

BOARD OF COMMISSIONERS MEETING

William J. Bunek, Chairman

NOTICE OF MEETING

A Budget Work Session of the Leelanau County Board of Commissioners will be held on Thursday, August 12, 2021, at 9:00 a.m., in the Commissioner Meeting Room, Leelanau County Government Center, Suttons Bay, Michigan

(Please silence any unnecessary cellular/electronic devices)

(Proceedings of the meeting are being recorded and are not the official record of the meeting; the formally approved/accepted written copy of the minutes will be the official record of the meeting.)

TENTATIVE AGENDA

Call to Order by Chairman

Pledge of Allegiance / Moment of Silence

Roll Call

Public Comment

Discussion Items:

1. Department Personnel Requests –
 - a. Register of Deeds.
 - b. Senior Services.
 - c. Prosecuting Attorney.
 - d. Administrator Restructuring Proposal.
 - e. County Clerk.
 - f. Parks and Recreation.
2. Board of Commissioners Requests –
 - a. Finance Department.
 - b. Human Resources Department.
3. Information Technology Update.
4. Future Budget Work Sessions Topics.
5. Future Budget Work Sessions Dates.

Public Comment

Commissioner Comment

Motion to Adjourn

August 9, 2021

Here is a recap of what I am asking for with updated numbers.

The current staffing level for the Register of Deeds office is 3.5 employees: The Register of Deeds, one Chief Register of Deeds, 1 full-time Deputy Register of Deeds and one 0.5 time Deputy Register of Deeds with no benefits. I would like to reinstate the 0.5 time Deputy Register of Deeds back to a full time Deputy Register of Deeds. This position was cut during the 2019 budget process.

Below are the numbers of the recorded documents in recent years for comparison.

Recorded Document Counts:

7499 - 2018

7768 - 2019

9201 – 2020

6449 – As of 8/06/21, currently on track to surpass 2020

Please See attached:

- 1) Proposed wages for current staffing along with the reinstatement of the .5 time Deputy of Register of Deeds.
- 2) Revenue Trends
- 3) Website and copy fees brought in by the Register of Deeds office.
Please note: All of the county copies fees go into the general fund 000000-628.000 and are not individualized by department. Also Note: One of the features of the software implemented in August 2019 allowed copies and website revenue to be two separate line items for ease of tracking these copies.
- 4) Overtime Expenses for 2020 and as of August 5, 2021

I am also attaching the quote I received from our software company to implement the module to add our Grantor/Grantee indexes online. This module will allow for searching outside our office. The written quote came in \$800.00 less then the verbal and the line item account number 256.000000-801.000 Contractual Services ROD Automation fund can be reduced. I have also attached what the Automation fund is and what it can be used for.

DRAFT

Brief Employee Master List

101-450-236

Register of Deeds

COUNTY OF LEELANAU
2022 Proposed Wages

Title	Hire Date	Pay Rate	2021 Wages 1732	Non-worked holiday 88	Total Wages	BCBS Buyout	BCBS County Premium	401 (a) Plan	Taxable Wages	FICA 0.0765	MERS Rate	MERS Cost
Register of Deeds	4/12/10, 1/1/13, 1/1/21	Salary 68,569	68,569		68,569		18,596	800	68,569	5,246	0.0787	5,396
Chief Deputy Register of Deeds	2/11/2013, 1/1/2021	70 hrs 22.32	38,658	1,964	40,622	0	14,260	600	40,622	3,108	0.0787	3,197
Deputy Register of Deeds	2/3/2020	35 hrs 17.53/18.84	15,800	1,244	17,044	0			17,044	1,304	0.0787	1,341
Deputy Register of Deeds	6/26/2017	70 hrs 20.22	35,021	1,779	36,800	0	14,260		36,800	2,815	0.0787	2,896
			158,048	4,987	163,035	0	47,116	1,400	163,035	12,473		12,830

AUTHORIZED STAFFING LEVELS

Number of Positions	Full-Time Equivalents	Classification Title
1	1	Register of Deeds
1	1	Chief Deputy Register
1	1	Deputy Register
1	0.5	Deputy Register

DRAFT

Brief Employee Master List

101-450-236

Register of Deeds

COUNTY OF LEELANAU
2022 Proposed Wages

Title	Hire Date	Pay Rate	2021 Wages 1732	Non-worked holiday 88	Total Wages	BCBS Buyout	BCBS County Premium	401 (a) Plan	Taxable Wages	FICA 0.0765	MERS Rate	MERS Cost
Register of Deeds	4/12/10, 1/1/13, 1/1/21	Salary	68,539		68,539		18,596	800	68,539	5,243	0.0787	5,394
Chief Deputy Register of Deeds	2/11/2013, 1/1/2021	70 hrs	22.32	1,964	40,622	0	14,260	600	40,622	3,108	0.0787	3,197
Deputy Register of Deeds	1/1/2022	70 hrs	14.85	1,307	27,027	0	18,596		27,027	2,068	0.0787	2,127
Deputy Register of Deeds	6/26/2017	70 hrs	20.22	1,779	36,800	0	14,260		36,800	2,815	0.0787	2,896
			167,938	5,050	172,988	0	65,712	1,400	172,988	13,234		13,614

AUTHORIZED STAFFING LEVELS

Number of Positions	Full-Time Equivalents	Classification Title
1	1	Register of Deeds
1	1	Chief Deputy Register
1	1	Deputy Register
1	1	Deputy Register

Register of Deeds Revenue

	Web Fees (614.005)	Copy Fees (628.000)
2015 \$	55,694.60	\$ 12,291.10
2016 \$	58,072.24	\$ 17,001.07
2017 \$	51,826.69	\$ 21,004.48
2018 \$	56,457.95	\$ 19,283.99
2019 \$	40,442.65	\$ 26,656.60
2020 \$	33,184.25	\$ 79,043.00
2021* \$	18,675.00	\$ 52,673.00

Register of Deeds Revenue Trends

	Passports (612.002)	Services (614.001)	Transfer Tax (614.002)	MSSR Fee (614.003)	IRS (614.011)
2018 \$	6,045.00	\$ 159,221.00	\$ 334,500.20	\$ 415.86	\$ 1,560.00
2019 \$	6,230.00	\$ 161,417.00	\$ 355,201.55	\$ 456.54	\$ 1,530.00
2020 \$	3,535.00	\$ 195,753.85	\$ 472,073.80	\$ 546.18	\$ 840.00
2021* \$	2,625.00	\$ 135,380.00	\$ 307,781.90	\$ 303.30	\$ 509.00

*As of August 5, 2021

REVENUE & EXPENSE REPORT - CURRENT

Fund 101 General Fund
 Department 450236 Register of Deeds

County of Leelanau
 Period Ending Date: December 31, 2020

Account Number Account Name	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received
Fund 101 General Fund				
Fiscal Year 2020				
Expenses				
450236-702.000 Overtime	1,359.37	1,398.83	0.00	100.00%
Expenses Total	1,359.37	1,398.83	0.00	100.00%
	1,359.37	1,398.83	0.00	100.00%
Expenses Fund Total	1,359.37	1,398.83	0.00	100.00%
Net (Rev/Exp)	1,359.37	1,398.83	0.00	
Beginning/Adjusted Balance		YTD Revenues	YTD Expenses	Current Fund Balance
6,988,339.13	+	14,069,969.22	-	13,573,134.53
			=	7,485,173.82
Grand Total for Expenses	1,359.37	1,398.83	0.00	100.00%
Grand Total Net Rev/Exp	1,359.37	1,398.83	0.00	

