

OPERATIONS COMMITTEE
MONROE COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS CHAMBERS
TUESDAY, NOVEMBER 4, 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 (10/02/2025)

VI. COMMITTEE BUSINESS

1. Letter dated October 22, 2025 from Honorable Michael Brown, 1st District Court requesting additional funding for four (4) years of prior service credit for the new full time Attorney Magistrate candidate. This request would require an additional General Fund allocation of up to \$1,645 for 2025 and \$15,104 for 2026.

Suggested Action: Move to accept the communication, place it on file, and recommend/not recommend to the full Board to approve the request for additional funding for four (4) years of prior service credit for the new full time Attorney Magistrate candidate. This request would require an additional General Fund allocation of up to \$1,645 for 2025 and \$15,104 for 2026. ROLL CALL

VII. NEW BUSINESS

VIII. OLD BUSINESS

IX. CITIZENS TIME

X. INFORMATION

XII. COMMISSIONERS TIME

XIII. ADJOURNMENT

The County of Monroe will provide necessary auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials at the meeting to individuals with disabilities upon one week's notice to the County of Monroe. Individuals with disabilities requiring auxiliary aids or services should contact the County of Monroe by writing or calling the following: Human Resources - 125 East Second Street, Monroe, MI 48161 or visit our website at www.co.monroe.mi.us.

MONROE COUNTY BOARD OF COMMISSIONERS
OPERATIONS COMMITTEE MEETING MINUTES
OCTOBER 2, 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, October 2, 2025. Chairman Lievens called the meeting to order at 5:30 p.m.

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

ABSENT: Jay Heinzerling (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 (10/02/2025)
Motion by Commissioner Moore, supported by Commissioner Swartout to approve the October 2, 2025 Agenda as presented.

Voice vote taken. Motion carried.

V. APPROVAL OF MINUTES (08/14/2025)
Motion by Commissioner Swartout, supported by Commissioner Moore to approve the August 14, 2025 minutes of the Operations Committee as presented and waive the reading thereof.

Voice vote taken. Motion carried.

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.

Chairman Lievens explained the Victim's Rights Secretary is currently performing the job description of the advocate position and Mr. Yorkey is in attendance to answer any questions.

Discussion was held.

Motion by Commissioner Swartout supported by Commissioner Vensel to accept the communication, place it on file, and recommend to the full Board to approve the elimination of a Victim's Rights Secretary position and the addition of a Victim's

Rights Advocate position. This upgrade does not require additional funds and would be effective October 20, 2025.

Roll call by Deputy Clerk as follows:

AYE		NAY	EXCUSED
J. Henry Lievens	David Swartout		Jay Heinzerling
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 – Excused.

Commissioner Moore – Passed.

Commissioner Swartout – Passed.

Commissioner Vensel – Passed.

Chairman Lievens – Passed.

XI. ADJOURNMENT – With no further business, Chairman Lievens adjourned the meeting at 5:33 p.m.

Respectfully submitted by:



Grace Miles
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

October 22, 2025

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

RE: 1st District Court Attorney Magistrate Position

Dear Chairman Lievens:

The 1st District Court would appreciate the Operations Committee granting our request for prior service credit for the new full time Attorney Magistrate candidate. Per Monroe County policy #401 section B (4): "new hires may be granted up to four (4) years prior service credit for purposes of initial placement on the non-union Wage Schedule."

The Court posted the full time Attorney Magistrate position on September 4th, 2025. The Court received four candidates in total, one was not an attorney, one did not live in the jurisdiction, and one did not respond to interview requests. Fortunately, the one applicant who did interview is qualified, experienced, and an excellent candidate for the position.

The 1st District Court is in the process of hiring Attorney Michael Lieberman for the vacant full time Attorney Magistrate position. The Court is requesting Mr. Lieberman to be paid as a Grade 15, Step 5 on the Non-Union Wage Schedule.

Mr. Lieberman has six years of experience as a staff attorney for Legal Services of South Central Michigan and another twelve years of experience working in the field of legal services as a law clerk and legal assistant. He has worked on numerous cases in District Court and is well versed in Michigan Compiled law and Michigan Court Rules. His experience as a trial attorney will make the transition to magistrate smooth and efficient. It is the Court's position that Mr. Lieberman meets the requirements set forth in Monroe County Policy #401, Compensation, Section B(4).

It has been challenging to fill this position at the current wage of \$38.50 per hour. The wages paid by the Michigan Indigent Defense Commission have made it especially difficult as attorneys are able to make significantly more money taking indigent defense cases.

The service credit for Mr. Leiberman will require an additional appropriation to the 1st District Court budget. Please see the attached financial analysis.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Brown". The signature is fluid and cursive, with the first name "Michael" and last name "Brown" clearly distinguishable.

Michael Brown
Chief Judge
First District Court

Michael D. Lieberman, J.D.

