



**BOARD COORDINATOR
GENESEE COUNTY BOARD OF COMMISSIONERS**

1101 BEACH STREET, ROOM 312
FLINT, MICHIGAN 48502

TELEPHONE: (810) 257-3020
FAX: (810) 257-3008

JOSHUA FREEMAN
COORDINATOR

**FINANCE COMMITTEE
Monday, July 10, 2017 at 9:15 a.m.
AGENDA**

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES – June 19, 2017

IV. PUBLIC COMMENT TO COMMITTEE

V. COMMUNICATIONS

VI. OLD BUSINESS

VII. NEW BUSINESS

A. ANIMAL CONTROLL -

1. F071017VIIA1: Request authorization to accept \$1,500 grant from Maddie's Fund – Attached
2. F071017VIIA2: Request authorization to transfer \$15,000 from the Budget Surplus to account number 205.4300.4300.850.8516 – Attached
3. F071017VIIA3: Request authorization to transfer \$26,000 from the Budget Surplus to account 205.4300.4300.0808 – Attached

B. COUNTY CLERK –

1. F071017VIIB1: Request authorization to implement a one (1) year pilot program for reduced or waived fees for Vital Records for those facing financial hardship - Attached

C. DISTRICT COURT –

1. F071017VIIC1: Request approval to eliminate one (1) Deputy District Court Clerk position and establish a District Court Administration Specialist - Attached
2. F071017VIIC2: Request approval to eliminate one (1) Deputy District Court Clerk position and establish a Senior Deputy District Warrant Clerk – Attached

D. FRIEND OF THE COURT –

1. F071017VIID1: Request approval to upgrade Accounting Supervisor position to Financial and Technical Supervisor - Attached

E. GCCARD –

1. F071017VIIIE1: Request to create, post and fill two (2) part-time Administrative Assistant position – Attached **(ROLL CALL VOTE REQUESTED)**

F. PROSECUTORS OFFICE – CIVIL DIVISION

1. F071017VIIF1: Request for funding for outside counsel – Attached **(ROLL CALL VOTE REQUESTED)**

VIII. OTHER BUSINESS

IX. ADJOURNMENT



GENESEE COUNTY ANIMAL CONTROL

G-4351 W Pasadena Ave. Flint, Michigan 48504 Phone: 810-732-1660 Fax: 810-732-1493
Paul Wallace, Director Renea Kennedy, Deputy Director

June 28, 2017

MEMORANDUM

To: Commissioner Kim Courts, Chair
Finance Committee

From: Paul Wallace, Director
Animal Control

Subject: Maddie's Fund Donation

Please accept this Memorandum as formal notification that Animal Control is in receipt of a check from Maddie's Fund.

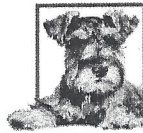
Genesee County Animal Control sent personnel to an Animal Welfare conference in May 2017, and while there they won two small grant prizes, one for \$500 and one for \$1,000.

Maddie's Fund combined the two amounts into a single check totaling \$1,500.

We intend to use these funds as seed money to begin a future identification chip program for animals adopted from the shelter.

The funds will be deposited into account number **205 00 00 4300 28675**, which is a revenue account. A copy of the check and a letter from Maddie's Fund to Deputy Director Renea Kennedy are attached.

ACTION REQUESTED: Board approval for the acceptance of these funds.



Maddie's
Fund

May 31, 2017

Renea Kennedy
Deputy Director
Genesee County Animal Control
G-4351 West Pasadena
Flint, MI 48504

Dear Renea Kennedy:

Maddie's Fund is pleased to present this check in the amount of \$1500 to Genesee County Animal Control to support your operations. Funding for this grant was approved on April 12, 2017 by the Maddie's Fund Board of Directors, as a special prize awarded at HSUS Animal Care EXPO 2017.

In appreciation of this grant, please use the hashtag #ThanksToMaddie in any posts on social media about this grant or activities funded by this grant.

From all of us at Maddie's Fund, we wish Genesee County Animal Control the best of success in your humane work.

Sincerely,

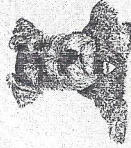
Mary Ippoliti-Smith
Executive Leadership Team



Maddie's
Fund

6150 Stoneridge Mall Road, Suite 125, Pleasanton, CA 94588
925.310.5450 | info@maddiesfund.org | www.maddiesfund.org

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING



MADDIE'S FUND

6150 STONERIDGE MALL RD., STE. 125
PLEASANTON, CA 94588-3183
(925) 310-5450

WESTAMERICA BANK
1676 N. CALIFORNIA BLVD., STE. P-120
WALNUT CREEK, CA 94596
90-4021/1211

7363

05/30/2017

PAY TO THE
ORDER OF

Genesee County Treasurer

\$

**1,500.00

One thousand five hundred and 00/100*****

DOLLARS

PROTECTED AGAINST FRAUD



Genesee County Animal Control
ATTN: Animal Control
G-4351 West Pasadena
Flint, MI 48504



Angie [Signature]

MEMO

2017 HSUS Expo Booth Winner

⑈007363⑈ ⑆121140218⑆ 0704025998⑈

MADDIE'S FUND

05/30/2017

Genesee County Treasurer

7363

LP apprvd 3/14/17, AZ apprvd 4/12/17 - Grant to sup

1,500.00

0950 Maddie's Fund Payroll Acct

2017 HSUS Expo Booth Winner

1,500.00



GENESEE COUNTY ANIMAL CONTROL

G-4351 W Pasadena Ave. Flint, Michigan 48504 Phone: 810-732-1660 Fax: 810-732-1493
Paul Wallace, Director Renea Kennedy, Deputy Director

June 15, 2017

MEMORANDUM

To: Commissioner Kim Courts, Chair
Finance Committee

From: Paul Wallace, Director
Genesee County Animal Control

Subject: Account Increase

Please accept this Memorandum as a formal request to move funds from the 2016/17 Budget Surplus for purposes of continued Veterinarian Service. This amount should allow for contract service for the remainder of the 2016/2017 fiscal year.

The requested fund transfer is for \$15,000 from the Budget Surplus to account 205.4300.4300.850.8516.

No General Fund appropriation is requested.



GENESEE COUNTY ANIMAL CONTROL

G-4351 W Pasadena Ave. Flint, Michigan 48504 Phone: 810-732-1660 Fax: 810-732-1493
Paul Wallace, Director Renea Kennedy, Deputy Director

June 29, 2017

MEMORANDUM

To: Commissioner Kim Courts, Chair
Finance Committee

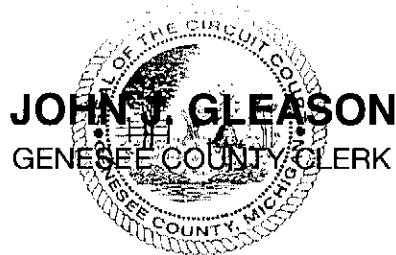
From: Paul Wallace, Director
Genesee County Animal Control

Subject: Account Increase

Please accept this Memorandum as a formal request to move funds from the 2016/17 Budget Surplus for purposes of set-up of a new Animal Control van, and for updating the safety lighting on the remaining Animal Control vans.

The requested fund transfer is for \$26,000 from the Budget Surplus to account **205.4300.4300.0808**.

No General Fund appropriation is requested.



OFFICE OF THE COUNTY CLERK
GENESEE COUNTY COURTHOUSE
900 SOUTH SAGINAW STREET
FLINT, MICHIGAN 48502

ADMINISTRATION (810) 257-3224
COURT RECORDS (810) 257-3220
ELECTIONS (810) 257-3283
VITAL RECORDS (810) 257-3225

To: Commissioner Kim Courts
Chairperson, Finance Committee

"Online! Not In Line!"
www.gc4me.com

June 27, 2017

Hello Commissioner Courts,

At your request, I am sending this memo to summarize my understanding of the Finance Sub-Committee meeting yesterday June 26, 2017 at 1:00 pm in regards to the Clerk's request for approval to reduce or waive fees to obtain vital records for those facing financial hardship. (Agenda item A – FBS062617VIA).

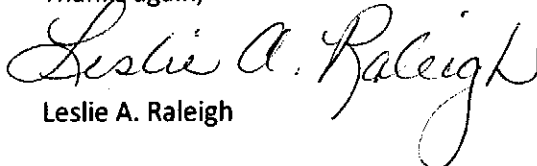
As I understand, the Sub-Committee has agreed to:

- Allow the Genesee County Clerk's office to implement a 1 year pilot program for reduced or waived fees for Vital Records to those facing financial hardship and to begin the Pilot Program as soon as possible – or at the latest September 1, 2017.
 - During this 1 year pilot, detailed metrics are to be kept by the Clerk's office to gage the financial impact and report that data to the Board of Commissioners & Controller. We have yet to decide on whether those metrics are to be reported monthly, quarterly or at the end of the 1 year pilot program.
- Move the request to the full Finance Committee and determine if a financial baseline is to be established. It was discussed in the meeting anywhere from \$16,000.00 to \$20,000.00 for the first year pilot program.
- Financial hardship will be determined by accredited social service agencies or schools. These agencies/schools will determine whether their client(s) are eligible for either waived or reduced fees for vital records. Those determined eligible must present to the Clerk's office on agency/school letterhead whether the fee is to be waived or the reduced cost.
- The Genesee County Clerk's office will not change its current partnerships with the YWCA Safe House and local churches. Currently, referred clients from the YWCA receive at no cost their vital records but the county is reimbursed \$25.00 for each record through the VOCA Grant (Victims of Crime Act) budget and some of the local churches have voucher programs currently in place.
- I would also like to be clear that vital records include birth, death and marriage records and that the Clerk's office intends to follow Michigan Law in regards to eligibility of who can receive certain vital records.

It is understood that this request still must be approved by the Finance Committee and full Board of Commissioners before implementation can begin.

If you have a different understanding of yesterday's meeting, please let's discuss and resolve. I want to thank you very much for your hearing our request and the support we have received implementing this program. I feel very good about it and am excited to see how we can move forward.