August 6, 2021

11:04AM

REVENUE & EXPENSE REPORT - CURRENT

Fund 101 General Fund

County of Leelanau

Department 450236 Register of Deeds

Period Ending Date: August 31, 2021

Account Number Account Name	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received
Fund 101 General Fund				
Fiscal Year 2021				
Expenses				
450236-702.000 Overtime	0.00	543.79	0.00	100.00%
Expenses Total	0.00	543.79	0.00	100.00%
	0.00	543.79	0.00	100.00%
Expenses Fund Total	0.00	543.79	0.00	100.00%
Net (Rev/Exp)	0.00	543.79	0.00	
Beginning/Adjusted Balance		YTD Revenues	YTD Expenses	Current Fund Balance
7,485,173.82	+	4,497,273.56	-	8,262,005.87
				=
				3,720,441.51
Grand Total for Expenses	0.00	543.79	0.00	100.00%
Grand Total Net Rev/Exp	0.00	543.79	0.00	

Parameters:

Operator: DARCY

Period Ending Date: August 31, 2021

Fund Range: 101 - 101 Account Range Range: 450236702000



Quoted By: Christine Jandreau
 Quote Expiration: 10/13/21
 Quote Name: Historical Index Module

Sales Quotation For:
 Leelanau County
 8527 E Government Center Dr
 Suttons Bay, MI 49682-9742
 Phone: +1 (231) 256-9829

Tyler Software

Description	Software Total	Year One Maintenance
Eagle Historical Index		
TOTAL	\$ 3,375	\$ 675

Professional Services

Description	Extended Price	Maintenance
Eagle Historical Index -Existing Sales Historical Index Conversion Upload		
Total Hours		15
TOTAL	\$ 3,500	\$ 0

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$ 3,375	\$ 675
Total Annual	\$ 0	\$ 0
Total Tyler Services	\$ 3,500	\$ 0
Total Third-Party Hardware, Software, Services	\$ 0	\$ 0
Summary Total	\$ 6,875	\$ 675
Contract Total	\$ 7,550	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____
 Print Name: _____ P.O.#: _____

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
 - o Implementation and other professional services fees shall be invoiced as delivered.
 - o Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
 - o Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
 - o Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
 - o If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
 - o Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite.
- Expenses associated with onsite services are invoiced as incurred.
- Travel Expenses will be billed as incurred according to Tyler's standard business travel policy.

Leelanau County - Historical Index Module

The Eagle Recorder Historical Index Module provides digital access to index books and records, ensuring they remain protected and accessible. The Historical Index module allows scrolling through digital index book pages to find book/page of recorded information. Once located, the book/page can be entered into the search fields, and the user can view the associated document index and/or image, if it resides in Eagle Recorder.

Index books that contain a high volume of pages can be broken down to a more granular level, in the Search Criteria. For example, when drilling down into Grantor/Grantee name of A, B, C, etc. Criteria can be set to AAa, Ah-Am, etc. This helps avoid having to scroll through hundreds of pages to find the names being sought.

Tyler Technologies will provide remote services to Leelanau County, to configure the Historical Index Module as outlined below:

Project Management

Scope of Work:

- 1) Implementation
- 2) Configuration
- 3) Training

Conversion Services for Historical Index Module Upload:

Import of images of Index Book pages and configuration of path/search terms. (Conversion fee assumes data/images are delivered to Tyler Technologies in the correct format, as outlined in the Historical Index Conversion Specifications attached.)

600.2568 Automation Fund

Sec. 2568. (1) Each county in this state shall establish an automation fund, and that fund shall receive money deposited by the register of deeds of the county in accordance with section 2567. The county treasurer shall direct investment of the fund and shall credit to the fund interest and earnings from fund investments.

(2) The county register of deeds of each county shall expend the fees credited to the fund under section 2567 subject to an appropriation under the uniform budgeting and accounting act, PA 2, MCL 141.421 to 141.440a, for upgrading technology in the register of deeds office, with priority given to upgrading search capabilities. Upgrading includes the design and purchase of equipment and supplies, and implementation of systems and procedures that allow the register of deeds to receive, enter, record, certify, index, store, search, retrieve, copy, and otherwise process by automated procedures and advanced technology documents, instruments, abstracts, maps, plats, and other items recorded and maintained by the register of deeds.

MCL 600.2567 (1)(a).....register of deeds shall deposit \$5.00 of the total fee collected for each recording into the automation fund established under section 2568.

Prosecutor Request

Tristan Chamberlain Wage Increase



By the
numbers—

Cases

- 2016
 - 548 reviewed cases
 - ~75 felony cases
- 2017
 - 530 reviewed cases
 - ~80 felony cases
- 2018
 - 457 reviewed cases
 - ~77 felony cases
- 2019
 - 363 reviewed cases
 - ~52 felony cases
- 2020
 - 404 reviewed cases
 - ~48 felony cases
- 2021 (through Aug 9)
 - 242 reviewed cases
 - ~37 felony cases



By the
numbers –

Open
Prosecutor
Positions 2021

- 11 open position for prosecutors from 6/1/21 – 7/26/21
 - nine positions required little to no experience, basic knowledge, and many were open to people waiting to take the bar/pass the bar exam
 - Pay range \$49,709 - \$78,350
 - two positions required 5 years experience
 - Pay range \$78,699 - \$98,847
- Data from michiganprosecutor.org
- See attached summary with the job listings



By the
numbers –

Grand Traverse
Prosecutor
Statistics

- APA
 - \$43,000 – \$98,600
 - Lowest pay is for a new position with less than three months of experience
- Six assistant prosecutors plus staff civil counsel
- On-call pay

- PACC 2021 – Annual Survey



By the
numbers –

Antrim
Prosecutor
Statistics

- APA
 - \$65,300
- Two assistant prosecutors
 - Antrim has an open position for a third assistant prosecutor
- On-call pay


- PACC 2021 – Annual Survey



By the
numbers –

Leelanau
Prosecutor
Statistics

- APA
 - \$61,328
 - Two assistant prosecutors
 - No On-call pay
-
- PACC 2021 – Annual Survey



By the
numbers —

PAO
Budget

- The Prosecutor has been under budget every year.
 - The average of the last 5 years is over \$15,000 under budget
 - The average of the last 2 years is over \$17,000 under budget
- The PAO can redistribute the line item from contractual services (intern), and use the \$6,300 to cover part of the requested increase in pay.