Bar No.: P83298

Professional Summary

Staff Attorney with substantial trial advocacy experience, specializing in civil litigation and housing law. Dedicated to fairness, impartiality, and public service through years of representing vulnerable clients. Skilled in courtroom procedure, fact-finding, judicial decision-making, administrative hearings, and providing legal advice and guidance to hundreds of clients to ensure they understood their rights and responsibilities.

Experience

Staff Attorney, Legal Services of South Central Michigan (2019–Present)
Monroe, Michigan

- Represented dozens of clients in contested court proceedings, with a significantly increased caseload during the COVID-19 pandemic.
- Conducted numerous bench trials, motion hearings, and dispositive motion arguments.
- Counseled clients through mediation and drafted judicial-style pleadings and recommendations.
- Represented clients in Administrative Law Judge hearings, gaining experience in evidentiary presentation and advocacy in quasi-judicial settings.
- Provided legal advice and guidance to hundreds of clients in housing and civil matters, ensuring accessibility and understanding while balancing a demanding caseload.

Law Clerk, Legal Services of South Central Michigan (2016–2017)
Ann Arbor & Jackson, Michigan

- Supported litigation in housing, family law, and public benefits cases.
- Conducted client intakes, legal research, and drafted legal documents under attorney supervision.
- Represented clients in court and mediation under supervision.

Legal Assistant, Legal Services of South Central Michigan (2005–2015)
Ann Arbor, Michigan

- Conducted client interviews, drafted wills and powers of attorney for senior clients.
- Managed referrals for pro-bono cases and Social Security matters.
- Prepared legal documents, correspondence, and organized case files.

Education

J.D., Michigan State University College of Law

B.A., Michigan State University

Skills

- Courtroom advocacy
- Judicial decision writing
- Client communication
- Mediation preparation
- Administrative hearings
- Research and statutory application
- Prepared to complete LEIN certification, mediation training, and judicial training requirements upon appointment

HIRING REVIEW FORM

Department: District Court

Vacancy Job Title: Full Time Attorney Magistrate

Brief Job Description:

Serves in a quasi-judicial capacity as prescribed by statute and local administrative order including, issuance of misdemeanor and felony arrest warrants, search warrants, conducting arraignments, setting bonds, accepting guilty pleas, sentencing misdemeanors, holding small claims and informal hearings, and adjudicating civil infraction and misdemeanor pretrials.

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.)

Please see the attached letter to Operations outlining the need for additional judicial resources.

Completed By: Jessica Chaffin

DATE: 08/05/2025

Human Resources/ Finance Use:

Conclusion:

Finance: Placing this position at a step 5 will require an estimated additional General Fund allocation of \$1,645 for 2025 and \$15,104 for 2026.

Human Resources: The request is in compliance with County policies.

Finance Reviewer: Sue Maier

DATE: 10/27/25

HR Reviewer: Jeff McBee

DATE: 10/27/25

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

ATTORNEY MAGISTRATE-DISTRICT COURT

Department: 1st District Court

Wage Grade: 15

FLSA Status: Exempt

Affiliation: Non-Union

GENERAL SUMMARY:

Upon appointment by the 1st District Court Chief Judge, and under the direction of the 1st District Court Administrator, serves in a quasi-judicial capacity as prescribed by statute and local administrative order; including, issuance of misdemeanor and felony arrest warrants, search warrants, conducting misdemeanor and felony arraignments, setting and collecting bonds, accepting guilty pleas and sentencing misdemeanors as enumerated by statute. Will conduct small claims hearings, informal hearings and adjudicating civil infraction and misdemeanor pre-trials as directed by the Chief Judge.

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).*

- Presides over informal hearings for all types of civil infractions. Explains the law and procedures to parties, swears in witnesses, hears and takes testimony, examines witnesses, makes findings of fact, makes conclusion of law and adjudicates the case.
- Presides over small claim hearings. Explains the law and procedures to parties, hears testimony, swears in witnesses, hears and takes testimony, examines witnesses, makes findings of fact, makes conclusion of law and adjudicates the case.
- Presides over criminal arraignments in both misdemeanor and felony cases, advises defendants of charges and legal rights, determines and sets appropriate bonds based on the seriousness of the offense and other relevant factors, determines eligibility and appoints attorney where appropriate, schedules next court date, accepts waiver of preliminary exam where appropriate.
- Presides over criminal misdemeanor guilty pleas as authorized by statute, advises defendants of charges and legal rights, accepts pleas, determines and imposes sentence as authorized by law.
- Presides over probable cause hearings for the issuance of misdemeanor and felony arrest warrants, advises defendants of rights and consequences of a plea, takes testimony under oath, reviews documents, makes determination regarding authorization and schedules future court action.