Thanks again,


Leslie A. Raleigh



Responses from State ID Needs Survey

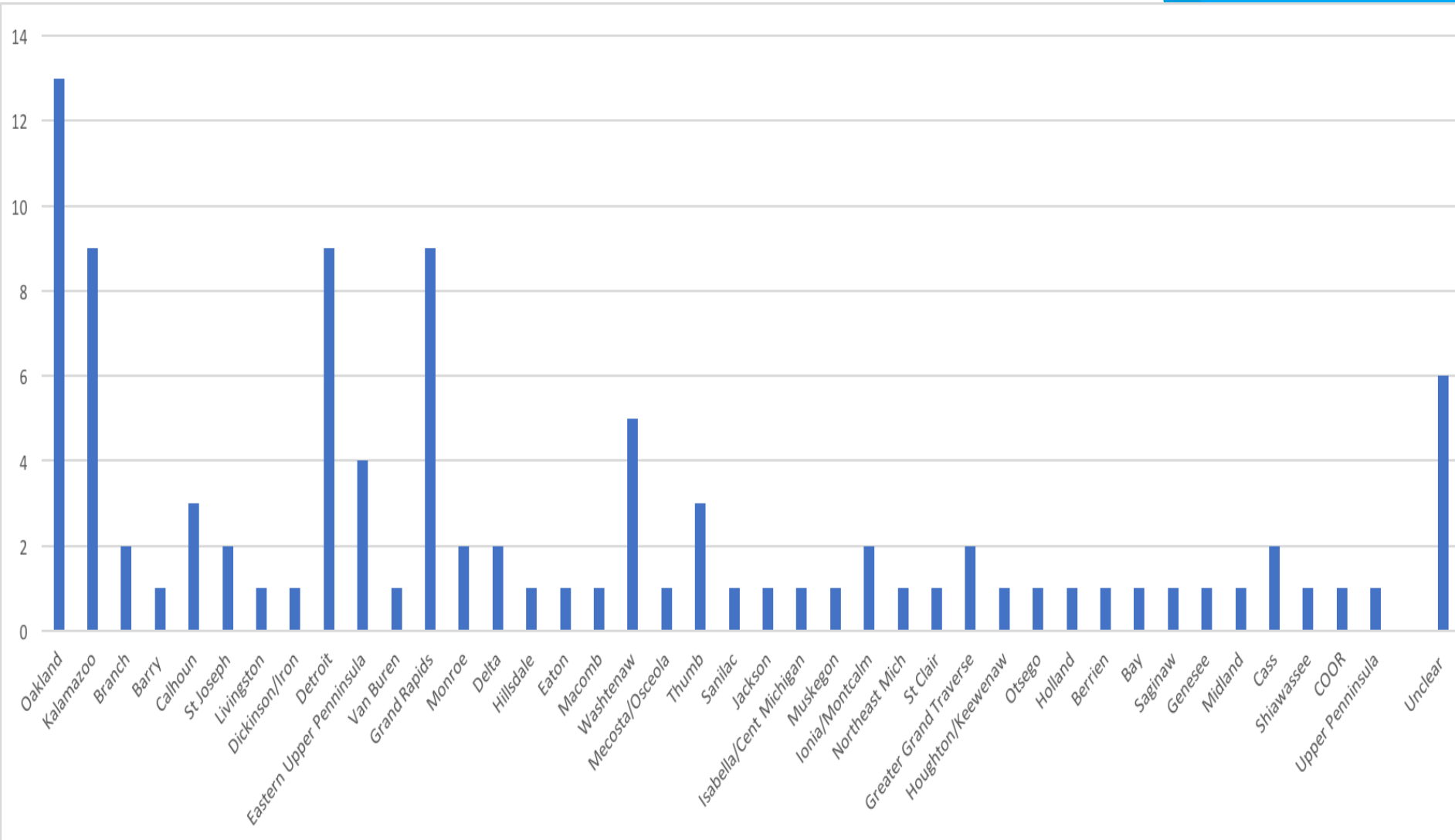
Presenter:

Eric Hufnagel, Michigan Coalition
Against Homelessness

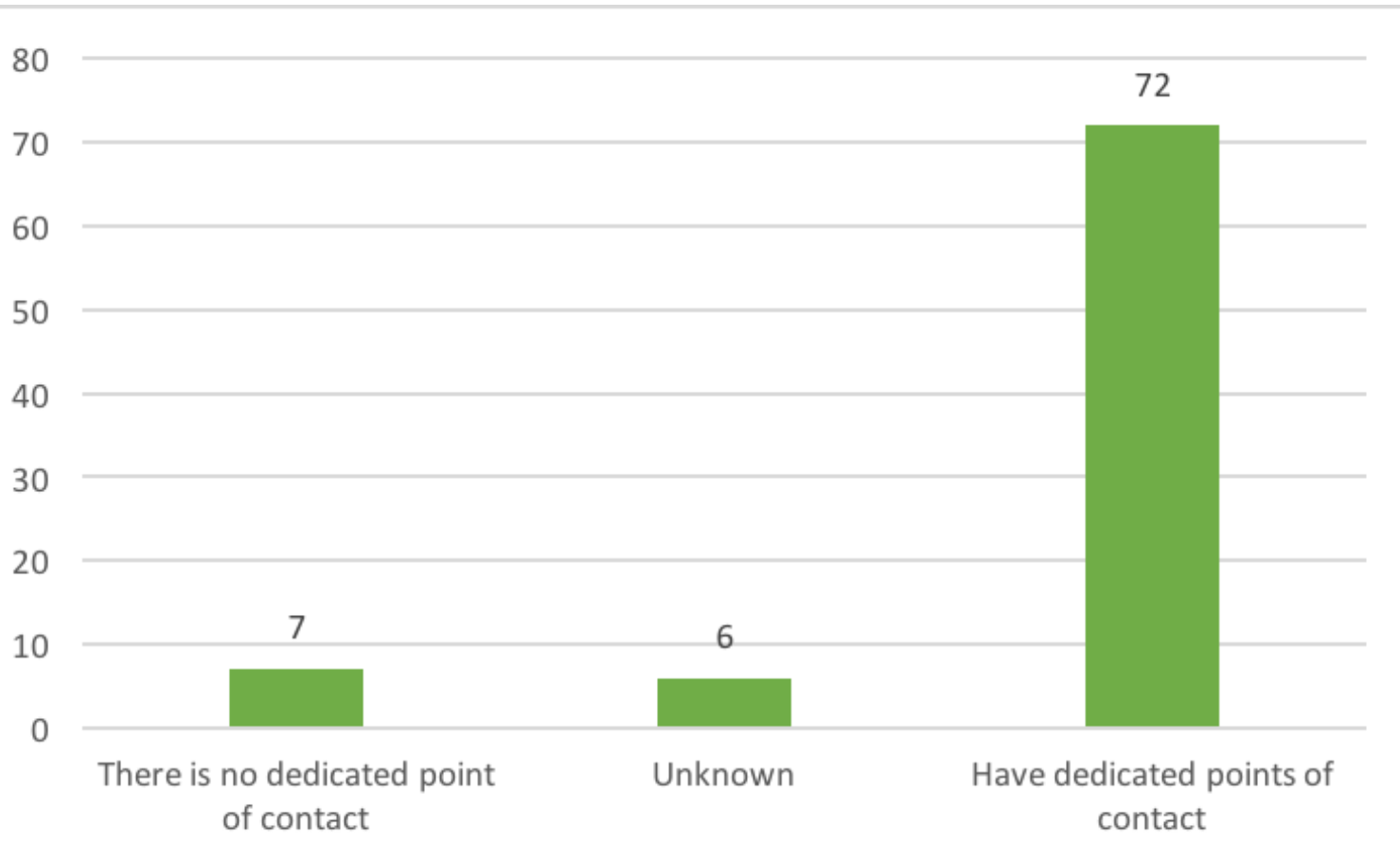
Overview of Survey Methodology

- MCAH proposed conducting a survey to assess the scope/scale of the State ID issue
- The survey was vetted by all 3 communities currently participating in pilot programs with the Secretary of State (Oakland, Calhoun, and Genesee)
- We asked 12 questions
- The survey was distributed to CoCs across the state of Michigan from January 30-February 6, 2017
- We had a total 92 responses

Q1: What CoC or community are you part of?



Q2: Which organization(s) within your CoC or community take the lead on obtaining IDs?



Q3: How many clients do you assist per month with obtaining an ID?

Statewide Total

552 clients per month

(6624 annually)

Q4: How many clients do you assist per month with obtaining birth certificates, or other vital documents?