Skills/ Attributes

- Forensic Computer Analysis
 - Dep. Bankey and Tristan ranked #100 globally in a training/competition
 - National Computer Forensic Institute training
- Not constrained by job description
 - Tristan feels his job is to do anything that Joe or his co-workers ask him to do, and offer to help in anyway he can
- Extremely fair and competent
 - A defense attorney kept Tristan on a jury trial for a life offense.
 - Provides avenues for Defendant to gain their driver's license
- Analyze issues from different points of view objectively and with an open mind – willing to change his mind
- Willing to take on a challenge
- Mentor patiently and willing to share knowledge



Above the Call of Duty

- **On call 24/7** and is the main point of contact with law enforcement.
- Chair and vice-chair of Community Corrections Advisory Board
- Obtained computer grant for about \$16,000 to allow government employees to work remotely due to Covid.
- Brought to the attention of law enforcement the same grant, whereby they obtained about \$35,000 for Covid foggers.
- Assisted other Counties with digital evidence search warrants and analysis.
- Presented safety lectures to Middle and High School students.
- Wrote scam prevention articles for Senior Services newsletter.
- Facilitated team building exercises with Suttons Bay school.
- Obtained fair treatment for Sobriety Court Defendants.
- Assists other offices and departments beyond normal duties.
 - E.g. enthusiastically research issues for other offices/departments



Request –
\$72,000

- Tristan is at the top of the wage bracket at \$61,328. There is no guaranteed cost of living increase for next year.
- I respectfully request that Tristan's salary be reflective of his experience, unique skills, and work that goes above and beyond a regular assistant prosecuting attorney, and be raised to \$72,000.

**Prosecuting Attorneys Coordinating Council
2021 - ANNUAL PROSECUTION SURVEY**

(All Dollar Figures are Rounded to the Nearest Thousand)

County (Population Order)	Population	STAFFING							BUDGET Total Office Budget (From All Sources)	PA INFORMATION					STAFF SALARY RANGES							
		APA	Office Mgr./ Adm.	Victim Witness Staff	Clerical	Crim. Invest.	Child Support Invest.	Other		PA Status	Civil Counsel	County Paid Bar Dues	Provides On-Call Pay	PA Salary	CAPA	APA	Office Mgr./Adm.	Victim Witness Staff	Clerical	Criminal Investigator	Child Support Investigator	Other
1 Wayne	1,749,343	214	1	33	30	12	4	55	48,453.9	A	No	Yes	Yes	158.7	91.0 - 154.5	55.0 - 148.0	82.0 - 112.2	36.0 - 70.2	23.4 - 52.0	58.2 - 121.5	59.4 - 75.7	31.2 - 66.9
2 Oakland	1,257,584	89	0	8	53	5.5	3	0	21,821.0	A	Yes	Yes	Yes	176.0	152.0	63.9 - 127.2	0.0	48.5 - 63.1	31.2 - 63.1	53.9 - 73.6	53.9 - 73.6	0.0
3 Macomb	873,972	60	2	9	42	4	4	0	15,000.0	A	No	Yes	**	159.3	**	60.6 - 122.5	44.7 - 56.7	39.0 - 62.0	32.0 - 49.4	48.3 - 65.7	48.3 - 65.7	0.0
4 Kent	656,955	35	1	8	31	0	0	0	*9,697.2	A	No	Yes	No	163.0	117.8 - 134.0	64.2 - 127.7	79.9 - 90.8	44.2 - 68.0	44.2 - 68.0	0.0	0.0	0.0
5 Genesee	405,813	30	1	3	28	0	0	5	*7,000.0	A	Yes	Yes	Yes	162.9	104.0 - 115.0	43.7 - 99.8	41.6 - 60.8	53.6 - 67.3	35.2 - 56.7	0.0	0.0	95.3 - 112.0
6 Washtenaw	367,601	26	1	8	11	0	1	2	**	A	No	Yes	Yes	**	**	**	**	**	**	**	**	**
7 Ingham	292,406	34.5	0	5	22	0	3	0	8,396.3	A	No	Yes	Yes	136.7	113.4 - 136.1	58.6 - 97.8	0.0	39.3 - 46.9	33.0 - 55.6	0.0	49.5 - 59.5	0.0
8 Ottawa	291,830	14	2	4	14	0	0	1	4,224.7	A	No	Yes	Yes	149.9	99.2 - 119.4	63.9 - 117.5	53.1 - 68.8	34.9 - 52.2	31.0 - 49.5	0.0	0.0	51.2 - 64.9
9 Kalamazoo	265,066	29	1	10	15	0	3	0	*6,833.0	A	No	Yes	No	147.9	107.6 - 132.0	60.4 - 103.1	75.7 - 92.8	43.6 - 67.6	38.3 - 52.6	0.0	43.6 - 53.6	0.0
10 Livingston	191,965	12	1	3	6	0	0	0	2,854.2	B	No	Yes	No	148.2	97.4 - 126.7	69.5 - 114.9	48.6 - 63.2	35.6 - 57.4	35.6 - 53.4	0.0	0.0	0.0
11 Saginaw	190,539	22	1	3	13	2	0	0	5,360.7	A	No	Yes	No	142.7	97.6 - 128.6	60.7 - 112.3	56.8 - 74.8	28.3 - 61.1	28.3 - 48.9	49.6 - 65.4	0.0	0.0
12 Muskegon	173,566	16	1	7	7	0	0	0	3,134.1	A	No	Yes	No	153.7	96.1 - 119.7	52.9 - 109.2	65.6 - 82.4	33.7 - 47.7	31.5 - 42.2	0.0	0.0	0.0
13 St. Clair	158,128	15	2	2.5	9	1	0	0	3,193.3	B	No	Yes	Yes	136.1	89.7 - 118.1	58.3 - 101.0	42.6 - 56.1	35.0 - 46.1	35.0	47.9 - 63.1	0.0	0.0
14 Jackson	158,510	12	1	4	6.5	0	1	0	*1,729.0	A	No	Yes	Yes	125.2	102.5 - 128.1	68.4 - 101.3	59.1 - 73.8	36.1 - 61.0	36.1 - 45.2	0.0	46.4 - 58.1	0.0

* Estimated Data

** Data Not Available

PA STATUS - CODE

- (A) Full-time; private practice prohibited by agreement with county.
- (B) Full-time; rarely or never handles private practice by choice.
- (C) Works 40 hours per week or more on official duties; some private practice.
- (D) Works less than 40 hours (avg.) on official duties; divides time with private practice.

PA STATUS AND SALARY

78 Counties = Average PA Salary: \$109.3
 37 Counties = (A) "No Private Practice" agreement with county: \$120.8
 29 Counties = (B) "No Private Practice" by choice: \$105.1
 12 Counties = (C&D) "Some Private Practice": \$84.9

Annual Estimates of the Resident Population for Counties in Michigan:

April 1, 2010 to July 1, 2019. (CO-EST2019-ANNRES-26)

Source: U.S. Census Bureau, Population Division. Release Date: March 2020.

This report is compiled from a written response of most counties to PAAM's Annual Survey. Some counties do not respond, and other responses are incomplete; local processes for recording vary widely. We try to correct and minimize errors with telephone follow-up, but some information is not available, and some responses defy interpretation. Only through a contact with an individual county can any data in this report be verified.

