

MUSKEGON COUNTY BOARD OF COMMISSIONERS
MUSKEGON COUNTY, MICHIGAN

AGENDA

COURTS/PUBLIC SAFETY COMMITTEE

Hall of Justice
990 Terrace, Muskegon, MI
April 1, 2014- 4:00 PM

Benjamin Cross, Chair
Susie Hughes, Vice-Chair

-
1. Call to Order
 2. Roll Call
 3. Approval of Minutes of March 4, 2014
 4. Public Comment (on an agenda item)
 5. Items for Consideration
 - CPS14/04 – 12 (Circuit Court) Authorize Consolidation and Reclassification of One FOC Case Worker I Position and One FOC Case Worker II Position into Two Family Court Specialist Positions and Change Pay Grade for FOC Case Worker I to GU00250
 - CPS14/04 – 13 (Sheriff's Office) Authorize Staff to Issue Bids for the Purchase of the Marine Division Truck, Underwater Robot and Marine Division Boat
 6. Old Business
 7. New Business
 8. Public Comment
 9. Adjournment

Public Comment
Persons may address the Commission during the time set aside for Public Comment or at any time by suspension of the rules. All persons must address the commission and state their name for the record. Comments shall be limited to **two (2) minutes** for each participant, unless time is extended prior to the public comment period by a vote of a majority of the commission.

**AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE
MUSKEGON COUNTY BOARD OF COMMISSIONERS AND ANY OF ITS
COMMITTEES OR SUBCOMMITTEES**

The County of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting upon 24-hours notice to the County of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the County of Muskegon by writing or calling: Administration, 990 Terrace Street, Muskegon, MI 49442 (231) 724-6520

**Muskegon County
Courts/Public Safety Committee Meeting
March 4, 2014
4:00 p.m.
Hall of Justice, 4th Floor
Muskegon, MI**

Benjamin Cross, Chair

Susie Hughes, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Cross at 4:00 p.m.

ROLL CALL

Present: Benjamin Cross, Susie Hughes, Kenneth Mahoney, Charles Nash, Terry Sabo, Robert Scolnik, Rillastine Wilkins

Excused: James Derezinski, Marvin Engle

APPROVAL OF MINUTES

It was moved by Hughes, supported by Wilkins, to approve the minutes of the February 4, 2014, meeting as written. Motion carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

CPS14/03 – 08 It was moved by Mahoney, supported by Hughes, to approve the acceptance of an additional \$10,000.00 for the FY2014 Strategic Traffic Enforcement Grant for a total grant period funding amount of \$58,000.00 and to amend the County budget accordingly. Motion carried.

CPS14/03 – 09 It was moved by Wilkins, supported by Sabo, to authorize the Sheriff's Office to accept the FY2014-2015 Huron-Manistee National Forest Cooperative Law Enforcement Agreement (11-LE-11090400-017) in the amount of \$2,618.96 and to authorize the Board Chair to sign this agreement. Motion carried.

CPS14/03 – 10 It was moved by Hughes, supported by Mahoney, to accept the 2013 Homeland Security Grant Program Intergovernmental Agreement between the West Michigan Shoreline Regional Development Commission and the Muskegon County on behalf of the Muskegon County Sheriff Department/Emergency Services, and direct the Board Chair and appropriate staff to sign the agreement. Motion carried.

CPS14/03 – 11 It was moved by Hughes, supported by Mahoney, to authorize Sheriff's Office to competitively request quotes from vehicle dealerships who can obtain MiDeal pricing for the purchase of a Marine Truck and for a second Marine Truck to replace the Chevrolet Tahoe recently totaled in an accident. Motion carried.

OLD BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

There being no further business to come before the Courts & Public Safety Committee, the meeting adjourned at 4:04 p.m.

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Courts & Public Safety	BUDGETED	NON-BUDGETED	PARTIALLY BUDGETED
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REQUESTING DEPARTMENT Circuit Court	COMMITTEE DATE April 1, 2014	REQUESTOR SIGNATURE Sandra M. Vanderhyde
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SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

In an ongoing effort to improve the ability of the Family Court to best serve the families of Muskegon County, and as part of our reorganization, the Family Court respectfully requests to consolidate and reclassify the FOC Case Worker I and FOC Case Worker II positions into Family Court Specialist positions. This consolidation and reclassification results in a General Fund impact of \$-21,661.60.