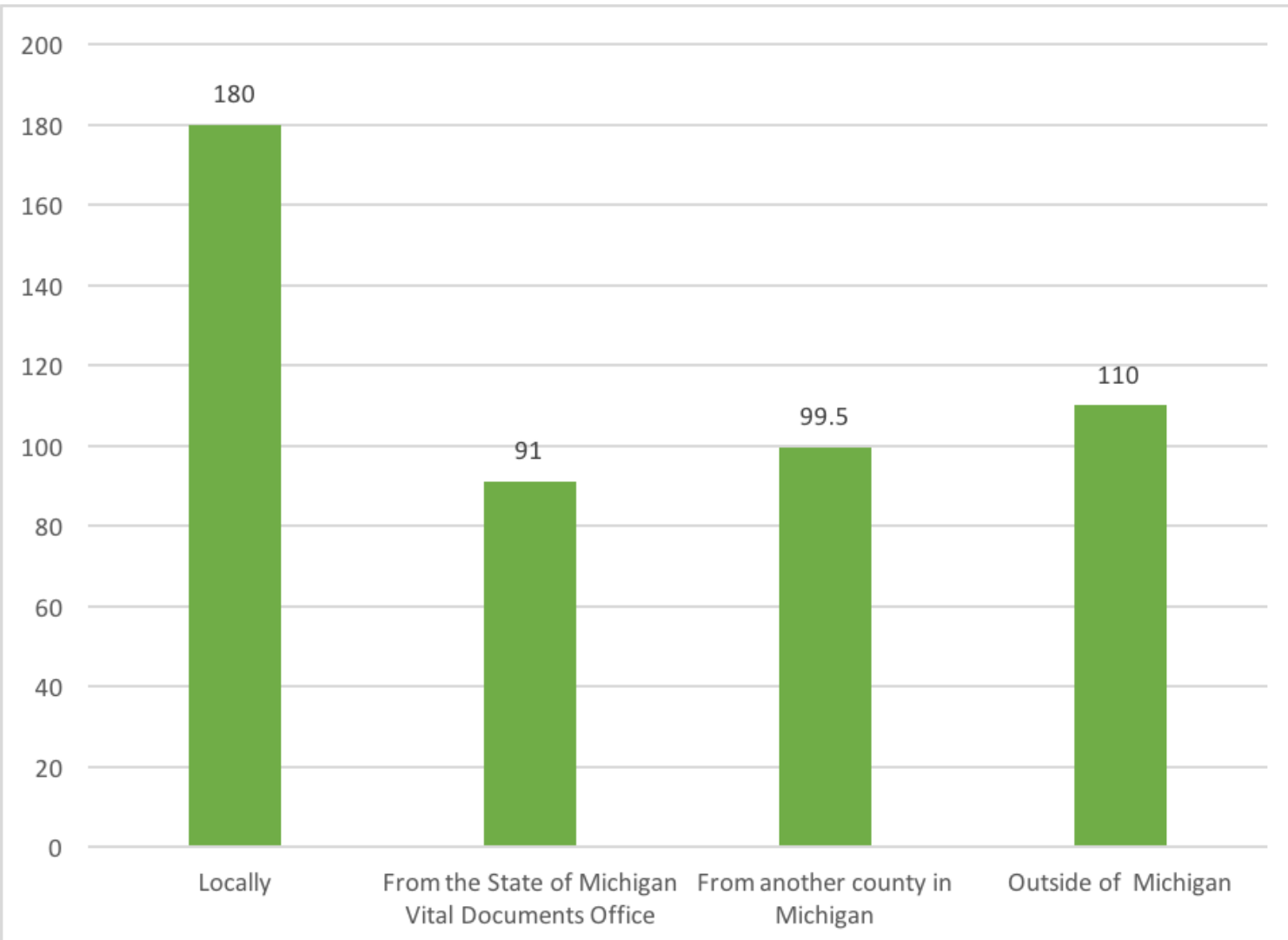


Statewide Total

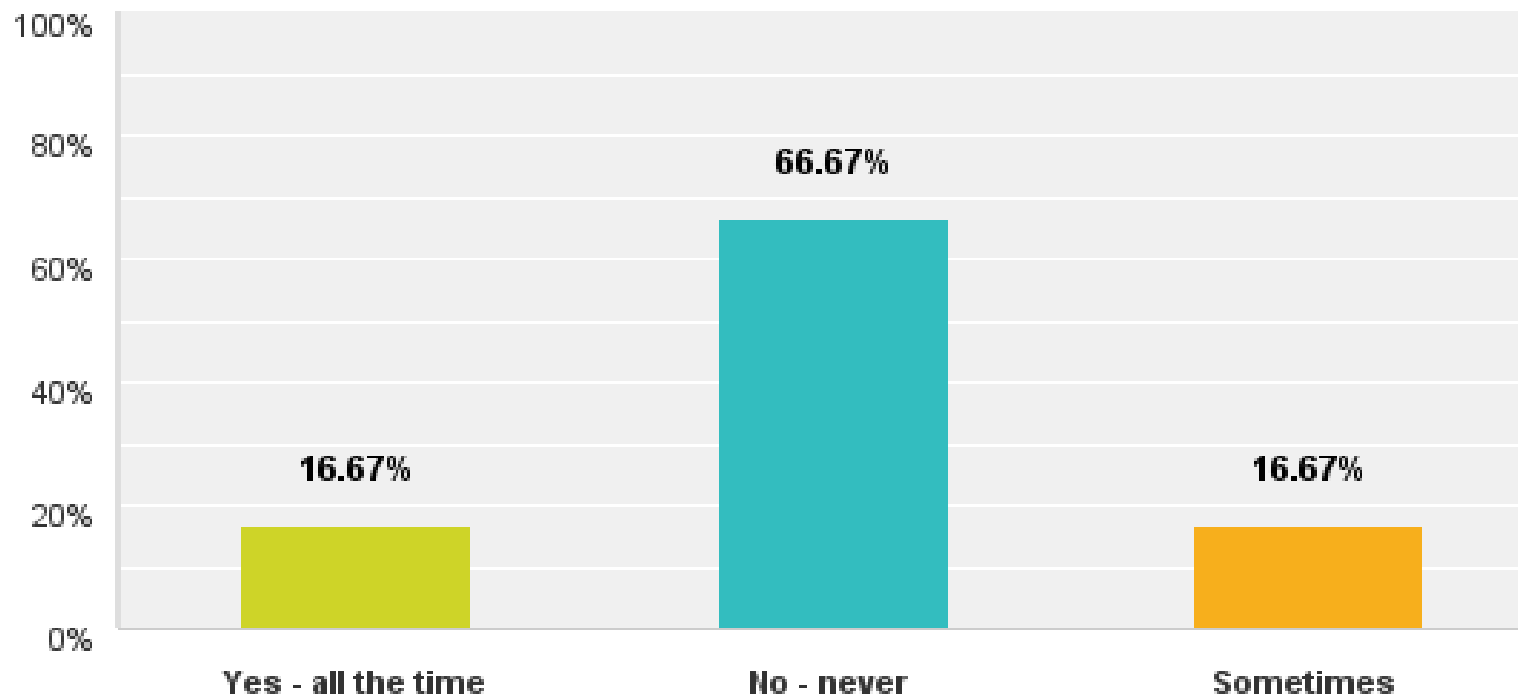
Birth Certificates: 434.5

Other Vital Documents: 410.5

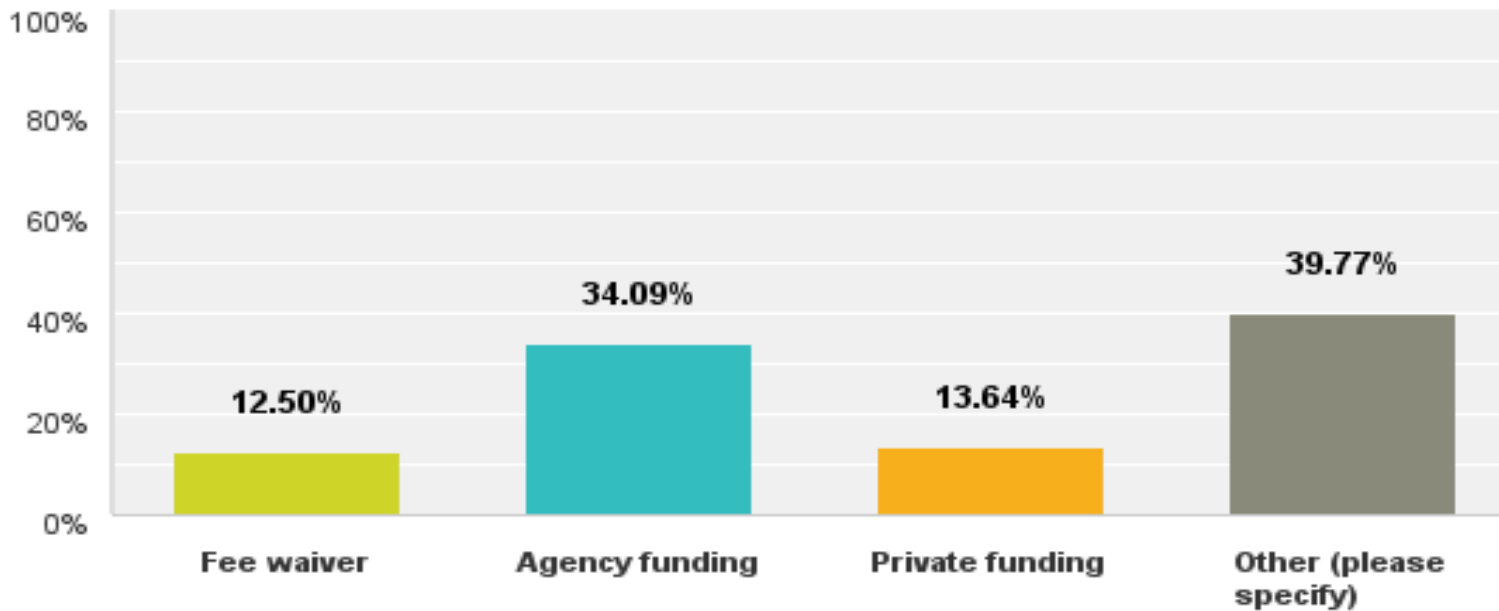
Q5: For clients who need birth certificates, how many are obtained locally versus from another location on a monthly basis?



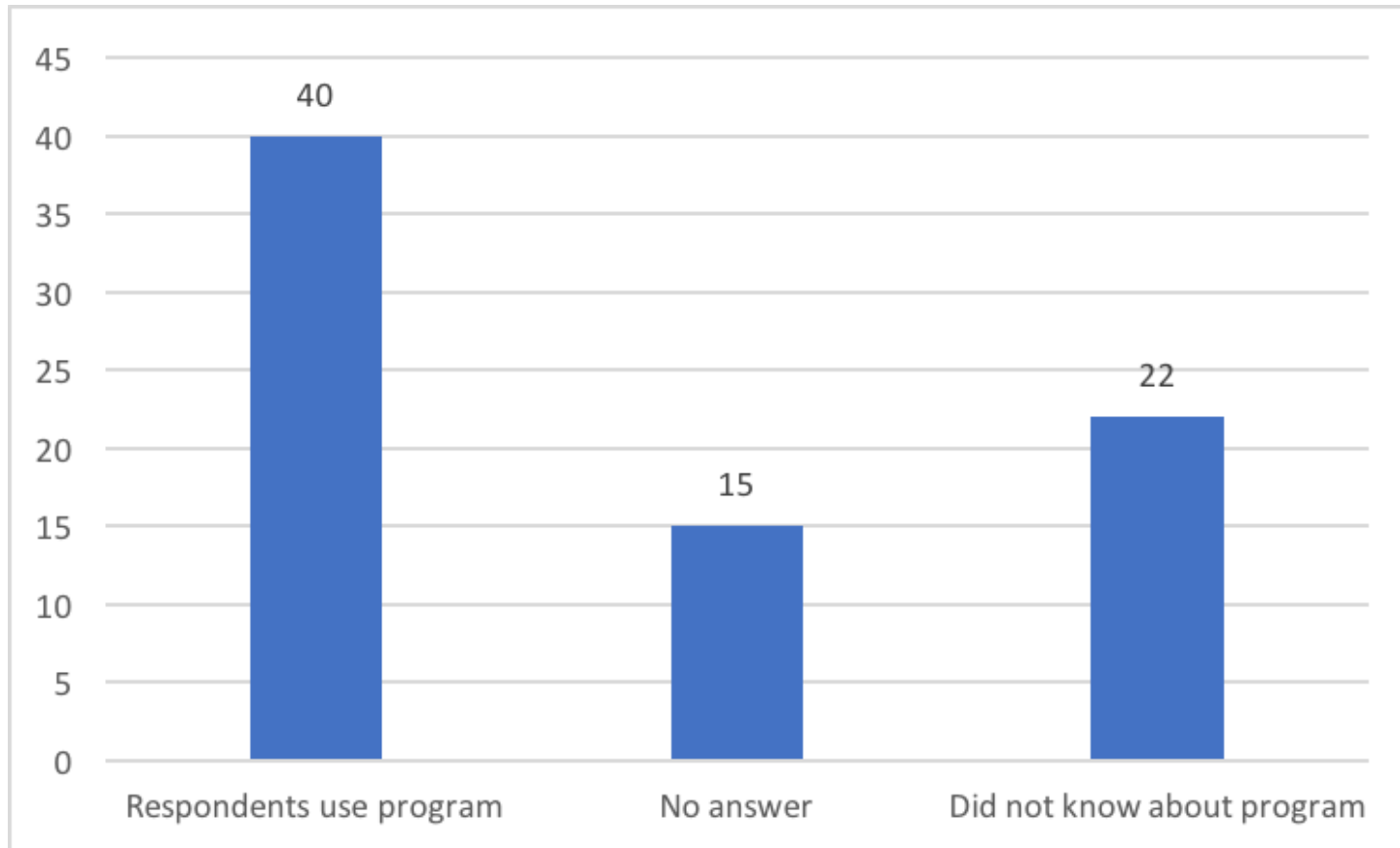
Q6: For birth certificates obtained locally, do you receive a fee reduction for clients who are identified as homeless?



Q7: How are you paying for these documents?



Q8: Does your organization encourage clients to use the Free ID For Me Program?

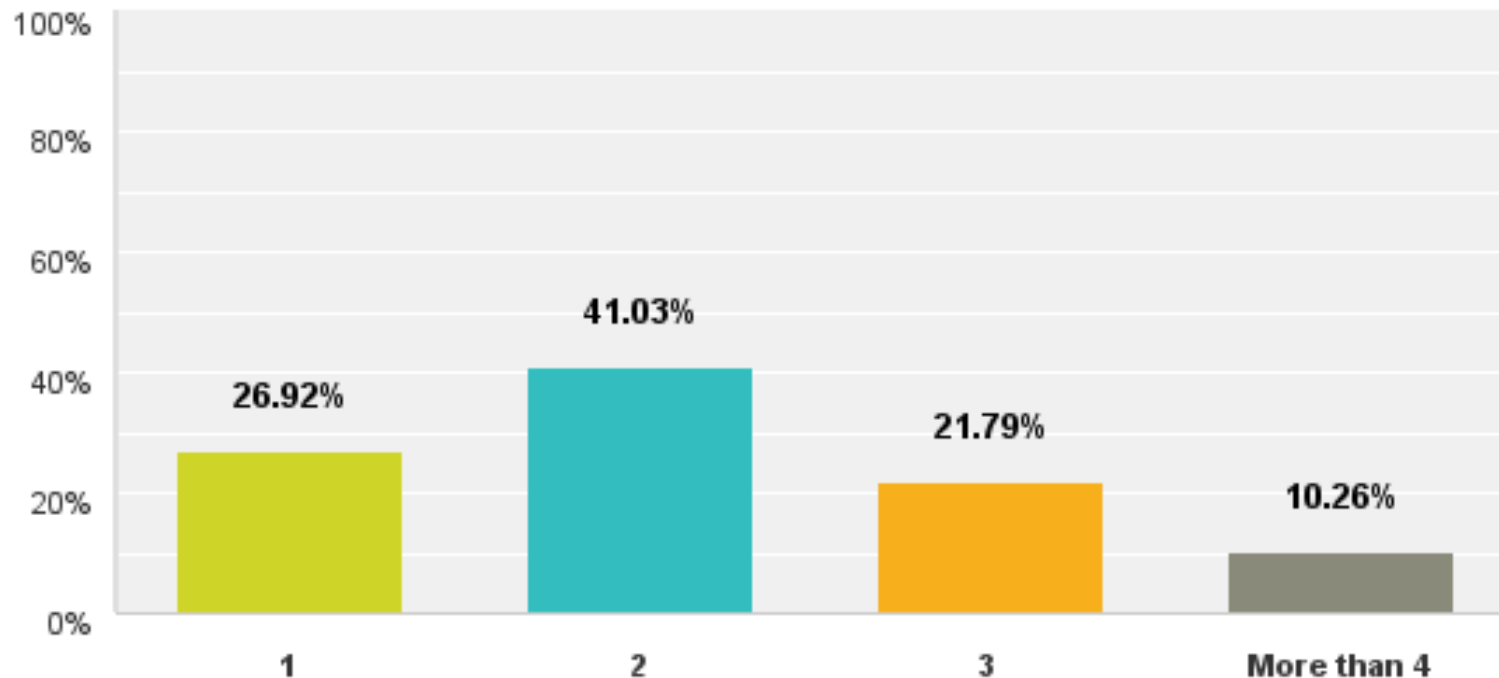


Q9: On average, how much staff time is spent on obtaining an ID per client?