- Presides over requests from law enforcement under oath for the issuance of search warrants. Examines the completeness of affidavits for search and makes a determination regarding authorization. Search warrants are issued after probable cause is determined.
- Provides advice and assistance to court staff regarding matters related to traffic and other violations, small claims and other judicial matters. Adheres to the collection practices set forth by the Chief Judge and in MCR 1.110.
- Reviews and responds to civil infraction and misdemeanor citations where violator pleads guilty with an explanation and accepts admission of responsibility.
- Performs civil ceremony weddings at the 1st District Court locations. May perform marriages away from the Court upon the approval of the Chief Judge.
- Perform civil mediations as directed by the District Court Judges.
- As part of the judicial availability plan with the 1st District Judges, may serve as needed in on call after court hours, weekends and holidays for issuance of search warrants, arrest warrants and arraignments.

EMPLOYMENT QUALIFICATIONS:

Education: Graduation from an accredited law school.

Experience: Minimum of three years of experience in a general practice including criminal law experience.

Other Requirements:

Must be a registered voter in Monroe County and must be licensed as an Attorney in the State of Michigan

Member of the State Bar of Michigan

Will take an oath of office.

Complete an approved 40-hour general civil mediation training program within one year of hiring

Must sign a Monroe County Court Employee model code of conduct.

Must take the L.E.I.N. certification test and be fingerprinted.

Must complete the required Michigan Judicial Institute New Magistrate training.

Must possess a valid driver's license.

Knowledge of:

- Applicable laws, court rules, and adopted SCAO standards.
- The State of Michigan Manual for District Court Magistrates.
- The structure and content of the English language, along with data analysis and report preparation techniques.
- The Judicial Information System (JIS).
- The Law Enforcement Information Network (LEIN) and the Secretary of State (SOS) system.
- Relevant equipment, court/county policies, procedures and strategies to promote effective local operations for the protection of people, data, property and institutions.

Skill in:

- Accurate data collection and active listening with court users, law enforcement or others.
- Communicating the order of the Court and conveying the importance of compliance to statutes, ordinances and court rules.

Ability to:

- Recognize the needs and concerns of the Court when dealing with court users, law enforcement or others.
- Communicate effectively both orally and in writing.
- Attend work regularly and work under stressful conditions.

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 enter and access information from a computer.

Ability to access all areas of the court.

Ability to access office files.

Hearing and speech sufficient to communicate in person or over the telephone.

May need to drive a County or personal vehicle in the course of the work.

Working Conditions:

Works in office setting and have the ability to take evening/weekend calls from law enforcement.

May be in regular contact with persons charged and/or convicted of criminal offenses.

May have occupational exposure to persons with various communicable diseases.

Will be required to train annually and certify in the MIOSHA Bloodborne Pathogens provided by the County of Monroe.

APPROVED REQUEST	ITEM	DATE	Department	Union	Grade		Classification	WAGES	FRINGES	TOTAL
	ANNUAL BUDGET	2025	13600	union_00	RYE15		ATTORNEY MAGISTRATE	\$ 52,474	\$ 4,995	\$ 57,469
	ACTUAL COST	THROUGH 10/3/25	13600	union_00	RYE15		ATTORNEY MAGISTRATE	\$ 39,724	\$ 3,781	\$ 43,506
							AVAILABLE BUDGET	\$ 12,750	\$ 1,214	\$ 13,963
	PROPOSED	DOH 10/4/25	13600	union_00	RYE15		ATTORNEY MAGISTRATE	\$ 18,700	\$ 6,808	\$ 25,508
							TOTAL PROPOSED	\$ 18,700	\$ 6,808	\$ 25,508
							TOTAL APPROVED COST/(SAVINGS)	\$ 5,950	\$ 5,594	\$ 11,545
UPDATED	PROPOSED	DOH 10/4/25	13600	union_00	RYE15	STEP1	ATTORNEY MAGISTRATE	\$ 18,700	\$ 6,808	\$ 25,508
	PROPOSED	DOH 11/17/25	13600	union_00	RYE15	STEP5	ATTORNEY MAGISTRATE	\$ 21,454	\$ 5,699	\$ 27,153
							TOTAL ADDITIONAL COST/(SAVINGS)	\$ 2,754	\$ (1,109)	\$ 1,645
	FINANCE CONCLUSION:									
	ADDITIONAL COST TO GENERAL FUND, WOULD REQUIRE ADDITIONAL APPROPRIATION.									
	ANNUAL PROPOSED	2026	13600	union_00	RYE15	STEP1	ATTORNEY MAGISTRATE	\$ 83,216	\$ 36,997	\$ 120,213
	ANNUAL PROPOSED	2026	13600	union_00	RYE15	STEP5	ATTORNEY MAGISTRATE	\$ 95,467	\$ 39,850	\$ 135,317
							ADDITIONAL 2026 COST			\$ 15,104