, performs personnel management functions: hiring, discipline, training, scheduling, making work assignments, approving leave time, reviewing and evaluating performance, and addressing employee relations issues.
- *Reviews timecards, approves/denies benefit time, and processes payroll for all support staff.*
- *Oversees and implements all caseflow management and reporting as established by the Michigan Supreme Court, supervising and tracking the case progress of all cases filed within the court, monitoring and reporting of caseloads, pending case age, and case age disposition.*
- *Provides and oversees assistance given to attorneys and members of the public on juvenile court procedures, proper filing legal documents, prescribed time limits, procedural requirements and*

other matters. Monitors assistance given to individuals at the counter, by phone, and by email with inquiries regarding juvenile expungement, juvenile set-aside procedures, and all matters related to child protective proceedings, juvenile delinquency cases and juvenile guardianships.

- *Oversees all financial activities including collecting, receiving and accounting of fees, preparing department receipts for monies received, balancing daily receipts, and computing court costs and fees. Prepares daily log verifying all monies collected each day by the court staff.*
- Responsible for the maintenance of all records and files of the juvenile division including court legal and social files, computer case management system, and placement records.
- Oversees the processing of termination of parental rights petitions on child protective cases and processes appellate filings with the Michigan Court of Appeals as necessary.
- Processes case files following plea hearings, dispositional hearings, review hearings, trials and any and all other hearings that are conducted. Makes files, prepares orders and forwards to the appropriate judge or referee.
- Reviews juvenile files before court proceedings, ensuring that all reports, proof of service, and other necessary documentation such as petitions, motions, notices, and/or affidavits of publication are present. Advises judge of any deficiencies or missing information.
- Attends conferences, to remain current on changes to Juvenile Justice legislation, and the Michigan Court Rules in order to recommend modifications to court procedures to ensure compliance. Keeps staff and court-appointed attorneys apprised of changes.
- *Trains all support staff both as a new-hire and when changes in court processes arise. Maintains up-to-date knowledge of all forms and processes through SCAO for all support positions.*
- Oversees and participates in competently answering inquiries by phone and in person regarding the application of laws, rules and procedures, orders, scheduling, and any other matter pertaining to the juvenile division.
- Processes files for juvenile delinquency show-cause and probation violation hearings, including reviewing and recording petitions, issuing summonses, and entering data into the computer.
- *Assists in review of court-appointed attorney invoices and determining appropriate time and costs for maintenance of budget and accurate attorney compensation.*

- Oversees the maintenance of current Michigan SCAO legal forms and documents made available to attorneys and the public.
- Complies and submits monthly reports to SCAO through MCAP as required and as necessary.

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: *Minimum of Associate's Degree or equivalent in business or public administration, data processing, accounting and related areas.*

Experience: Four years of experience in a juvenile division of a court or closely related setting performing functions providing a working knowledge of juvenile procedures. Experience must include working knowledge of data processing systems.

Other Requirements:

- Pass a pre-employment drug screen and background check including but not limited to state/national criminal history check, DHS central registry check and professional references;
- Will be required to complete annual training as scheduled by the court and the County of Monroe.
- Must be certified or have the ability to become certified as an Electronic Court Recorder by the Michigan Supreme Court within one (1) year of employment.

Knowledge of:

- Laws, legal codes, court rules and procedures, government regulations, executive orders, agency rules, and the democratic political process;
- Business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources;
- Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions;

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar;
- Administrative and clerical procedures and systems, such as word processing, managing files and records, and other office procedures and terminology.

Skill in:

- Using logic and reasoning to identify the solutions, conclusions and approaches to problems.
- Communicating effectively in both written and spoken word;
- 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:

- Recognize when something is wrong or is likely to go wrong;
- Listen to and understand information and ideas through spoken words and sentences, as well as written information;
- Combine pieces of information to form general rules or conclusions;
- Apply general rules to specific problems to produce answers that make sense;
- Communicate information and ideas in writing and through spoken word so others will understand.

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

- Ability to access court files and records.
- Ability to lift and carry files to the work area(s) weighing up to 20 lbs.
- Ability to provide counter assistance.
- Ability to operate various office equipment.
- Ability to enter and retrieve information from management information systems.
- Ability to climb ladders to file and retrieve files.
- Ability to access all areas of the Courthouse.
- Hearing and visual ability to respond to fire and other alarms

Working Conditions:

- Work performed in office conditions.
- May also perform work in a courtroom.