Published: 6/17/2021 (rev4)

**Prosecuting Attorneys Coordinating Council
2021 - ANNUAL PROSECUTION SURVEY**

(All Dollar Figures are Rounded to the Nearest Thousand)

County (Population Order)	Population	STAFFING							BUDGET Total Office Budget (From All Sources)	PA INFORMATION				STAFF SALARY RANGES								
		APA	Office Mgr./ Adm.	Victim Witness Staff	Clerical	Crim. Invest.	Child Support Invest.	Other		PA Status	Civil Counsel	County Paid Bar Dues	Provides On-Call Pay	PA Salary	CAPA	APA	Office Mgr./Adm.	Victim Witness Staff	Clerical	Criminal Investigator	Child Support Investigator	Other
15 Berrien	153,401	20	1	5	10	0	0	2	3,413.4	A	No	Yes	No	137.9	94.9 - 127.2	56.2 - 100.3	59.3	43.0 - 61.1	28.3 - 40.4	0.0	0.0	46.4 - 58.0
16 Monroe	150,500	12	1	3	5	0	0	0	*2,300.0	**	No	Yes	Yes	123.3	92.9 - 99.0	49.2 - 95.7	40.9 - 53.7	32.8 - 47.1	31.7 - 45.9	0.0	0.0	0.0
17 Calhoun	134,159	14	1	5	12	1.5	1	2	2,872.7	A	No	Yes	Yes	135.4	118.8	58.6 - 103.3	49.3 - 63.0	35.9 - 55.3	31.2 - 56.9	47.4 - 56.9	47.2 - 56.9	13.5
18 Allegan	118,081	10	0	1.5	8	0	0	0	1,539.0	A	No	Yes	Yes	118.9	101.6	56.2 - 89.9	0.0	38.2 - 62.0	35.1 - 62.0	0.0	0.0	0.0
19 Eaton	110,268	10	1	2	9	2	0	0	2,604.3	A	No	Yes	Yes	120.0	76.4 - 99.3	55.8 - 90.3	38.1 - 49.5	38.1 - 49.5	30.8 - 40.0	48.4 - 66.0	0.0	0.0
20 Bay	103,126	8	0	3	8	0	1	0	2,201.3	A	No	**	**	113.1	78.3 - 93.6	63.6 - 77.3	0.0	43.7 - 55.5	32.0 - 41.9	0.0	47.8 - 55.5	0
21 Lenawee	98,451	9	1	2	9	2	0	0	*1,509.9	C	Yes	Yes	No	121.5	90.4 - 104.0	60.3 - 94.2	40.0 - 46.0	30.8 - 41.0	23.3 - 41.0	43.0 - 68.3	0.0	0.0
22 Grand Traverse	93,088	6	1	1.75	4	0	1	0	*346.7	B	Yes	Yes	Yes	124.0	73.8 - 106.6	43.0 - 98.6	39.1 - 56.5	31.3 - 49.8	*29.3 - 42.3	0.0	*31.3 - 45.3	0.0
23 Lapeer	87,607	5	0	2	5	0	1	0	1,320.0	A	Yes	Yes	Yes	123.5	70.5 - 85.4	50.4 - 83.4	0.0	36.6 - 45.8	31.3 - 45.8	0.0	31.3 - 36.0	0.0
24 Midland	83,156	6	1	2	3	0	1.5	0	1,551.6	A	No	Yes	No	129.2	87.0 - 113.2	56.6 - 97.9	48.9 - 63.6	32.6 - 56.3	32.6 - 50.0	0.0	32.6 - 50.0	0.0
25 Clinton	79,595	4	1	1	3	0	1	0	*1,003.1	A	Yes	Yes	Yes	120.4	64.2 - 84.1	57.9 - 79.6	43.4 - 52.1	44.4	36.7 - 44.0	0.0	46.7 - 56.0	0.0
26 Van Buren	75,677	5	1	2	3	0	0	0	**	A	No	Yes	Yes	118.0	73.5 - 99.5	54.1 - 97.2	36.2 - 49.6	36.4 - 52.6	34.2 - 46.9	0.0	0.0	0.0
27 Isabella	69,672	5	1	2	5	0	0	0	1,324.9	B	No	Yes	No	121.7	90.2	56.0 - 73.3	38.9 - 48.1	36.9 - 45.5	27.8 - 40.8	0.0	0.0	0.0
28 Shiawassee	68,122	5.5	0	1	4	0.6	1	0	*1,097.0	B	No	Yes	**	101.9	85.7 - 80.3	51.9 - 63.5	0.0	37.1 - 44.5	31.3 - 38.3	24.5 - 30.0	40.8 - 49.9	0.0
29 Marquette	66,699	6	0	1	5	0	0	1	1,029.0	B	No	Yes	Yes	115.0	70.0 - 85.0	56.0 - 68.0	0.0	42.0 - 51.0	31.0 - 41.0	0.0	0.0	43.0
30 Ionia	64,697	4	1	1	1	0	1	0	510.1	B	No	No	No	95.6	57.9 - 70.9	47.6 - 58.3	32.2 - 39.5	37.4 - 45.8	29.7 - 36.3	0.0	34.8 - 42.6	0.0
31 Montcalm	63,888	4	1	1	1.5	0	0	0	592.8	B	No	Yes	No	101.4	74.1	47.7 - 54.7	39.6	39.6	37.6 - 39.3	0.0	0.0	0.0
32 Barry	61,550	4	1	1	2	0	0	0	893.0	B	Yes	Yes	No	114.6	66.3 - 79.6	51.8 - 66.9	45.5 - 54.5	36.0 - 43.2	31.3 - 37.7	0.0	0.0	0.0
33 St. Joseph	60,964	4	0	1.5	3	0	0	0	706.0	A	No	Yes	No	118.0	**	51.8 - 83.6	0.0	*37.3 - 52.0	*37.3 - 48.4	0.0	0.0	0.0
34 Tuscola	52,245	4.5	0	1	5.5	0	0	0	1,000.8	A	No	Yes	Yes	100.7	63.8 - 80.0	50.1 - 67.9	0.0	53.3	18.6 - 33.7	0.0	0.0	0.0
35 Cass	51,787	4	1	2	3	1	1	0	*921.4	A	No	Yes	No	102.3	73.6 - 95.7	50.1 - 73.5	41.3 - 53.7	36.4 - 47.3	33.1 - 46.1	42.0 - 54.5	42.0 - 54.5	0.0
36 Newaygo	48,980	3	1	1	3.5	0	0	0	*1,113.6	A	No	Yes	Yes	115.9	66.4 - 78.1	57.0 - 71.7	45.5 - 53.5	31.0 - 36.5	31.0 - 43.1	0.0	0.0	0.0
37 Hillsdale	45,605	2	1	1	3	0	0	0	*465.0	A	No	Yes	No	90.5	58.0 - 68.0	35.0 - 50.0	31.6 - 39.9	31.6 - 39.9	27.9 - 39.9	0.0	0.0	0.0
38 Branch	43,517	2	0	1	2.5	0	0	0	*539.2	B	No	Yes	Yes	103.0	78.6 - 98.6	68.9 - 85.2	0.0	34.9 - 43.7	28.6 - 35.8	0.0	0.0	0.0

Prosecuting Attorney Posted Positions Since June 1, 2021

<u>County</u>	<u>Title</u>	<u>Experience</u>	<u>Salary</u>
Grand Traverse	APA	less than 3 months	\$49,709 - \$62,112
Huron	APA	prior experience preferred, but not necessary	\$54,947 - \$68,132
Berien	APA II	Min 5 years	\$61,869 - \$82,910
	APA I	Less than 5 years	\$56,245 - \$75,374
St. Clair	APA	some crim law preferred, pending bar results ok	\$56,534 - \$78,350
Ingham	Temp APA	entry level experience	\$58,635
Kalamazoo	APA	basic criminal law knowledge	\$60,424
Bay	APA	experience preferred but not necessary	start \$63,648 to \$77,272 after 3 years
Branch	Chief Assistant	basic criminal law knowledge - prefer extensive exp	start \$79,814 to \$98,847 after 5 years
Muskegon	APA	licensed or scheduled to take bar exam	\$52,680
Saginaw	Chief APA II	appellate and prosecutor experience preferred	\$78,699 - \$94,226
No experience/not licensed			\$49,709 - \$78,350
Exp 5 + years			\$78,699- \$98,847

Assistant Prosecuting Attorney- Grand Traverse County

Job Title: Assistant Prosecuting Attorney
Salary: \$49,709.00 - \$62,112.00 Annually
Job Type: Regular Full Time
Location: Traverse City, MI, Michigan

GENERAL SUMMARY

Primary function of the job is to participate in the processing of complaints from various policy agencies and assisting with all phases of prosecution. Employees work as part of a team and are responsible for ensuring that the team meets its objectives. Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. This position may also require travel by the employee in the employee's own vehicle. May be required to work on-call in an emergency.