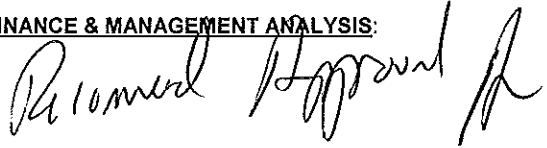
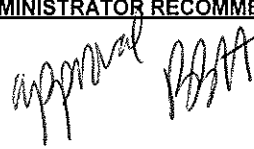
A ten-year reorganization plan has been occurring in the Family Court to create a true, holistic Family Court. The integration and blending of the Friend of the Court and Juvenile Court that has occurred in Muskegon County is becoming a model and receiving recognition around the state. Effective October 1, 2012, in addition to the Friend of the Court and the Juvenile Court being part of the Family Court, the Establishment Division, which was previously part of the Prosecutor's Office, joined the Family Court. The Establishment Division receives referrals from the Department of Human Services to initiate support and paternity cases when the custodial party is on state assistance. This move has allowed the Family Court to be involved in all domestic cases from initiation to completion. It has also allowed the Establishment Division to take a more holistic approach when establishing support by also examining custody and parenting time. Family Court Specialist positions are needed for the Establishment Division to conduct joint meetings to establish child support, parenting time, and custody. The current FOC Case Worker I and FOC Case Worker II are the most qualified and best fit to become Family Court Specialists.

Due to the above requested consolidation and reclassification of the FOC Case Worker I and FOC Case Worker II into Family Court Specialist positions, the overall net impact to the General Fund is \$-21,661.60.

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

I respectfully move that the Board authorize the consolidation and reclassification of the one (1) FOC Case Worker I position and one (1) FOC Case Worker II position into two (2) Family Court Specialist positions; and that the Board authorize a change in pay grade for the FOC Case Worker I position from GU 00230 to GU00250 to more accurately reflect the current duties of the position.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:	FINANCE & MANAGEMENT ANALYSIS: 
CORPORATE COUNSEL ANALYSIS:	ADMINISTRATOR RECOMMENDATION: 

If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee

	Date
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MUSKEGON COUNTY, MICHIGAN

CLASS TITLE **FAMILY COURT SPECIALIST**

SALARY RANGE **\$17.06-\$24.48 hourly**

DISTINGUISHING FEATURES OF THE CLASS

Under the general supervision of a Family Court Supervisor, the Family Court Specialist is a skilled, professional level case worker in the Family Court. An employee in this class will draft child support, parenting time and custody recommendations for the court, the parties and/or their attorneys. The Family Court Specialist will conduct diversion and conciliation conferences and conduct personal interviews with parents to assess application of statutory factors and family dynamics. An employee in this class may investigate complaints regarding violations of court ordered provisions, correspond in writing and verbally to complex questions by various parties, and conduct informal hearings to determine if a party is in contempt of court and what remedial steps should be taken. The Family Court Specialist will conduct joint conferences with parties' first entering Family Court through the establishment process. The Family Court Specialist may conduct child support and parenting time reviews for clients who request a modification through the motion process, for informal administrative hearings, and for newly consolidated cases referred directly from the Establishment Division. The Family Court Specialist will educate the public through conferences, informational sessions, and monthly orientations regarding the importance of co-parenting; as well as the services that Family Court provides. They will conduct on-going conferences and education for high-conflict parents. The Family Court Specialist may collaborate with community agencies and refer parents for appropriate services throughout the community. Work activities also include performing other related duties as assigned.

REQUIRED EXPERIENCE AND TRAINING

A. Required Experience and Training

Possess a Bachelor's degree from an accredited college or university; AND have one (1) year full-time work experience in case work, investigation, counseling or social work.

B. Required Knowledge, Skills and Abilities

Considerable knowledge of effective counseling and/or interviewing techniques;

Knowledge of the Circuit Court system;

Considerable ability to assume and complete duties and responsibilities on an independent basis;

Considerable ability to work in cooperation with fellow employees, court personnel and area service agencies;

Considerable ability to conduct investigations and make logical recommendations based on findings;

Considerable ability to write effectively;

Considerable ability to communicate effectively with distressed people under adverse conditions;
Considerable ability to interpret departmental programs, procedures and legal requirements to officials and the general public;
Considerable ability to make routine decisions in accordance with departmental policies;
Considerable ability to remain objective in emotional settings;
Considerable ability to deal with and defuse hostile clientele.

PHYSICAL ACTIVITIES/ENVIRONMENTAL CONDITIONS

An employee in this class performs generally sedentary or light physical work activities requiring the occasional lifting of objects weighing up to thirty-five (35) pounds.

A Family Court Specialist generally works in the Family Court office.

