

OPERATIONS COMMITTEE
MONROE COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS CHAMBERS
THURSDAY, OCTOBER 2, 2025 — 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 (08/14/2025)
- VI. COMMITTEE BUSINESS
 - 1. Letter dated September 24, 2025 from Mr. Jeffery Yorkey, Prosecuting Attorney requesting to eliminate a Victim's Rights Secretary position and add a Victim's Rights Advocate position. This upgrade does not require additional funds and would be effective October 20, 2025.
- VII. NEW BUSINESS
- VIII. OLD BUSINESS
- IX. CITIZENS TIME
- X. INFORMATION
- XII. COMMISSIONERS TIME
- XIII. ADJOURNMENT

MONROE COUNTY BOARD OF COMMISSIONERS
OPERATIONS COMMITTEE MEETING MINUTES
AUGUST 14, 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, August 14, 2025. Chairman Lievens called the meeting to order at 5:30 p.m.

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

ABSENT: David Swartout (Excused)

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

- III. PLEDGE OF ALLEGIANCE— Chairman Lievens led the Pledge of Allegiance.

- IV. APPROVAL OF AGENDA (08/14/2025)
Motion by Commissioner Vensel, supported by Commissioner Heinzerling to approve the August 14, 2025 Agenda as presented.

Voice vote taken. Motion carried.

- V. APPROVAL OF MINUTES (07/10/2025)
Motion by Commissioner Heinzerling, supported by Commissioner Vensel to approve the July 10, 2025 minutes of the Operations Committee as presented and waive the reading thereof.

Voice vote taken. Motion carried.

- VI. COMMITTEE BUSINESS

1. Letter dated August 6, 2025 from Honorable Michigan Brown, 1st District Court Chief Judge requesting the addition of a full-time attorney magistrate and an additional Recorder/Secretary position with an estimated General Fund allocation of \$27,641 for 2025 and \$187,950 annually.

Discussion was held regarding these positions and the cost.

Motion by Commissioner Vensel, supported by Commissioner Heinzerling to accept the communication, place it on file, and recommend to the full Board to approve the addition of a full-time attorney magistrate and an additional Recorder/ Secretary position with an estimated General Fund allocation of \$27,641 for 2025 and \$187,950 annually.

Roll call by Deputy Clerk as follows:

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

Motion carried.

- Letter dated August 6, 2025 from Honorable Michael Brown, 1st District Court Chief Judge requesting combining the part-time Monroe County Veterans Treatment Court (MCVTC) Coordinator, the full-time Monroe County Health and Recovery Court (MCMHRS) Coordinator, and the Driving While Impaired Court (Sobriety Court starting in October 2025) Coordinator positions into one full-time position. This position does not require an additional appropriation from Monroe County.

Motion by Commissioner Heinzerling, supported by Commissioner Vensel to accept the communication, place it on file, and recommend to the full board to approve combining the part-time Monroe County Veterans Treatment Court (MCVTC) Coordinator, the full-time Monroe County Health and Recovery Court (MCMHRS) Coordinator, and the Driving While Impaired Court (Sobriety Court starting in October 2025) Coordinator positions into one full-time position. This position does not require an additional appropriation from Monroe County.

Roll call by Deputy Clerk as follows:

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

Motion carried.

Chairman Lievens explained that the two (2) agenda items from 1st District Court will be on the September 2, 2025 meeting agenda due to scheduling conflicts with the Board meeting on August 19, 2025. All judges would like to be present to answer any questions the Board may have.

- Letter dated August 5, 2025 from Jason Berry, Community & Engagement Director requesting the addition of a new Commission on Aging Assistant position at an estimated cost of \$85,682.

Jason Berry explained their staffing and how necessary this addition is.

Discussion was held.

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

addition of a new Commission on Aging Assistant Position at an estimated cost of \$85, 682.

Roll call by Deputy Clerk as follows:

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

Motion carried.

VI. NEW BUSINESS – None

VII. OLD BUSINESS – None

VIII. CITIZENS TIME – None

IX. INFORMATION – None

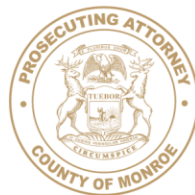
X. COMMISSIONERS TIME –
Commissioner Heinzerling – Passed.
Commissioner Moore – Passed.
Commissioner Swartout – Excused.
Commissioner Vensel – Passed.
Chairman Lievens – Passed.