Examples of Duties:

PRIMARY DUTIES AND RESPONSIBILITIES(may include but are not limited to the following)

- Assists in the day-to-day tasks of reviewing police reports, warrant screening, drafting of search warrants, petitions, and other legal documents, and provides legal information and advice to various police agencies.
- Provides guidance to the police and other governmental agencies in their investigation of complaints.
- Prepares for litigation proceedings, which includes: researching the law; writing and preparing briefs; conversing with and preparing witnesses to give testimony; negotiating case resolutions with attorneys; preparing and implementing case strategies; and, performing related activities.
- Presents and argues cases to juries, judges, and other fact finders.
- Prosecutes all phases of criminal trials, jury or non-jury, and/or hearings in District or Probate Courts.

Typical Qualifications:

EDUCATION, FORMAL TRAINING, AND EXPERIENCE(minimum requirements)

- Juris Doctorate Degree
- Less than three months of related experience

CERTIFICATIONS, LICENSES(minimum requirements)

- Member in good standing of the State Bar of Michigan is required
- Requires a valid drivers license and personal vehicle insurance an must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (minimum qualifications - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

- Required to serve in an "on-call" capacity

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

Supplemental Information:

DISTINGUISHING CHARACTERISTICS

Work involves the development of new guidelines and techniques, establishing criteria or developing new information where guidelines may not exist for all situations and considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. Errors at this level could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the agency to accomplish its mission and may require the intervention of the County's senior executives to resolve or may not be resolvable.

Compared to the Assistant Prosecuting Attorney II classification, tries less complex cases, requiring less trial experience.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.
- May be exposed to infectious diseases, criminal suspects or prison inmates.

May occasionally be required to lift/move up to 50 pounds.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES(minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Fundamental knowledge of basic criminal law

- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the County.
- Skill in researching and resolving problems in order to ensure compliance
- Ability to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms
- Ability to recognize case-specific and systemic problems
- Ability to provide expedited legal guidance under exigent circumstances
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to facilitate meetings effectively and efficiently
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently

TO APPLY: <https://www.governmentjobs.com/jobs/3065102/assistant-prosecuting-attorney/agency/grandtraverse/apply>

Assistant Prosecuting Attorney- Huron County

Job Description: Serves as an entry Assistant Prosecutor working in a learning capacity under the supervision of the Prosecutor and Chief Assistant Prosecutor. The work would include legal research, preparing motions and answers in criminal matters and handling matters in court. The position will include the practice in District, Probate and Circuit Court with the emphasis in prosecution of matters in the Circuit and District Courts.

Requirements: Graduation from an accredited law school, licensed by the Michigan BAR Association with membership in good standing. Prior prosecutorial experience preferred. PACC/PAAM internships may be substituted for prior prosecutorial experience.

HURON COUNTY IS AN EQUAL AND DISABILITY OPPORTUNITY EMPLOYER.

Financial Info: Salary \$54,947.00 to \$68,132.00 plus benefits, depending on experience level.

Location: Bad Axe, Huron County, Michigan.

Contact: Interested applicants should send a letter of interest and resume by mail, fax or email to:

Timothy J. Rutkowski

Huron County Prosecuting Attorney

250 E. Huron, Suite 103

Bad Axe, Michigan 48413

Telephone: (989) 269-9255

Fax: (989) 269-2744

Email: krugm@co.huron.mi.us

Assistant Prosecuting Attorney- Berrien County

TITLE: Assistant Prosecuting Attorney II (\$61,869 - \$82,910)

GENERAL SUMMARY

Under general supervision of the County's Prosecuting Attorney, prosecutes complaints for and on behalf of the County and other official agencies.

TYPICAL DUTIES

1. Receives and reviews police reports and arrest warrants from police departments; approves and authorizes arrest warrants or returns warrants to agencies for further investigation. Advises police agencies on proper legal procedures.
2. Prosecutes difficult criminal complaints on behalf of the State of Michigan.
3. Prepares legal briefs for submission to Circuit and District Courts, Court of Appeals and Supreme Court.
4. Represents the people of the State of Michigan in jury and non-jury felony and misdemeanor cases in the Circuit Court, Probate Court and District Court, as well as argues cases in front of the Court of Appeals and Supreme Court.
5. Assists less experienced Assistant Prosecuting Attorneys by recommending strategies and techniques.
6. Exercises a considerable degree of independent judgment throughout each state of the criminal justice process and in the preparation of cases.
7. Completes special projects and assignments as requested by the Prosecuting Attorney.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Education: Graduation from law school is required

Experience: A minimum of five years paid, full time previous civil, criminal, appellate or probate legal counseling experience is required. Candidates with no prior experience or less than five years of experience may qualify for Assistant Prosecuting Attorney I position. (\$56,245 - \$75,374).

SPECIAL REQUIREMENTS:

A member of the State Bar of Michigan

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

Assistant Prosecuting Attorney- St. Clair County

Salary Range for position: \$56,534-\$78,350 and benefits package

Location: 201 McMorran Blvd, Port Huron, MI 48060

Job Description: Under the direction of the Prosecuting Attorney and Chief Assistant, reviews and authorizes request for warrants, determines the appropriate charge, presents criminal cases in the District and Circuit Court as well as Family Court and Probate Court matters. This includes but is not limited to resolving criminal cases through plea negotiations or trial, meeting with crime victims and witnesses, representing Child Protective Services in child protection proceedings, and responding to motions and appeals. This list is not be inclusive of the total scope of the job functions to be performed. Duties may be added, deleted, or modified at any time.

Qualifications: Law degree from an accredited law school, some criminal law experience preferred, licensed or pending bar results to practice law in the State of Michigan

Working Conditions: Full time, generally 40 hours a week, but may exceed this at times, on-call rotation.

St. Clair County is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability or age.

Please submit resume, cover letter, references and writing sample to Stephen Guilliat, Chief Assistant Prosecuting Attorney at sguilliat@stclaircounty.org mail to 201 McMorran Blvd, Rm 3300, Port Huron, MI 48060.

Applications Accepted Until position is filled.