Approved by _____ Eric P. Stevens, Circuit Court
Administrator

Date

Approved by _____ Deborah Groeneveld, Human
Resources Director

Date

**REQUEST FOR NEW POSITION , RECLASSIFICATION,
SALARY ADJUSTMENT, FUNDING TRANSFER, DELETION OF
EXISTING POSITION, TITLE CHANGE, OR CHANGE OF HOURS**

Fund/Organization (Names & Numbers): 2150 Family Court

Request: New Position Deletion
 Reclassification Title Change
 Salary Adjustment Change of Hours
 Funding Transfer

Present Position Number/Pos. Class/Pos. Description G36001 FOC Caseworker I
 Present Table/Grade/Hourly Range GU230
 Present Funding Source Budgeted 100% 0142 Actual 50% 0142 50% GF

Requested Position Class/Pos. Description G36001 Family Court Specialist
 Requested Table/Grade/Hourly Range GU250
 Requested Funding Source Actual 75% 0142 25% GF

Salary and Fringe Benefit Cost Increase/(Decrease)- *2013 Cost

Account	Present Cost*	Requested Cost*	Increase/(Decrease)
Salary and Wages	44,533	46,638	2,105
Social Security	3,407	3,568	161
Hospitalization Ins.	10,722	10,722	0
Life Ins.	89	98	9
Retirement	5,623	6,972	1,350
Retirement - ICMA	0	0	0
Dental Insurance	602	602	0
Retirees' Benefits	6,316	6,972	657
L. T. Disability Ins.	0	0	0
Longevity	650	650	0
Cost of Living	416	416	0
Unemployment Ins.	0	0	0
Workers' Comp.	963	1,063	100
Total	73,320	77,702	4,382

Purpose of Request:

Please see attached Board Motion

The change in the percentage of funding will result in an actual general fund savings of \$ 9,885.

Position Responsible For:

Please see attached Board Motion and attached Family Court Specialist Position Description

If requesting a new position or reclassification, also please complete a Position Classification Questionnaire form, and send it to the Budget office via interoffice mail.

**REQUEST FOR NEW POSITION , RECLASSIFICATION,
SALARY ADJUSTMENT, FUNDING TRANSFER, DELETION OF
EXISTING POSITION, TITLE CHANGE, OR CHANGE OF HOURS**

Fund/Organization (Names & Numbers): 2150 Family Court

Request: New Position Deletion
 Reclassification Title Change
 Salary Adjustment Change of Hours
 Funding Transfer

Present Position Number/Pos. Class/Pos. Description G36102 FOC Caseworker II
 Present Table/Grade/Hourly Range GU250
 Present Funding Source 50% 0142 50% 0149

Requested Position Class/Pos. Description G36102 Family Court Specialist
 Requested Table/Grade/Hourly Range GU250
 Requested Funding Source Actual 75% 0142 25% 0149 (GF)

Salary and Fringe Benefit Cost Increase/(Decrease)- *2013 Cost

Account	Present Cost*	Requested Cost*	Increase/(Decrease)
Salary and Wages	47,461	47,461	0
Social Security	3,631	3,631	0
Hospitalization Ins.	3,971	3,971	0
Life Ins.	100	100	0
Retirement	6,317	6,317	0
Retirement - ICMA	0	0	0
Dental Insurance	602	602	0
Retirees' Benefits	7,095	7,095	0
L. T. Disability Ins.	0	0	0
Longevity	700	700	0
Cost of Living	416	416	0
Unemployment Ins.	0	0	0
Workers' Comp.	1,082	1,082	0
Total	71,374	71,374	0

Purpose of Request:

Please see attached Board Motion

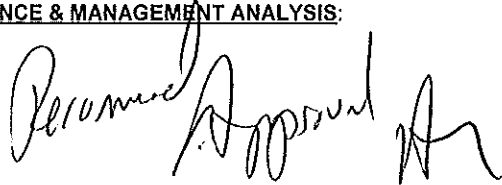

The change in the percentage of funding will result in an actual general fund savings of \$11,777.00.

Position Responsible For:

Please see attached Board Motion and attached Family Court Specialist Position Description

If requesting a new position or reclassification, also please complete a Position Classification Questionnaire form, and send it to the Budget office via interoffice mail.

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Courts & Public Safety	BUDGETED x	NON-BUDGETED	PARTIALLY BUDGETED
REQUESTING DEPARTMENT Sheriff's Office	COMMITTEE DATE 4/1/14	REQUESTOR SIGNATURE Daniel A. Stout	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
The County Board of Commissioners accepted a grant award from the Department of Homeland Security for the FY13 Port Security Grant Program (Award # EMW-2013-PU-00159). The Sheriff's Office is requesting permission to competitively request bids for the following equipment: an Underwater Robot and Marine Division Boat. Additional equipment under the County bid threshold will also be purchased as part of this grant award. The County award amount is \$288,911.00 with an in-kind match of \$96,215.00.			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
I move to authorize staff to issue bids for the purchase of the Marine Division Truck, Underwater Robot and Marine Division Boat.			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>	<u>FINANCE & MANAGEMENT ANALYSIS:</u> 		
<u>CORPORATE COUNSEL ANALYSIS:</u>	<u>ADMINISTRATOR RECOMMENDATION:</u> 		
If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee			
			Date
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