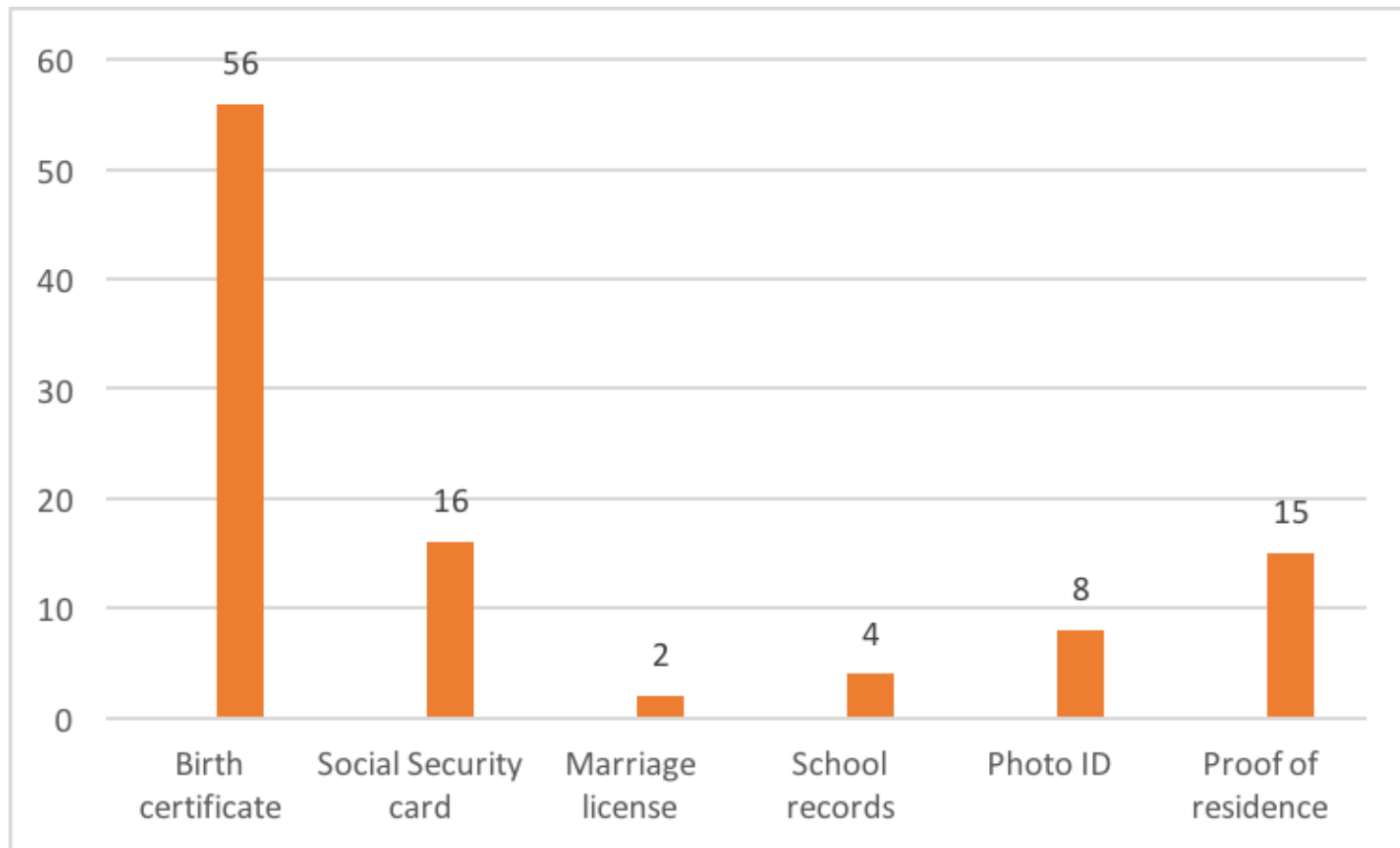
**Average:
2 hours 30 minutes per client**

The range ran from 30 mins to 10+ hours

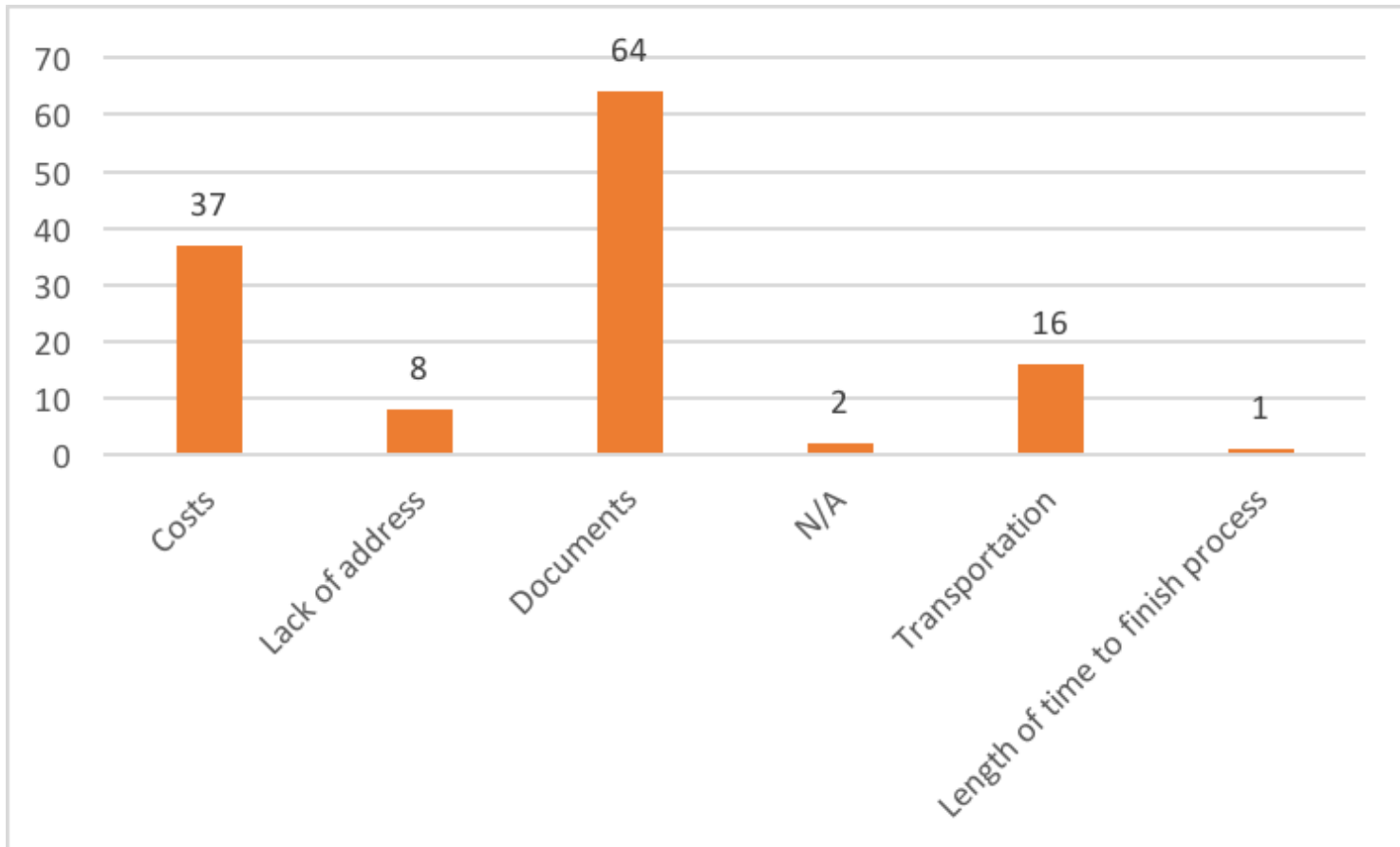
Q10: On average, how many trips do clients have to make to the Secretary of State's office before obtaining an ID?



Q11: What supporting documentation for obtaining a State ID is most difficult for your program participants to obtain?



Q12: From your experience, what are the biggest barriers (if any) that clients experience in obtaining an ID?



Initial Reactions

- Excited/overwhelmed by the size of the response-obviously it is an issue agencies/communities are dealing with
- We would like to explore the data further, for example examining rural vs urban areas, factoring out Secretary of State Pilot Communities, etc...

Next Steps

MCAH's Legislative Action Committee



Identify and work towards policy that better represents the needs of the homeless population throughout our state

Discuss and strategize with viewpoints from the field, urban and city communities and the state capitol

Train and educate ourselves and decision makers about the impact of policy on individuals and families experiencing homelessness

Engage and advocate with policy makers to enact change and improve the lives of our clients, friends, family, and fellow Michiganians



Webinar: Advocacy Day Prep

February 28, 2017 at 12:00 pm

Learn about our talking points and policy priorities for 2017-2018,
and get tips for meeting with legislators before you come to
Lansing

Homelessness Advocacy Day

March 2, 2017 at 10:30 am

Bring your voice to Lansing! This is your chance to meet with
your legislators about important legislative opportunities related
to homelessness

Questions?



Michigan Coalition Against Homelessness
15851 S. Old US-27
Building 30, Suite 315
Lansing, MI 48906
(517) 485-6536
www.mihomeless.org

Below are unduplicated homeless numbers for Genesee County:

2014 CY – 2335 homeless, 1935 literally homeless/category 1

2015 CY – 2562 homeless, 1909 literally homeless/category 1

2016 CY – 2640 homeless, 2104 literally homeless/category 1

Destinations:

- **In 2014, 1205 clients exited to a permanent housing destination. Of these, 88 entered PSH (Permanent Housing for Formerly Homeless Persons), 184 entered into another subsidy-based housing (including VASH), and the rest went into some type of permanent housing without subsidy.**
- **In 2015, 1120 clients exited to a permanent housing destination. Of these, 104 entered PSH (Permanent Housing for Formerly Homeless Persons), 175 entered into another subsidy-based housing (including VASH), and the rest went into some type of permanent housing without subsidy.**
- **In 2016, 1068 clients exited to a permanent housing destination. Of these, 89 entered PSH (Permanent Housing for Formerly Homeless Persons), 224 entered into another subsidy-based housing (including VASH), and the rest went into some type of permanent housing without subsidy.**

Cumulatively from 2014-2016, 3302 unduplicated clients exited to a permanent housing destination. Of these, 272 entered PSH (Permanent Housing for Formerly Homeless Persons), 575 entered into another subsidy-based housing (including VASH), and the rest went into some type of permanent housing without subsidy.

- **In 2015, the First Presbyterian Community Ministry assisted clients with 489 birth records. This number is much lower than previous years due to changes in programming. We are back up and running weekly. Previous year we had assisted with over 600-birth records/year. The majority of the birth records were requested for housing, identification/driver licenses, and school for school-aged children. Birth records across the country range from \$15.00 to \$50.00 and it is \$25.00 in our county and \$34.00 in our state.**

The financial impact.