Temporary Assistant Prosecuting Attorney- Ingham County

Salary

\$58,635.20 Annually

Location

Lansing, MI

Job Type

Temporary

Department

Prosecuting Attorney

Job Number

202100123

- DESCRIPTION
- QUESTIONS

Description

****Applications are accepted until there are sufficient numbers of qualified applications or qualified candidate has been identified. The position could possibly close at any time.****

Under the direction of the Prosecuting Attorney and/or the Chief Assistant Prosecuting Attorney, perform the vital function of prosecuting criminal cases, child abuse and neglect cases, delinquency cases, and establishing paternity and child support on behalf of the residents and/or crime victims of Ingham County. Each Assistant Prosecuting Attorney (APA) is expected to possess the same set of dynamic skills and commitment to the highest ethical standards necessary to perform the job tasks of any and all units, at any time.

Essential Functions

1. Review adult and juvenile warrant requests submitted by police agencies to determine whether charges should be issued based on interpretation of case law, relevant

statutes, constitutional law, and evidentiary strengths and weaknesses. This also includes actively engaging with police agencies to give guidance on criminal investigations and analysis on complex legal issues.

2. Represent the Prosecutor's Office in criminal trial practice in District and Circuit Courts, involving both adult and juvenile offenders. This includes, but is not limited to, reviewing all reports, analyzing evidentiary issues, researching all points of law, complying with discovery, docket management, plea bargaining, writing motions, interviewing witnesses, planning trial strategy, preparing cases for trial, and advocating at preliminary examinations, pre-trial conferences, motion hearings, bench trials, jury trials, restitution hearings, and sentencing hearings.
3. Represent the Prosecutor's Office in civil trial practice in Family Division of the 30th Circuit Court. This includes, but is not limited to, advising the Department of Health and Human Services, reviewing abuse-and-neglect and delinquency petitions, determining legal sufficiency of petitions, researching all points of law, writing motions, gathering and analyzing evidence, interviewing witnesses and experts, developing trial strategy, preparing a case for trial, and advocating at post-adjudication hearings, dispositional reviews, dispositions, show-cause hearings, AWOL hearings, restitution hearings, family dependency treatment court, Phoenix Human Trafficking Court, permanency planning hearings, terminations hearings, and personal protection order (PPO) hearings.
4. Represent the Prosecutor's Office in family support matters. This includes, but is not limited to, conducting intake interviews; initiating paternity or child support cases; conducting legal research; drafting complaints, motions, affidavits, notices, judgments, and Uniform Support Orders; preside over settlement conference; generate support recommendation reports; present support recommendations during formal hearings; and data entry across various computer programs
5. Conduct jury and non-jury trials. This includes jury selection, delivering opening statements and closing arguments, admitting evidence, questioning witnesses, and cross-examining adverse witnesses.
6. Comply with the Crime Victims' Rights Act by notifying and consulting with victims on relevant legal authority, sentencing guidelines, plea negotiations, and compiling restitution.
7. Prepare search warrants for police agencies before and after the initiation of criminal proceedings.
8. Reviews requests made pursuant to the Michigan Freedom of Information Act (FOIA) to determine whether requested materials shall be disclosed, redact exempt materials, and produce non-exempt information to the requesting party.
9. Prepare fugitive, extradition, and detainer paperwork.

10. Represent local law enforcement agencies in civil forfeiture proceedings including review of forfeiture sustainability, negotiating settlements, drafting complaints and summons, drafting interrogatories and other discovery requests, motion practice and complex civil litigation.

11. Represent the Prosecutor's Office in appellate matters. Appearing on appellate cases requires proficiency in legal research and writing in order to prepare or respond to appellate motions and briefs in the Circuit Court, Michigan Court of Appeals, and Michigan Supreme Court. Appearing before those courts to argue any legal, factual, or constitutional issues on behalf of the People.

12. Represent the Prosecutor's Office at involuntary commitment hearings and Personal Protection Hearings that includes complex trial practice.

13. Handle the above mentioned duties and responsibilities as a special prosecutor for cases originating outside Ingham County as appointed or directed by the Prosecuting Attorneys Association of Michigan (PAAM).

14. Through rotation, serve as the on-call assistant prosecutor for law enforcement agencies during non-business hours. Each on-call assistant prosecutor provides answers to legal questions, drafts and approves search warrants, and reviews all in-custody felony and domestic violence warrants on weekends and holidays.

Other Functions:

1. Comply with all statutorily mandated functions.
2. Possess a working knowledge of the Michigan Rules of Professional Conduct; Michigan Court Rules; Michigan Rules of Evidence; Brady requirements; and applicable local, state, and federal authority.
3. Perform other duties as assigned.

(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. These statements shall not be construed as an exhaustive list of all job duties performed by personnel with this classification.)

Employment Qualifications

Education: Must be a graduate of an accredited school of law.

Experience: Entry level experience with criminal law and procedure, which may be in the form of internships or externships.

Other Requirements: Licensed to practice law in Michigan, or having taken the bar examination and awaiting results.

(The qualifications listed above are intended to represent the minimum skills and

experiences 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.)

Requirements and Working Conditions

Physical Requirements:

1. Must be capable of reading police reports, documents, and other materials.
2. Must be capable of verbally communicating with individuals in person or over the telephone.
3. Must be capable of appearing in court before judges and court audiences in Lansing, East Lansing, and Mason.
4. Must be available for 24 hour on-call schedule.
5. Must be able to access any part of the county and time-specific crime scenes.
6. Must be capable of lifting and carrying heavy case files or computer in the officer and to court.

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

Working Conditions:

Must be capable of working in an office setting.

ICEA APA 16-01
September 2018

Agency

Ingham County

Assistant Prosecuting Attorney- Kalamazoo County

Annual Salary: K-10 (A) \$60,424.00

Responsibilities and Qualifications:

Represents our citizens as their attorneys in criminal, quasi-criminal and civil matters by reviewing, enforcing and litigating the applicable law.

- Prepares and presents misdemeanors, civil infraction, mental commitment, juvenile delinquency, and lesser felony cases to ensure that defendants are held accountable for their actions.
- Reviews selected investigation reports, authorizes legal proceedings and rejects substandard cases.
- Negotiates cases dispositions, according to office policy in order to reach a resolution prior to trial.
- Prepares motions, briefs, pleadings and memoranda to inform courts of the office's position on specific cases.
- Accepts special assignments, including legal research and writing. Other duties as assigned.

License to practice law in the State of Michigan. Previous experience or interest in the criminal justice/legal systems. Basic knowledge of evidence, criminal law and court rules. Ability to communicate effectively, both verbally and in writing. Willingness to follow office policies, high ethical standards, personally and professionally.

VETERANS: Please provide your joint services transcript with your application.

Assistant Prosecuting Attorney- Bay County

RATE OF PAY: \$63,648.00 per year, entry, progressing to \$77,272.00 per year after 3 years (PN10)

GENERAL SUMMARY:

Under the general supervision of the Prosecuting Attorney, serves as the legal representative of the People of the State of Michigan in regard to criminal offenses in Bay County. Prosecutes persons accused of misdemeanor, felony and juvenile offenses. Prepares case materials and participates in all court proceedings until final disposition of case.