- Frequent exposure to youth, family members and other individuals with various emotional problems and in various states of emotional distress.
- Job duties are frequently driven by time deadlines set in law or court rule.

Monroe County**Juvenile Register****Department:** Probate Court**Wage Grade:** Rye - 9**FLSA Status:** Non-Exempt**Affiliation:** Non-Union**General Summary:**

Under the general supervision of the director of juvenile services/probate court administrator, supervises staff engaged in processing and maintaining the records of the Juvenile Section of the Family Division of the 38th Circuit Court. Responsible for the entry of case information to the computer and preparing and processing a variety of orders in preparation for court action. Reviews juvenile case files before court proceedings to ensure all necessary documentation is present.

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).*

- As supervisor of support staff engaged in the processing of juvenile division cases and accounting of monies, performs personnel management functions such as participating in the employment process, training, scheduling, making work assignments, approving leave time, reviewing and evaluating performance, and dealing with employee relations issues in the early stages.
- Ensures petitions, orders, summons and other documents are prepared and noticed as required by the juvenile code. Oversees and participates in the filing and recording of all legal documents pertaining to juvenile matters. Enters data into computer system including financial orders.
- Responds to calls and inquiries from parents, police departments, attorneys, prosecutor's office, DHHS, and others, providing information, explaining alternatives and otherwise assisting callers.
- Responsible for the maintenance of all records and files of the juvenile division including court legal and social files, computer case management system, and placement records.
- Processes termination of parental rights petitions on neglect cases.

- Processes case files following plea hearings, dispositional hearings, review hearings, trials and any and all other hearings that are conducted. Makes files, prepares orders and forwards to the appropriate judge.
- Reviews juvenile files before court proceedings, ensuring that all reports, returns of service and other necessary documentation such as petitions, motions, notices, and/or proofs of publication are present. Advises judge of any deficiencies or missing information.
- Attends conferences and reviews materials pertaining to new state forms or juvenile laws and procedures in order to remain current in all areas affecting the juvenile division.
- Oversees and participates in the answering of inquiries by phone and in person regarding complex situations requiring application of laws, rules and procedures, orders, scheduling matters or related matters pertaining to the juvenile division.
- Processes files for delinquent show cause and probation violation hearings, including reviewing and recording the petition, issuing a summons and entering the data into the computer.
- Oversees and participates in the receipting of monies for the juvenile division and makes weekly deposits.
- Prepares files for cases that are appealed, including ensuring all documents are present, stamped and in the proper order, making copies of legal files, and preparing journal entries on all documents, certifications, proofs of service, and notices of transmittal to the court of appeals.
- Complies and submits monthly reports to SCAO through MCAP as required and as necessary.

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: High School graduation or equivalent. Prefer some college level coursework in business or public administration, data processing, accounting and related areas.

Experience: Four years experience in a juvenile division of a court or closely related setting performing functions providing a working knowledge of juvenile procedures. Experience must include working knowledge of data processing systems.

Other Requirements:

- Pass a pre-employment drug screen and background check including but not limited to state/national criminal history check, DHS central registry check and professional references;
- Will be required to complete annual training as scheduled by the court and the County of Monroe.
- Must be certified or have the ability to become certified as an Electronic Court Recorder by the Michigan Supreme Court within one (1) year of employment.

Knowledge of:

- Laws, legal codes, court procedures, government regulations, executive orders, agency rules, and the democratic political process;
- Economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data;
- Business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources;
- Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions;
- The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar;
- Administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.

Skill in:

- Using logic and reasoning to identify the solutions, conclusion or approaches to problems.
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MUNICIPAL CONSULTING SERVICES LLC

April 23, 2025

Mr. Jeff McBee
Human Resources Director
County of Monroe
125 East Second Street
Monroe, MI 48161

Dear Mr. McBee:

This letter is in regard to your request for our firm to conduct a classification analysis for the position of Juvenile Register for the Monroe County courts. In completing the classification analysis for this position, I have performed the following tasks:

- Reviewed the job questionnaire, revised job description and correspondence that was submitted.
- Reviewed historic information regarding Monroe County's classification and compensation system including job evaluation point values, results and grade rankings.
- Point-factored the classification utilizing the accumulated understanding of the position, the grade structure and the job evaluation (point factor) plan.