Typically, a Genesee County birth certificate is \$25.00 per client or \$125.00 for a family of five.

- The reduction in fees and waiver at the client's ability to pay would have a significant effect of the probability of a homeless or indigent person receiving permanent supportive housing (PSH) housing.

National coalition on homeless usually projects average annual cost of homelessness around \$60000.

- This includes shelter, increased healthcare costs, jail because they have no bond money, increased interaction with police, etc.
- In addition, the impact on City improves when you reduce loitering, outside toileting, etc. and foot traffic increases to improve merchant traffic, etc. and improved public safety.
- People go from living in the moment to planning for their future.

1068 @ 25.00 equals \$26,700 if/or 1068 @10.00 (10,680)

489 @ 25.00 equals \$12,225 if/or 489 @ 10.00 (4890)

\$15,570 while a cost savings could translate into 622.8 nights of shelter at \$25.00 a night.

If, the clients were able to get PHS housing by receiving a Birth Certificate/ID, the average cost of PHS housing is \$550.00 a month or \$6000.00 a year.

Michigan Coalition Against Homelessness

Empowering Communities, Ending Homelessness



State ID

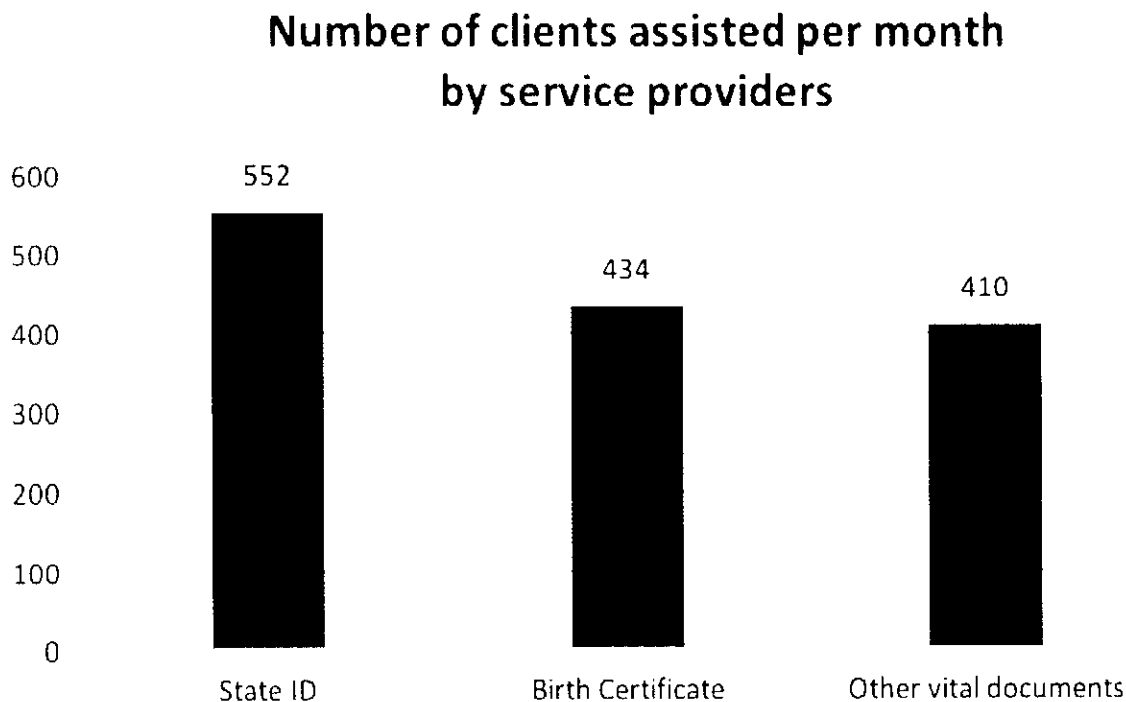
Background

In order to complete most daily basic functions, one needs a State ID. For thousands of Michiganians obtaining valid proof of identity is far more difficult than it should be. They face obstacles ranging from a lack of supporting documents such as a birth certificate or Social Security card, they do not have the funds, or time to take public transportation multiple times to the local Secretary of State office.

In July 2013 a State ID Task Force was formed in Oakland County. The Taskforce worked with the Secretary of State to launch a pilot with two branch locations in Oakland county and one location in Wayne county. The pilot focused on expediting applications and allowing for alternate documentation through the SoS Exceptions unit for homeless individuals who were working with a case manager from one of a select few service providers. Since then the pilot has spread to Genesee, Macomb and Calhoun counties. Despite the success of the pilot and the need statewide, the Secretary of State currently does not plan to extend the pilot to any additional communities.

In February of 2016, the Michigan Coalition Against Homelessness in partnership with State ID Task Force, conducted a survey of homeless service providers to get a better sense of the scope and scale of the issue. We had 92 agencies respond to the survey and here are some of the key things we discovered:

Scope of the Issue



Michigan Coalition Against Homelessness

Empowering Communities, Ending Homelessness



Major Challenges to Obtaining an ID

Top 3 Barriers to Obtaining an ID:

- **Acquiring supporting documents**
- **Cost**
- **Transportation**

73% of clients go to the Secretary of State Office 2 or more times to obtain an ID with nearly 33% going 3 or more times

2 ½ Hours
The average amount of time staff assist clients with obtaining an ID

Only 13% of clients qualify for a fee waiver to cover costs

40% of birth certificates are obtained out of county and 23% are obtained out of state

How you can help

- **Support legislation that makes it easier for people experiencing homelessness to obtain a State ID.**
- **Support increased funding for local County Clerks Offices to cover fee waivers for homeless individuals who need birth certificates.**
- **Encourage the Secretary of State to expand the pilot ID program to additional counties.**

Contact

Jason Weller, Michigan Coalition Against Homelessness
Phone: 517-853-3888
Email: Jweller@mihomeless.org

**MICHIGAN COUNTY CLERKS
VITAL RECORD FEES**
(Price of the first copy listed first, each additional copy ordered at the same time follows.)

2017 VITAL RECORD			2017 VITAL RECORD				
COUNTY	CLERK'S NAME	PHONE NUMBER	FEE	COUNTY	CLERK'S NAME	PHONE NUMBER	FEE
Alcona	Patricia Truman	989-724-9410	\$12.00/5.00	Lapeer	Theresa M. Spencer	810-667-0356	10.00/3.00
Alger	Mary Ann Froberg	906-387-7053	10.00/5.00	Leelanau	Michelle L. Crocker	231-256-9834	10.00/5.00
Allegan	Bob Genetski	269-673-0430	10.00/4.00	Lenawee	Roxann Holloway	517-264-4599	16.00/6.00
Alpena	Bonnie Friedrichs	989-354-9520	15.00/5.00	Livingston	Elizabeth Hundley	517-546-0500	15.00/5.00
Antrim	Sheryl Guy	231-533-6533	10.00/3.00	Luce	Sharon Price	906-293-5521	10.00/3.00
Arenac	Rick Rockwell	989-846-4626	10.00/5.00	MacKinnac	Mary Kay Tamlyn	906-643-7300	10.00/5.00
Baraga	Wendy J. Goodreau	906-524-6100	10.00/3.00	Macomb	Karen A. Spranger	586-469-5120	15.00/5.00
Barry	Pam Palmer	269-945-1285	20.00/7.00	Manistee	Jill M. Nowak	231-723-3331	15.00/5.00
Bay	Cynthia A. Luczak	Senior Discount 65+	14.00/7.00	Marquette	Linda Talsma	906-225-8330	10.00/5.00
Benzie	Dawn Olney	231-882-9671	14.00/3.00	Mason	Cheryl Kelly	231-843-8202	15.00/5.00
Berrien	Sharon Tyler	269-983-7111	10.00/3.00	Meosia	Marcee Purcell	231-592-0783	10.00/5.00
Branch	Terry Kubasiak	517-279-4306	18.00/5.00	Merominee	Marc Kleinman	906-863-9968	10.00/6.00
Calhoun	Anne Norlander	269-781-0730	10.00/5.00	Midland	Ann Mannay	989-832-6739	14.00/3.00
Cass	Monica Kennedy	269-445-4464	15.00/5.00	Missaukee	Jessica Nielsen	231-839-4967	10.00/3.00
Charlevoix	Cheryl Browe	231-547-7200	10.00/5.00	Monroe	Sharon Lemasters	734-240-7020	12.00/5.00
Cheboygan	Karen L. Brewster	231-627-8808	10.00/3.00	Montcalm	Kristen Millard	989-831-7339	25.00/5.00
Chippewa	Cathy Maleport	906-633-6300	10.00/5.00	Montmorency	Cheryl Neilson	989-785-8022	10.00/5.00
Clare	Lori Martin	989-539-7131	15.00/5.00	Mustkegon	Nancy A. Waters	231-724-6221	20.00/10.00
Clinton	Diane Zuker	989-224-5140	13.00/5.00	Newaygo	Jason VanderStelt	Senior Discount 65+ 231-689-7235	10.00/10.00
Crawford	Sandra Moore	989-344-3200	15.00/5.00	Oakland	Lisa Brown	248-858-0560	15.00/5.00
Delta	Nancy J. Kolich	906-789-5105	10.00/4.00	Oceana	Rebecca J. Griffin	Senior Discount 65+ 231-873-4328	10.00/5.00
Dickinson	Dolly L. Cook	906-774-0988	20.00/15.00	Ogemaw	Gary Klacking	989-345-0215	10.00/5.00
Eaton	Diana Rosworth	517-545-2426	12.00/5.00	Ontonagon	Sally Preiss	906-884-4255	10.00/3.00
Emmet	Juli Wallin	231-348-1744	25.00/10.00	Oscoda	Karen Bluhm	231-832-3261	10.00/5.00
Genesee	John J. Gleason	810-257-3224	15.00/5.00	Osego	Jeri Winton	989-826-1110	10.00/5.00
Gladwin	Laura Brandon-Mlaveal	989-426-4531	15.00/8.00	Otsego	Susan I. DeFeyer	989-731-7500	12.00/5.00
Gogebic	Gerry R. Pelissero	906-663-4518	10.00/5.00	Ottawa	Justin Roebuck	616-994-4537	15.00/6.00
Grand Traverse	Bonnie Scheele	231-922-4760	15.00/5.00	Pesque Isle	Ann Marie Main	989-734-3288	10.00/3.00
Grafton	Angie Thompson	989-875-3215	26.00/12.00	Roscommon	Michelle M. Stevenson	989-275-5923	10.00/5.00
Hillsdale	Marney Kast	517-437-3391	15.00/3.00	Saginaw	Michael J. Hanley	989-790-5321	15.00/7.00
Houghton	Jennifer Lorenz	906-482-1150	10.00/3.00	Sanilac	Denise McGuire	906-341-3618	20.00/10.00
Huron	Lori Neal-Wonsowicz	989-269-9942	15.00/5.00	Schoolcraft	Beth Edwards	989-743-2242	10.00/3.00
Ingham	Barb Bynum	517-676-7201	20.00/10.00	Shiawassee	Lay M. DeBoyer	810-985-2200	15.00/6.00
Ionia	Jane K. Cooper	616-527-5322	10.00/5.00	St. Clair	Carolyn Wilson	269-467-5602	13.00/4.00
Iosco	Nancy Huebel	989-362-3497	10.00/5.00	St. Joseph	Lindsay Oswald	989-672-3780	15.00/5.00
Isabella	Mirinde B. Lux	989-772-0911	15.00/5.00	Tuscola	Jodi Fetting	269-657-8218	13.00/4.00
Jackson	Amanda L. Kirkpatrick	517-788-4265	15.00/5.00	Van Buren	Suzie Roehm	734-222-6720	15.00/5.00
Kalamazoo	Timothy A. Snow	269-383-8840	10.00/4.00	Washtenaw	Lawrence Kestenbaum	313-224-6262	22.00/7.00
Kalkaska	Deborah Hill	231-258-3349	10.00/3.00	Wayne	Cathy M. Garrett	231-779-9450	10.00/4.00
Kent	Lisa Poshumus Lyons	906-337-2229	10.00/3.00	Westford	Eliane L. Richardson		
Keweenaw	Julie Carlson	231-745-1641	10.00/3.00				

AGENCY LETTERHEAD

5/28/2014

Dear Oakland County Clerk/Register of Deeds,

Please be advised that Oakland County resident INSERT NAME qualifies to have fees reduced to the amount of \$____ for each requested vital record(s), pursuant to Oakland County Miscellaneous Resolution #14049

In order to apply for assistance or pursue other resources, INSERT NAME, requires vital records for the following household members:

1. _____
2. _____
3. _____
4. _____
5. _____

Resolution #14049 states:

It is the policy of the Oakland County Clerk/Register of Deeds office to provide services and copies of documents regardless of the Oakland County resident's ability to pay. Upon presentation of a letter by an accredited social services agency or other documentation evidencing financial hardship, the Oakland County Clerk/Register of Deeds may reduce or waive the fee for needed vital records.