ESSENTIAL FUNCTIONS:

1. Reviews police reports and interviews citizens to obtain facts about the case as to what acts were committed, names of witnesses and other evidentiary information and authorizes charges as appropriate.
2. Attends pre-trial conferences to discuss charge and any possible disposition.
3. Prepares for court proceedings by researching legal cases and applicable laws; drafts briefs and legal memoranda in support of court arguments.
4. Appears in court during preliminary hearings, arraignments, plea taking, trials and sentencing, and counsels police agencies regarding investigations.
5. Participates in criminal trials by conducting voir dire of prospective jurors, presenting opening and closing statements, examining and cross examining witnesses and presenting evidence and arguing motions.
6. Confers with law enforcement officials, probation agents and defense attorneys.
7. Researches the law of the case including Federal and State legislation, to be informed by case precedents and changes in statutory law.
8. Discusses prosecution and strategy of case with supervisor and fellow assistants.
9. Prosecutes and defends appeals as assigned and appears before the Appellate Courts.
10. Consults with Department of Social Services representatives and prosecutes dependant neglect petitions in Probate Court.
11. Adheres to and enforces the Crime Victims' Rights Act.
12. Consistent and punctual attendance is an essential function of this position.
13. All other duties as assigned.

The above statements are intended to describe the general nature of work performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS:

Graduate of accredited law school, licensed to practice law in Michigan; experienced in criminal law preferred; must have sincere interest as an advocate for the People. Prior appellate experience is preferred. Applicants may be required to take written and/or other examinations. Physical: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: generally, 10 pounds of force up to one third of the time. Valid Michigan operator's license required.

Chief Assistant Prosecuting Attorney- Branch County

General summary:

This position is held by an attorney licensed to practice law in the State of Michigan. The Chief-Assistant Prosecuting Attorney will participate in the processing of complaints from various policy agencies and assisting in all phases of prosecution. The Chief-Assistant Prosecuting Attorney also assists in the administration of the office and oversight of office staff. Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

Principal duties and responsibilities:

- Assists in the day-to-day tasks of reviewing police reports, warrant screening, reviewing of search warrants, petitions, and other legal documents.
- Provides guidance to the police and other governmental agencies in their investigation of complaints.
- Prepares for litigation proceedings, which includes: researching the law; writing and preparing briefs; conversing with and preparing witnesses to give testimony; negotiating case resolutions with attorneys; preparing and implementing case strategies; and, performing related activities.
- Presents and argues cases to juries, judges, and other fact finders.
- Prosecutes all phases of criminal trials, jury or non-jury, and/or hearings in Circuit Court, District Court, and Probate Courts.
- Assists in the administration of the office and oversight of office staff.
- Attend various organizational meetings and conferences on behalf of the Prosecuting Attorney's Office.

Qualifications/Experience:

- Must be a licensed attorney in the State of Michigan in good standing.
- Must be proficient in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Must have a fundamental knowledge of basic criminal law
- Must have interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Must be able to appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the County.
- Must possess skill and ambition in researching and resolving problems in order to ensure compliance

- Must be able to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms
- Must be able to consistently demonstrate sound ethics decision making and judgment
- Must be able to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Must be able to facilitate meetings effectively and efficiently
- Must be able to learn to operate JIS Court Records System.
- Must be able to maintain a high level of confidentiality.
- Must be able to learn and utilize office technology including, but not limited to, PolyCom, Zoom, JIS, Desktop computing, Excel, Adult Case Tracking, Juvenile Case Tracking, Microsoft Word, Adobe etc.
- Must have a high level of professional organization and professionalism.
- Must complete a clean drug screen prior to employment, except for substances legally prescribed by a physician.
- A background check will also be conducted on the applicant.

DISTINGUISHING CHARACTERISTICS

- Extensive experience in criminal prosecution, including experience in presenting serious felonies and homicides to juries.
- Extensive knowledge in the policies and procedures of Michigan prosecuting attorney offices.
- High level of effective communication and case presentation.

Education:

Juris Doctorate Degree

Pay: \$ 79,814 increases yearly to \$98,847 after 5 years

Hours: This position is a salary position based upon 40 hours per week. However, the applicant is expected to be available when needed, based upon needs of the office and law enforcement. The applicant also must be on-call every third weekend.

Assistant Prosecuting Attorney- Muskegon County

Position: Assistant Prosecuting Attorney Full Time

Duties: The responsibilities of an Assistant Prosecutor include: the analysis of warrant requests; conducting pretrial conferences, bench trials and jury trials; working with other law enforcement agencies for the drafting of search warrants; and any other duties as assigned by the Prosecuting Attorney.

Requirements: Must be licensed by the State Bar of Michigan or scheduled to take the July 2021 Michigan Bar Exam

Financial Information: \$52,680 plus benefits

Chief Appellate Attorney/APA II- Saginaw County

Summary:

The Saginaw County Prosecutor's Office has an opening for a Chief Appellate Attorney. Under the daily supervision of the Prosecutor and Chief Assistant Prosecutor, the assistant prosecutor will be responsible for appeals, criminal and civil forfeitures, and other civil matters that may arise in the office as designated by the Prosecutor and Chief Assistant Prosecutor.

Typical job duties:

Review appeals and other post-conviction motions. Draft and file appellate briefs, and answers to post-conviction motions.

Advise law enforcement officials within the county on legal matters related to investigations and procedures. Prepare search warrants and assist police in field investigations when necessary or requested.

In limited situations, interview victims of crimes, complainants, and law enforcement officials requesting warrants; decide whether an accused is charged with a crime and/or whether charges are reduced or dropped.

Perform other related duties as assigned.

Requirements:

Graduate of an accredited law school and licensed or in the process of being licensed to practice the law in Michigan. Experience handling appeals is preferred. Prosecution experience is also preferred.

Financial Info: APA II Salary Range \$78,699.00 - \$94,226.00

BOARD OF COMMISSIONERS

Rick Robbins, District #1

Debra L. Rushton, District #2

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Ty Wessell, District #4

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Gwenne Allgaier, District #6

Melinda C. Lautner, District #7



Chet Janik, County Administrator

Leelanau County Government Center
8527 E. Government Center Drive, Suite #101
Suttons Bay, Michigan 49682
(231) 256-9711 ♦ (866) 256-9711 toll free
(231) 256-0120 fax
www.leelanau.gov ♦ cjanik@co.leelanau.gov

To: Board of Commissioners

From: Chet Janik

Date: June 22, 2021

Re: Personnel Proposal

Below is my recommendation for a restructuring plan based on my observations, dialogue with various employees, comments made at recent Board of Commissioner meetings, and an attempt to be proactive to address some of the legitimate concerns that have surfaced during the past year.

This proposal is only a general concept plan. If there is support from Commissioners to further explore any of these options, more specific details can be provided for consideration.

My proposal is as follows:

- **Add an Administrative Assistant position to the Clerk's Office.** There is no debate that the current personnel structure is not adequate to handle all of the duties and responsibilities that are handed by the seven employees. The duties have expanded during the past year, including many changes in election laws. This has forced the staff to work many additional hours, including weekends. Despite these challenges, I believe that all of the duties and responsibilities associated with the Clerk's Office and the Accounting Department are being handled in a highly professional manner.

This proposal has been discussed with the Clerk for the past year and was originally going to be presented during the 2022 budget process. ***Estimated Budget Impact:*** \$65,000.00 (Salary and Benefits). The actual cost would be lower, due to the decreased overtime costs of employees working additional hours beyond the 35 hour per week schedule.

- **Expand the duties of the current Executive Assistant to the Administrator**, to expand human resources duties and formally add administrative oversight of the Parks and Recreation Commission.