XI. ADJOURNMENT – With no further business, Chairman Lievens adjourned the meeting at 5:39 p.m.

Respectfully submitted by:



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



OFFICE OF THE PROSECUTING ATTORNEY

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

September 24, 2025

Commissioner J. Henry Lievens
Chairperson, Operations Committee
Monroe County Board of Commissioners
125 East Second Street
Monroe, Michigan 48161

Re: Funding of proposed replacement of Victim's Rights Secretary position with Victim's Rights Advocate position

Dear Commissioner Lievens and Operations Committee members:

This letter outlines my request to replace my Victim's Rights Secretary position with a Victim's Rights Advocate position. In the past several years, we have noticed an increased demand from victims to be more involved in their cases. I attribute much of this to the technological advances which allow us to provide quick, thorough and accurate information to victims about their cases. This empowers victims to be more active in their cases, resulting in more positive results. Due to this increased demand, we often find ourselves in situations in which we must thrust our Victim's Rights Secretary into a more advanced role. More specifically, she must deal with victims on a personal basis, both in court and in meetings with APAs, which frankly is not a part of her current job description.

As such, I am requesting that our current Victim's Rights Secretary position be eliminated and replaced with another Victim's Rights Advocate position. This will allow her to act in a capacity consistent with her job description and also be compensated as such. The current Victim's Rights Secretary position is classified as a RYE-6 and the Victim's Rights Advocate position is classified as a RYE-7. This upgrade does not require additional funds. The conclusion of Finance is that no budget adjustment is necessary and that the cost of the position is included in my current budget due to a change in insurance choice.

It is requested the Operations Committee approve this request to authorize the elimination of our current Victim's Rights Secretary position and replace it with a second Victim's Rights Advocate position. This will not require additional funding to the budget as determined by Finance.

Thank you for your consideration,

Jeffery A. Yorkey
Prosecuting Attorney

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

HIRING REVIEW FORM

Department: Prosecuting Attorney

Vacancy Job Title: Victim's Rights Advocate

Brief Job Description:

Ensures victims are notified of their rights and updates of court events pertaining to their case. Responds to inquiries regarding the program, provides trial support to prosecutors, assists victims in obtaining restitution and/or compensation from the State. Upon request, accompanies victims to court proceedings and assists them with procedural advice.

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.)

We often find ourselves in situations in which we must thrust our Victim's Rights Secretary into a more advanced role. More specifically, she must deal with victims on a personal basis, both in court and in meetings with APAs, which frankly is not a part of her current job description. As such, I am requesting that our current Victim's Rights Secretary position be eliminated and replaced with another Victim's Rights Advocate position. This will allow her to act in a capacity consistent with her job description and also be compensated as such.

Completed By: Jeffery A. Yorkey

DATE: 9/26/2025

Human Resources/ Finance Use:

Conclusion:

Finance: No budget adjustment is necessary as the cost of the position is included in the budget due to a change in insurance choice option.

HR: The request is in compliance with the collective bargaining agreement and County policies.

Finance Reviewer: Sue Maier

DATE: 09/26/25

HR Reviewer: Jeff McBee

DATE: 09/26/25

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

MONROE COUNTY VICTIM RIGHTS ADVOCATE

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

General Summary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Other Qualifications:

Must have valid driver's license

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

Education: High school graduate.

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

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

Other Qualifications:

Must have valid driver's license.

Knowledge of:

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

Skill in:

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

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

Ability to:

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

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

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

Working Conditions:

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

ITEM	DATE	Department	Union	Grade	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2025	26750	union_04G	RYE06	VICTIM RIGHTS SECRETARY	\$ 42,132	\$ 17,065	\$ 59,197
ACTUAL COST	THROUGH 10/19/25	26750	union_04G	RYE06	VICTIM RIGHTS SECRETARY	\$ 32,728	\$ 14,873	\$ 47,600
					AVAILABLE BUDGET	\$ 9,404	\$ 2,192	\$ 11,597
PROPOSED	PROMOTION EFFECTIVE 10/20/25	26750	union_04G	RYE07	VICTIM RIGHTS ADVOCATE	\$ 9,255	\$ 3,363	\$ 12,618
					TOTAL COST/(SAVINGS)	\$ 149	\$ (1,170)	\$ (1,022)
FINANCE CONCLUSION:								
NO BUDGET ADJUSTMENT IS NECESSARY; COST OF POSITION IS INCLUDED IN BUDGET. (DUE TO CHANGE IN INSURANCE CHOICE)								
ANNUAL PROPOSED	2025	26750	union_04G	RYE07	VICTIM RIGHTS ADVOCATE	\$ 46,141	\$ 18,424	\$ 64,565