If you have any questions related to this request, please feel free to contact me at (Direct dial phone number)

Thank You for your assistance in this matter

Sincerely,

(Staff Member)
AGENCY NAME



RESOLUTION FOR THE ADOPTION OF A PILOT PROGRAM TO WAIVE FEES FOR VITAL RECORDS FOR THE HOMELESS POPULATION

WHEREAS, one of the strategies for Michigan's Campaign to End Homelessness is to "streamline the process of securing identification documents" that includes exploring fee waiver options at county and state levels; and

WHEREAS, vital records such as a birth certificate are required for the receipt of essential services in the non-profit, governmental, and private sectors that can move a person from crisis into more stable situations; and

WHEREAS, vital records are a requirement to obtain a state ID, which is also needed to access many public services as well as open bank accounts, obtain employment, vote, and engage in other day-to-day activities; and

WHEREAS, according to the United Way's ALICE study, 17% of households in Calhoun County are below the Federal Poverty Line with an additional 29% that have an annual income that is below the survival budget threshold; and

WHEREAS, the cost of obtaining vital records is a significant barrier for the homeless population, low-income individuals and families, and for survivors of domestic violence; and

WHEREAS, according to the National Law Center on Homelessness and Poverty, roughly 50% of the homeless population in the U.S. have been denied access to basic needs services due to not having an ID or birth certificate; and

WHEREAS, 248 surveys were administered to attendees of the 2016 Battle Creek Homeless Health Fair that revealed that 24% of respondents did not have a birth certificate with the majority of them indicating they had trouble securing one and consequently, had been denied access to needed services; and

WHEREAS, research shows that increased access to financial planning and preventative health resources results in less need for more costly duplicated services for the indigent population of various municipalities;

NOW, THEREFORE, BE IT RESOLVED, that the Calhoun County Board of Commissioners hereby adopts a pilot program effective upon passage of this resolution and concluding on December 31, 2017 that provides a fee waiver for eligible residents with the total not exceeding \$3,000; and


BE IT FURTHER RESOLVED, that the Calhoun County Clerk/ Register of Deeds, upon presentation of a letter evidencing financial hardship from the SHARE Center located at 120 Grove Street, Battle Creek, MI. 49037, and completed proper documentation, may waive the fee for needed vital records.



67th District Court Administration

(810) 424-4390

To: Commissioner Kim Courts, Chairperson
Finance Budget Subcommittee, Genesee County Board of Commissioners

From: Sarah Santini, Deputy Director of Court Operations 

CC: Judge Richard Yuille, Chief Judge; Christopher Odette, Presiding Judge;
Nerahoo Hemraj, Controller; Kristie Primeau, Assistant Controller; Anita
Galajda, Human Resources Director

Date: June 14, 2017

Re: Request to eliminate (2) Deputy District Court Clerk positions and
establish (1) Senior Deputy District Warrant Clerk and (1) District Court
Administration Specialist

The District Court is in the process of evaluating operations to meet the SCAO (State Court Administrative Office) administrative order which requires the Courts to comply with the SCAO collection program model. Currently the District Court is not in compliance. We believe the first step to building a successful collection department is to establish a dedicated team with a District Court Administration Specialist and support staff. Enforcing a court's order on financial sanctions is a priority for the Court, and when done effectively it brings credibility and revenue back to the county.

Along with the collection compliance initiative, the District Court's warrant procedures are required to meet the new rules and regulations promulgated by the Michigan State Police LEIN Services to maintain warrants in LEIN. This requires continuous oversight of court policies, maintaining operator certifications, issuing warrants/bench warrants and monthly validation of records. Working in conjunction with the District Court Administration Specialist, the team will be able to target the most recent cases in bench warrant status as a result of failing to appear to court regarding fines and costs.

The District Court respectfully requests approval to eliminate two Deputy District Court Clerk positions; establish a Senior Deputy District Warrant Clerk, at an additional annual cost of \$2,500 and a District Court Administration Specialist, at an additional annual cost of \$2,500 over the current salary grade. The change of salary grade will be paid for by the increased revenue received through the collection department and available funds within the Court's budget. No general fund monies are requested.

Your consideration in this matter is greatly appreciated.

EMPLOYMENT REQUISITION

Date: _____

District Court Administration Specialist

Vacant Position

Check One:

☐ Full Time ☐ Leave of Absence

☐ Part Time w/Benefits ☐ No Benefit Position

TBD

Position Number

Position Formerly Held By

Effective Date of Vacancy

Reason for Vacancy:

_____ Termination

_____ Promotion

_____ Death

_____ Other: _____

_____ Leave of Absence

☒ New Position

_____ Transfer

Check all that apply:

☒ Post as required by union contract or County policy

_____ Post to public simultaneously

_____ Requesting ad to public be placed in additional publications (see attached listed with contact info)

Individual designated to interview applicants: Sarah Santini

Phone number of interviewer: 810-424-4390

Authorized Signature: _____

Department: 67th District Court

APPLICATION TO ESTABLISH A POSITION

The application and required information must be submitted to Human Resources. Completed applications will be submitted by Human Resources to the Finance Committee for initial review. **Incomplete applications will be returned to the submitting department.**

Department: 67th District Court

Title of position to be established: District Court Administration Specialist

What bargaining unit (if any) does this position belong to: 496-01

Is the departmental organization chart included that identifies the placement of the position? Yes

If there are multiple similar positions, is each one identified in the organizational chart? Yes

What is the contemplated source of funding? Existing Budget

Statement of justification for establishment of position:

To assist in establishing and maintaining a court collection process to ensure court compliance with SCAO administrative order.

HUMAN RESOURCES WILL SECURE THE INFORMATION BELOW

Is current copy of job description included?

Controller's (or designee) initials to verify availability of the contemplated funding:

DISTRICT COURT ADMINISTRATION SPECIALIST

GENERAL STATEMENT OF DUTIES: Performs a wide variety of administrative duties including the payment of bills; statistical reporting for the court and coordination of collaborative projects including new technology; provides back up services, when needed, in other divisions of court administration; works under the supervision of the District Court Director of Court Operations, District Court Clerk or designee and performs related duties as required.

STATEMENT OF TASKS:

Reviews monthly bills and submits for payment;
Serves as Alternative Dispute Resolution Clerk (ADR);
Works closely with the MIS Department and other sources to enhance the District Court computer system;
Prepares and submits mandatory reports to the Michigan Supreme Court;
Assists staff with computer issues, including the digital audio recording system;
Reconciles daily deposits from Courts;
Provides technical Support for Internet Payments including voids/credits;
Submits corrections to the Criminal Justice Information System.

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of office terminology and procedures;
Thorough knowledge of legal terminology;
Thorough knowledge of District Court structure and procedures;
Ability to understand and follow complex oral and written directions;
Ability to maintain complex records and prepare reports from those records;
Ability to make decisions in accordance with laws, ordinances, regulations and established policies;
Working knowledge of various computer software including, but not limited to Excel, Access, Word, Publisher and Power Point;
Working knowledge of Microsoft applications with ability to discern problems and apply solutions;
Ability to maintain good interpersonal relationships;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Associates degree and three years of clerical or para-professional experience in a legal setting;

OR

At least five years of clerical or paraprofessional experience in a legal setting.



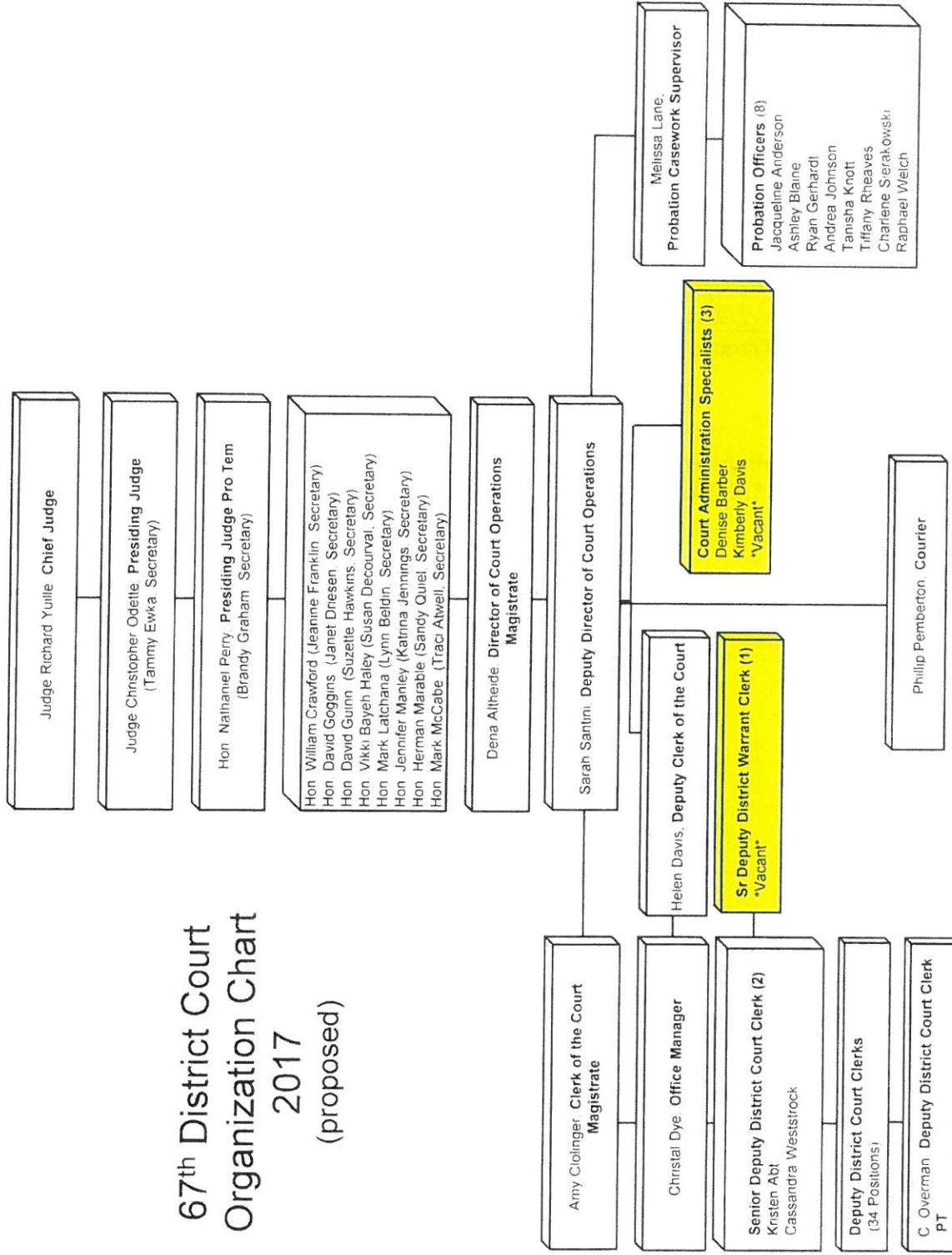
Human Resources Director

Established: November 20, 2007
Revised: January 11, 2016

DEFENDER ADMINISTRATOR SPECIALIST, DRUG COURT SPECIALIST, PARK RANGER,
DISTRICT COURT ADMINISTRATION SPECIALIST

pprox. Annual Hourly	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year	After 7th Year	After 8th Year
	36,100	39,555	43,010	49,223	50,742	52,326	53,977	55,691	57,531
	17.3559	19.0170	20.6778	23.6650	24.3954	25.1566	25.9503	26.7746	27.6611