The results of the classification analysis for the position are included in the attached Table A. The position was evaluated based on ten compensable job factors. These are the same factors and values that were utilized to develop Monroe County's existing pay grade structure.

INFORMATION REGARDING THE JUVENILE REGISTER

The Juvenile Register plays a key role in administering and maintaining the records of the Juvenile Section of the Family Division of the 38th Circuit Court. Functioning as a supervisor, the incumbent is responsible for ensuring effective caseload management and assisting juvenile court participants and others in understanding procedural requirements, filing deadlines and other matters related to proceedings, delinquency cases, guardianships and other court-related issues.

The request for reclassification is primarily based on the premise that legislative changes have increased job complexity. As examples, Michigan's "Raise the Age" act has necessitated adjustments in court processes and resource allocation as additional youth are included in the definition. Similarly, Michigan's "Clean Slate" legislation and other legislative changes have increased the required knowledge base of the Juvenile Register and required changes in operating procedures to comply with legal requirements.

In evaluating the position, I have noted the impact of these changes as has the court. To account

for the increased legislative knowledge required of the position, the court has increased the minimum educational requirement to an Associate's Degree and four years of experience. On this point, we are in agreement.

Additionally, I have compared the old job description for the position to the newer, revised positional description. There is some rewording but the positional duties are essentially the same. The amount and level of supervision is also within the same point parameters. One exception to the above is the more complete explanation of financial duties.

There is also a request that I compare the duties of the Juvenile Register to those of the Probate Register. This was done in the 2020 study, roughly five years ago. All court positions have experienced technological and interpretative upgrades since that time and I am not comfortable making assumptions on the current duties of the latter position. I have been directed to evaluate the Juvenile Register for documented changes that impact the original grade placement for that position and that is the scope of this report.

Summarily, I have concluded that the increase in education and experience requirements is a given. Supervision is unchanged, but other factors including judgment and independence, job complexity, responsibility for the rights of others, and overall impact on the program have all increased. The results of the point factor evaluation are summarized below.

POINT FACTOR ANALYSIS AND RESULTS FOR THE JUVENILE REGISTER

I have evaluated the position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table A. In summary, the analysis has resulted in a revised point total of 1,838 for the Juvenile Register. This would place the position in grade 10 of the County's pay grade structure.

* * * * *

I have appreciated the opportunity to assist Monroe County in this important classification analysis. Please feel free to contact me at 734.904.4632 if you have questions or wish to discuss the findings and conclusions.

Very truly yours,



Mark W. Nottley, Principal
Municipal Consulting Services LLC

TABLE A
MONROE COUNTY
POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF APRIL 23, 2025

Classification Reviewed:	1	#	2	3	4	#	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Juvenile Register (current)	243	b 3	310	260	30	b 1	310	80	90	275	60	5	1663	9
Juvenile Register (recommended)	313	c 4	340	260	30	b 1	340	100	90	300	60	5	1838	10

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
9	Juvenile Register	243	b3	310	260	30	b1	310	80	90	275	60	5	1663	1601-1750	Current
10	Juvenile Register	313	c4	340	280	55	c1	340	90	90	300	60	5	1873	1751-1900	Revised

ITEM	DATE	Department	Union	Grade	Step	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2025	14800	union_00	RYE09	6	JUVENILE REGISTER	\$ 60,029	\$ 52,840	\$ 112,869
ACTUAL COST	THROUGH 5/11/25	14800	union_00	RYE09	6	JUVENILE REGISTER	\$ 22,982	\$ 19,115	\$ 42,097
						AVAILABLE BUDGET	\$ 37,046	\$ 33,725	\$ 70,772
PROPOSED	PROMO EFFECTIVE 5/12/25	14800	union_00	RYE10	6	JUVENILE REGISTER	\$ 41,296	\$ 35,872	\$ 77,168
						TOTAL COST/(SAVINGS)	\$ 4,250	\$ 2,146	\$ 6,396
FINANCE CONCLUSION:									
ADDITIONAL COST TO GENERAL FUND, WOULD REQUIRE ADDITIONAL APPROPRIATION.									
ANNUAL PROPOSED	2025	14800	union_00	RYE10	6	JUVENILE REGISTER	\$ 64,792	\$ 51,492	\$ 116,284