67th District Court Organization Chart 2017 (proposed)






67th District Court Administration

(810) 424-4390

To: Commissioner Kim Courts, Chairperson
Finance Budget Subcommittee, Genesee County Board of Commissioners

From: Sarah Santini, Deputy Director of Court Operations 

CC: Judge Richard Yuille, Chief Judge; Christopher Odette, Presiding Judge;
Nerahoo Hemraj, Controller; Kristie Primeau, Assistant Controller; Anita
Galajda, Human Resources Director

Date: June 14, 2017

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Along with the collection compliance initiative, the District Court's warrant procedures are required to meet the new rules and regulations promulgated by the Michigan State Police LEIN Services to maintain warrants in LEIN. This requires continuous oversight of court policies, maintaining operator certifications, issuing warrants/bench warrants and monthly validation of records. Working in conjunction with the District Court Administration Specialist, the team will be able to target the most recent cases in bench warrant status as a result of failing to appear to court regarding fines and costs.

The District Court respectfully requests approval to eliminate two Deputy District Court Clerk positions; establish a Senior Deputy District Warrant Clerk, at an additional annual cost of \$2,500 and a District Court Administration Specialist, at an additional annual cost of \$2,500 over the current salary grade. The change of salary grade will be paid for by the increased revenue received through the collection department and available funds within the Court's budget. No general fund monies are requested.

Your consideration in this matter is greatly appreciated.

EMPLOYMENT REQUISITION

Date: _____

Senior Deputy District Warrant Clerk

Vacant Position

tbd

Position Number

Check One:

☒ Full Time ☐ Leave of Absence

☐ Part Time w/Benefits ☐ No Benefit Position

Position Formerly Held By

Effective Date of Vacancy

Reason for Vacancy:

_____ Termination

_____ Promotion

_____ Death

_____ Other: _____

_____ Leave of Absence

x _____ New Position

_____ Transfer

Check all that apply:

X _____ Post as required by union contract or County policy

_____ Post to public simultaneously

_____ Requesting ad to public be placed in additional publications (see attached listed with contact info.)

Individual designated to interview applicants: Sarah Santini

Phone number of interviewer: 810-424-4390

Authorized Signature: _____

Department: 67th District Court

APPLICATION TO ESTABLISH A POSITION

The application and required information must be submitted to Human Resources. Completed applications will be submitted by Human Resources to the Finance Committee for initial review. **Incomplete applications will be returned to the submitting department.**

Department: 67th District Court

Title of position to be established: Senior Deputy District Warrant Clerk

What bargaining unit (if any) does this position belong to: 496-00

Is the departmental organization chart included that identifies the placement of the position? Yes

If there are multiple similar positions, is each one identified in the organizational chart? Yes

What is the contemplated source of funding? Existing Budget

Statement of justification for establishment of position:

Essential to maintain and promote efficient court operations.

HUMAN RESOURCES WILL SECURE THE INFORMATION BELOW

Is current copy of job description included?

Controller's (or designee) initials to verify availability of the contemplated funding:

SENIOR DEPUTY DISTRICT WARRANT CLERK

GENERAL STATEMENT OF DUTIES:

Performs highly responsible and varied clerical tasks which may be of a confidential nature; work involves the exercise of judgment in the application of prescribed procedures and methods; works under general supervision; Researches all incoming warrants for all pertinent information about an individual on warrant, including detailed physical description and address and entry into LEIN. Confirms validity and cancels bench warrants. Communicates with court staff, to clarify, modify or correct issues related to warrants, as well as police agencies regarding arrest and warrant information. Utilizes various computer systems such as Law Enforcement Information Network (LEIN), Secretary of State and Criminal History tracking, warrant tracking, and jail tracking systems to perform duties. Serves as the LEIN TAC (Terminal Agency Coordinator) for all 67th District Court Employees.

STATEMENT OF TASKS:

Works in conjunction with Court Collection Specialist in an effort to collect fines and costs

Responsible to ensure record accuracy and completeness, perform monthly record validations, administer certification exams to new LEIN operators, and ensure all rules and policies for LEIN compliance are implemented and followed

Researches all incoming warrants for all pertinent information about an individual on warrant, including detailed physical description and address. Uses various computer software systems (JIS, excel, word)

Enters defendant and warrant information into the warrant tracking system to generate warrant entry worksheets, which enters into the Law Enforcement Information Network (LEIN) system. Prints all warrant information sheets and warrant files

Logs all system identification numbers assigned by LEIN into the warrant tracking system to the corresponding warrant

Communicates with court staff to clarify, modify or correct issues related to warrants

Cancels warrants from LEIN and warrant tracking system when warrants are recalled or canceled from the court, bond is posted or individual is lodged in Jail

Informs, via LEIN, out-of-state police agencies regarding extradition pickups, acknowledgement of out-of -state departments' arrest, governors warrant proceedings, officers executing the warrant and related information

Prepares detailed monthly reports of warrants and related activity. Maintains database of Warrants unit activity and gathers monthly statistical information from unit detectives

Destroys all printed information generated by LEIN at the end of the day

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of office terminology;

Thorough knowledge of legal terminology;

Thorough knowledge of District Court structure and procedures;

Working knowledge of various computer software including, but not limited to Excel, and Word;

Ability to make general decisions in accordance with departmental policies and procedures;

Ability to maintain accurate files and records;

Ability of maintain good interpersonal relationships;

Ability to attend work regularly and work under stressful conditions;

MINIMUM QUALIFICATIONS:

Four (4) Years as a Deputy District Court Clerk

SPECIAL REQUIRMENTS:

Must obtain and maintain LEIN operator certification status.

Required to attend a TAC Class and recertify every two years.

	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year	After 7th Year	After 8th Year
Approx. Annual	31,692	35,147	38,601	44,487	45,609	46,773	48,039	49,262	50,581
Hourly	15 2365	16.8975	18.5584	21 3882	21 9274	22 4870	23.0958	23.6835	24.3176

Seventh Judicial Circuit of Michigan

Genesee County Friend of the Court

John G. Battles
Friend of the Court

Anthony McDowell
Deputy Friend of the Court

Genesee County Adm. Bldg.
1101 Beach St., Suite 111
Flint, Michigan 48502-1474
Telephone: (810) 257-3300

MEMORANDUM

DATE: June 6, 2017

TO: Honorable Kim Courts, Chairman
Finance Committee

FROM: John G. Battles
Friend of the Court

RE: Agenda Item For the June 26, 2017 Sub Finance Committee Meeting
Request to upgrade Accounting Supervisor position

The Genesee Friend of the Court is seeking Board approval to upgrade the Friend of the Court Accounting Supervisor position to Financial and Technical Supervisor.

The reclassification of this position will create improved efficiency and allow for increased supervisory and technical involvement for the department which will result in improved services for the public.

The newly created position will be 100% IV-D and will be included in our cooperative reimbursement grant. The annual cost differential between the Accounting Supervisor classification and the Financial and Technical Supervisor classification is \$2,714.00 of which \$922.73 would be assessed to the county. No additional appropriation is being requested.

Respectfully Submitted,



John G. Battles
Genesee County Friend of the Court

sm
cc: Controller
Corporation Counsel
Human Resource

FINANCIAL AND TECHNICAL SUPERVISOR – FRIEND OF THE COURT

GENERAL STATEMENT OF DUTIES: Performs professional accounting, financial, and technical tasks for the Genesee County Friend of the Court; supervises staff; maintains, reviews, analyzes and verifies accounts, records and systems used by the Friend of the Court; works under the supervision of the Administrative Assistant and the Deputy Friend of the Court; performs related duties as required.

STATEMENT OF TASKS:

Coordinates the implementation of the On-Base Document Management System for the Friend of the Court.

Coordinates the implementation of the Advantage 360 or any other financial management systems for the Friend of the Court

Supervises technical, professional, and clerical staff as required.

Establishes and updates procedures and policies relative to bank reconciliation, cash receipting, proper use of technology and any other financial or technical matters.

Establishes training for all staff members relative to financial and technical matters.

Advises the Friend of the Court on financial regulations and compliance measures.

Assists in the completion of required financial reports.

Prepares and/or verifies bank deposits.

Assists auditors in reviewing accounts.

Assists in the preparation of financial budgets; including the annual Friend of the Court County budget and Cooperative Reimbursement Contract (CRP).

Acts as liaison with all financial institutions.

Acts as liaison with IT regarding all technical and financial matters of the Friend of the Court.

Acts as a liaison with representatives of the County and State regarding all financial matters of the Friend of the Court.

Performs tasks and reports as required.

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Professional knowledge of accounting principals with the ability to evaluate and introduce new and/or updated financial methods/procedures.

Knowledge and ability necessary to make electronic fund transfer.

Knowledge of governmental cost accounting practices and procedures.

Knowledge of computer financial applications.

Knowledge of computer software and hardware for the effective operation of a government department.

Ability to evaluate financial reports and make appropriate recommendations.

Ability to prepare complete and accurate accounting reports as required.

Ability to perform detailed accounting work involving written and numerical data.

Ability to supervise clerical, technical, and professional staff.

Ability to communicate effectively.

Ability to prepare written materials and educate all staff members.

Ability to maintain good interpersonal relationships with clients and staff.

MINIMUM QUALIFICATIONS:

Bachelor of Business Administration with a major in Accounting
OR

A Bachelor of Business Administration with a major other than accounting and 2 years experience as a financial supervisor within a Friend of the Court office or similar financial setting.

Date Implemented

Personnel Director

Date Revised

Pay Scale

	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year
Approx. Annual	49,249	52,671	56,093	64,242	66,970	68,769	71,197
Hourly	23.6776	25.3227	26.9679	30.8855	32.1973	33.0620	34.2295

Jack Battles
Friend of the Court

Administrative Secretary (1)
Stephanie Mills

Staff Attorneys (2)
Haley Slade
Susan Smith

Referees (2)
Sandra Carlson
Shelley Spivack

Anthony McDowell
Deputy Friend of the Court

Mark Allen
Administrative Assistant
↓

Gina Miller Casework Supervisor	Kevin Fiarka Accounting Supervisor	Johanna Golden Casework Supervisor	Connie Boniecki Casework Supervisor	Alan Alguire Casework Supervisor
------------------------------------	---------------------------------------	---------------------------------------	--	-------------------------------------

Program Clerks (14)

Program Clerks (12)

Caseworkers (5)

Caseworkers (5)

Caseworkers (4)

Alexander, Erica
Brabon, Lindsay
Cady, Liz
Chapman, Danta
Goss, Casie
Green, Danielle
Hare, Titus
Kirkland, Andrea
Laurie, Rachel
Theodoroff, Marji
Vito, Sandra
Walker, Harmony
Wells, Nicole
Wickham, Tracy

Bradley, Diane
Chaney, Margaret
Charchan, Julie
Combs, Meredith
Cunningham, Jordan
Hester, Crystal
Shumaker, Kendra
Skiera, Ali
Sloat, Linda
Varela, Rebecca
Wheatley, Michelle
Williams, Ann

Baylock, Darius
Coughlin, Sarah
Deverell, Michele
Fulcher, Kimberly
Wright, Wanda

Beauchamp, Joseph
Fox, Natalie
Vettel, Andrew
Wenzel, Danielle
White, Sharquita

Look, Rebecca
vacant caseworker
Poisson, Kimberly
Shelton, Carrie
Rye, Timm

Paralegals (2)

Paralegals (5)

Paralegals (2)

Ledwick, Trish
Taylor, Shelle

Jackson, Kimberly
Marsh, Pamela
Scott, Kathy
Taylor, Amy
Werden, Patricia

Morse, Lisa
Ruffin, Selina

Program Clerks (4)

Program Clerks (5)

Program Clerks (7)

Chase, Jennifer
Easter, Jackie
Jackson, Chylawn
Krason, Bev

Adams, Cora
Doolin, Jennifer
McKay, Lori
Trepkowski, Morgan
Vincent, Sandra

Clark, Lauri
Evans, Michelle
Forster, Shari
Haglund, Bethany
Shulz, Chelsea
Whitcomb, Skye

vacant paralegal
vacant paralegal

Deputies (3)
Brandon, Bill
Haskins, Duane
Stadler, Rebecca

Transport Officer (3)

Nuckolls, Rob
Peterson, Jim
Tull, Francis



Genesee County Community Action Resource Department

601 N. Saginaw St., Ste 1B • Flint, MI 48502-2009 • (810) 232-2185 • Fax (810) 762-4986 • TDD: (810) 768-4654

Commissioners

Bryant Nolden
District 1

Brenda Clack
District 2

Ellen Ellenburg
District 3

Kim Courts
District 4

Mark Young
District 5

Drew Shapiro
District 6

Martin Cousineau
District 7

Ted Henry
District 8

David Martin
District 9

Administration

Matthew A. Purcell
Executive Director

Stephanie L. Howard
Deputy Executive Director

Program Directors

Daniel Newcombe
Neighborhood Svcs. Director

Tamitha Taylor
Nutrition Svcs. Director


Chevon Wilborn
Nutrition Svcs. Asst. Director

Matthew Odette
Home Maint. Asst. Director

Kelli Webb
Head Start Director

MEMORANDUM

TO: Commissioner Kim Courts, Chairperson
Finance Budget Sub Committee

FROM: Matthew Purcell, Executive Director 

SUBJECT: Request to Create, Post and Fill Administrative Assistant
Positions

DATE: June 26, 2017

BACKGROUND:

GCCARD is in need of two (2) Administrative Assistant positions within the Agency. These positions are part-time no benefits and will provide necessary organizational support to the leadership teams responsibilities for daily operations.

ALL GCCARD POSITIONS ARE FULLY GRANT FUNDED AND REQUIRE NO GENERAL FUND ALLOCATION.

REQUESTED ACTION:

GCCARD is requesting authorization from the this Committee, with a recommendation to the full Board to create post and fill two (2) part-time no benefit Administrative Assistant positions. **A roll call voted is requested.**

Attachments

MAP:dp



APPLICATION TO ESTABLISH A POSITION

The application and required information must be submitted to Human Resources. Completed applications will be submitted by Human Resources to the Finance Committee for initial review. **Incomplete applications will be returned to the submitting department.**

Department: GCCARD

Title of position to be established: Administrative Assistant (2 Positions)

What bargaining unit (if any) does this position belong to: N/A

Is the departmental organization chart included that identifies the placement of the position? Yes

If there are multiple similar positions, is each one identified in the organizational chart? Yes

What is the contemplated source of funding? Grant funds

Statement of justification for establishment of position: Agency leadership support.

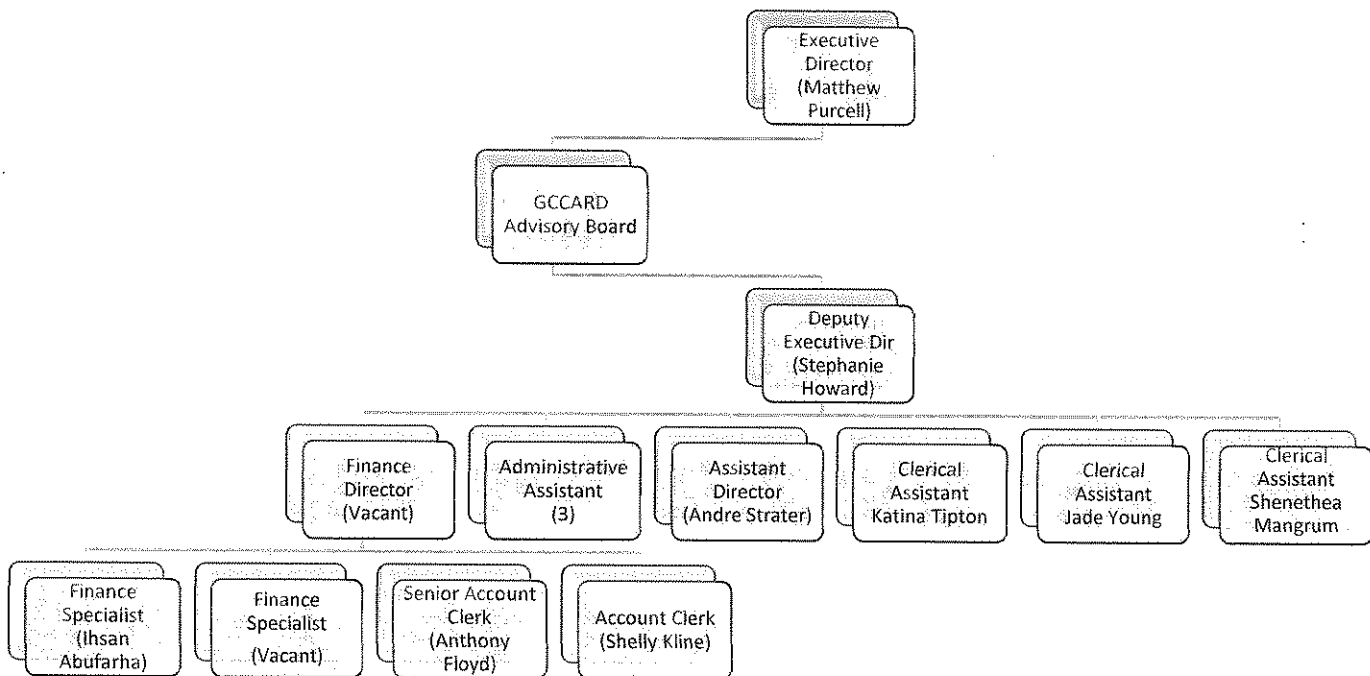
HUMAN RESOURCES WILL SECURE THE INFORMATION BELOW

Is current copy of job description included?

Controller's (or designee) initials to verify availability of the contemplated funding:

Genesee County Community Resource Department (GCCARD)
Organizational Chart Fiscal Year 2016-2017

GCCARD ADMINISTRATIVE OFFICE



Total Positions: 12

GCCARD ADMINISTRATIVE ASSISTANT-PT

Hourly Rate: 21.00 (Part-time, without Benefits) (08/17/2015)

GENERAL STATEMENT OF DUTIES: Performs highly responsible clerical work involving some of which may be confidential in nature. Assignments are varying in nature and employees are expected to exercise a high degree of judgment; works under direct supervision of the Executive and Deputy Executive Directors; performs related duties as required.

STATEMENT OF TASKS:

Utilizes computer terminals and word processing equipment for data input, data retrieval and word processing;

Contact / interact with the public for eligibility assessment and delivery of department services;

Types technical reports, legal documents, and contracts which may be of a confidential nature;

Establishes and maintains sometimes-complex cross-reference files and establishes file categories;

Searches files and a variety of source materials to serve as background for reports.

Maintains general and subsidiary records and ledgers according to program requirements posts entries from supporting records, make adjusting entries, balances against other records and prepares reports from such records;

Records/Posts daily cash receipts and activities, makes out all necessary reports;

Answers the telephone and gives/takes general information from the public on a variety of matters;

Prepares and maintains files assuring accuracy and completeness;

Assists in the preparation/processing of the departmental payroll;

Assists in preparation of the departmental budget or grants;

Verifies and enters details of transactions as they occur or in chronological order in account and cash journals from such items as invoices, checks, reports, receipts and requisitions;

Summarizes details on separate ledgers.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to understand and follow complex oral and written directions;
Thorough knowledge of clerical methods used in keeping fiscal accounts and records;
Good knowledge of office terminology and equipment;
Ability to prepare reports from varied and complex information sources;
Ability to make decisions in accordance with laws, ordinances, regulations, and established policies;
Knowledge of the scope and purpose of the GCCARD program;
Ability to perform rapid mathematical operations accurately;
Ability to understand and carry out complex oral and written directions;
Ability to maintain good interpersonal relationships;
Ability to pay attention to detail;
Ability to learn to operate computer terminals / software and word processing equipment;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Two years of progressively responsible clerical experience.

OR

Three (3) years of experience in a position requiring clerical duties in a Human Service Organization.

Established: August 18, 2015

Human Resources Director



OFFICE OF THE PROSECUTING ATTORNEY-CIVIL DIVISION

Genesee County Courthouse
900 South Saginaw Street, Ste. 102
Flint, Michigan 48502-1417
Telephone (810) 257-3050
Fax (810) 257-2715



July 6, 2017

To: Kim Courts, Chairperson, Finance Committee
All Commissioners

From: David Leyton, Prosecuting Attorney/Corporation Counsel
Celeste Bell, Chief Assistant Prosecuting Attorney-Civil Division

Re: Request for funding for outside counsel (roll call vote requested)

The Genesee County Health Department (GCHD) is statutorily subject to the control of the Michigan Department of Health and Human Services (DHHS). The relationship between the GCHD and the DHHS has been strained for well over a year, since the Legionella outbreak and water crisis. Nonetheless, the GCHD has sought to cooperate with the DHHS in the performance of its duties.

GCHD is currently scheduled to have an interim accreditation visit on July 18-19, conducted by the DHHS. As you are aware, several members of the DHHS have had criminal charges pressed against them. An interim accreditation, although unusual, is not completely out of the ordinary. However, in this instance there are several factors that make the timing suspect. For instance, accreditation normally occurs every three years. It was cancelled last year due to the various crises the Health Department and the county were dealing with at the time has been rescheduled for this December. The question arises, why is there a need for an interim visit when the regular visit is set for a few months away? Also, the process commences with the provision of a "tool" which contains questions or requests related to the subject areas to be examined during the accreditation. There are usual "tools" that can be found on the DHHS website for both a regular accreditation and, in the rare instances, an interim accreditation. In this case, DHHS developed a special "tool" that appears to have been drafted to elicit evidence that could be used in defense in the criminal actions or to shift blame to GCHD employees.

Because of the special circumstances and potential liability issues, it is our recommendation that outside counsel be retained who has an expertise in both public health administration and litigation. This counsel will advise the Health Department, be present during the accreditation visit, and perhaps take affirmative action regarding the process. Unfortunately, the Corporation Counsel budget does not have enough money to cover this expense. It is, therefore, requested that an allocation of \$15,000 be made from the general fund to Corporation Counsel-Attorney Fees to augment the funding currently available for the expenditure.

Action requested: (1) Authorize an allocation of \$15,000 from the general fund to Corporation Counsel-Attorney Fees and the retention of outside counsel, as selected by Corporation Counsel, to represent the Health Department in the interim accreditation process; and (2) forward committee approval to the full board with a **roll call vote**.