The County Administrator is the Chief Personnel Officer for the County and the personnel files are located in the Administrator's Office. In the past nine years, there have been no major personnel issues that have not been properly and peacefully resolved. The County has not lost any grievance or arbitration cases nor have there been negative financial consequences to the County. All of the Board policies have been reviewed and updated; this did not happen in the last 20 years. All of the job descriptions have been updated. However, the County could be more proactive in providing more professional development opportunities, as well as informing employees about benefit options.

There is also a significant challenge with the lack of administrative leadership/oversight of the Parks and Recreation Commission. The County is fortunate to have many dedicated and committed volunteers serving on this Commission; however, most of the individuals are not familiar with County policies and procedures, which has resulted in improper procedures being implemented, policies not being followed, and financial commitments being made without necessary authorization.

My proposal is to take Ms. Evans and to expand her duties to formally include administrative oversight of the Parks and Recreation Commission, as well as to provide a greater level of coordination with human resources issues. The Administrator will continue to be Chief Personnel Officer for the County. This would be accomplished by restructuring Ms. Evans' position and acknowledge the additional responsibilities by converting the position from hourly to salary. **Estimated Budget Impact:** This proposal would increase the total compensation by \$10,000.00 annually. The actual cost would be approximately 60% lower due to the elimination of pay beyond the 35 hours per week.

Next, create a secretary/receptionist support staff position for the Administrator's Office. Ms. Evans would continue to serve as the liaison to the Board of Commissioners and retain many of her current higher-level duties, while the secretary/receptionist would serve as the support staff for the Administrator's Office. **Estimated Budget Impact:** Approximately \$55,000.00 per year (includes wage and benefits).

If there is support from Commissioners to explore any of these suggested options, more details with a financial breakdown can be provided.

Leelanau County Parks and Recreation Commission
Executive Committee – Wednesday, June 16, 2021
Leelanau County Government Center, Suttons Bay, Michigan
Tentative Minutes – Meeting Recorded
<https://www.leelanau.gov/meetingdetails.asp?MAId=2157>

The Executive Committee of the Leelanau County Parks and Recreation Commission was called to order at 3:37 p.m. by Commission Chairman Casey Noonan.

Chairman Noonan waived the Pledge of Allegiance, as it was recited at the preceding Regular Session.

Roll Call: Dave Barrons, *Vice-Chairman*
Steve Christensen, *Secretary*
Casey Noonan, *Chairman*

Also in Attendance: Melinda Lautner, Parks & Rec Commissioner
John Popa, Parks & Rec Commissioner
Rick Robbins, Parks & Rec Commissioner
Laurel Evans, Executive Assistant

Public Comment:
Call-in Number: 231-256-8109 – there was no public comment.

Agenda Addition/Deletions:
Barrons noted Popa’s suggestion to add the request for the addition of a skilled assistant for the Parks and Recreation Commission to handle miscellaneous administrative tasks, such as writing and reviewing bids, and overseeing park plans and grant development. The proposed position would be a part-time, contracted position with an annual salary of \$25,000.00. Discussion ensued on Popa’s suggestion (handout link: https://www.leelanau.gov/downloads/popa_meetings_and_budget_06162021.pdf). Barrons remarked there were times during a recent grant application process he had thought, ‘Gee, the County should have a professional’ to assist with the grant-writing process.

Action Items –
Budget Discussion/Recommendations. Chairman Noonan said he is unsure of the documents needed to submit the request for a skilled assistant position for the Parks Commission, but thought the recruitment was worth pursuing. He said because the Commission has no Parks and Rec Director, they struggle administratively and the addition of this position would lighten the workload for Maintenance Worker W. Scott Bradley, who is frequently taken off task to provide assistance on administrative issues.

Lautner remarked she felt that it was unlikely that the Board of Commissioners would approve the position; however, what has been proposed has merit, and yet, should the County have

someone they use (for grant-writing), perhaps on a contractual basis...we could use a grant writer in every department. She suggested looking into hiring a graduate student. We could put it in the budget to hire a grant writer. Barrons said the position would be more than just writing grants. Discussion ensued. Barrons remarked, could Parks and Recreation contract for an “executive assistant”? Lautner remarked, you could always ask for it. Discussion followed on Bradley’s duties. Noonan said this is one of the few “departments” that doesn’t have a director; that is why we struggle to do what we do. Popa asked and several responded Bradley’s supervisor is Maintenance Director Jerry Culman II. Noonan added (this type of position) has been kicked around for a while. Bradley relies on us to do the “legwork”. Robbins questioned if work-release inmates could be utilized for parks duties in the summer months.

Lautner added the County is considering potentially hiring an HR person and perhaps grant writing could be added to the job description. She added until just a few years ago, Parks did their own minutes. We have been fortunate to have Evans step in and provide guidance. Noonan complimented Evans for her assistance. Lautner said the Commission’s best bet would be to see if the new HR person could write grants, and have that part of their (job) description.

Chairman Noonan asked and Evans responded Noonan should work with Chief Deputy County Clerk Jennifer L. Zywicki on any budget related questions. Christensen noted it took a while to get a part-time parks person for Bradley. This request is unrelated to the rest of the budget discussion; the top portion (detailing employees), we do not touch and is not part of what we are talking about. We could certainly go to the Board of Commissioners and ask for a person. Popa suggested looking at the line item for “contractors.” More comments followed on contracted help. Noonan said if we are looking for a contracted position, it would be better to ask for that separately, as Christensen suggested. Noonan and Popa to follow-up with County Administrator Chet Janik. Discussion followed. ***Consensus to meet with County Administrator Chet Janik for guidance on how to submit the request.***

A discussion ensued regarding a May 19, 2021, email from Commissioner Popa that contained five budget requests:

- 1) Create a safety walk-around the old putting green at Veronica Valley Park - \$15,000.00;
- 2) Pave the parking lot at Veronica Valley Park - \$61,000.00 to \$80,000.00;
- 3) Add a skilled assistant for the Parks and Recreation Commission - \$25,000.00;
- 4) Purchase playground equipment at Old Settlers Park - \$12,000.00 to \$20,000.00 (though it was noted Northport’s installation was \$22,000.00); and
- 5) Paint the bridge at Veronica Valley Park (no dollar figure provided. Popa said he thought the bridge did not need painting for another five years.)

Christensen said we will need to organize this; the Executive Committee needs to make a list and make some choices. Public input is welcome. Barrons said if we put in for a parking lot upgrade (at Veronica Valley Park [VVP]), do we want to leave out painting (the bridge)? Popa

dissented, saying we should put it in and let someone else throw it out. Discussion ensued on the proposed VVP parking lot and the budget request documentation.

Chairman Noonan remarked this is new to him, asking for more than what is budgeted. Christensen said if we create a budget and all but one big item is in our budget, the big item is the number one thing we are considering as a group, it is this much, and we are asking the County Board to pony up this amount for a special request, and the rest is in our budget. More comments followed; discussion ensued on what the County Board reviews during budget. Noonan outlined what he looks for in preparing budget documents. This is the first time we have proposed all these large projects at one time. He said he is struggling with how to structure this into the budget. He has to put into the budget what they are requesting. When he was a (County) Commissioner, he never saw that done, where someone had asked for a \$200,000.00 increase in their budget. Discussion followed.

Barrons said he would support the paved, circular (trail loop at Myles Kimmerly Park [MKP]) as the number one, big budget priority for this year's budget request over any of the others we have talked about. Lautner said that is where she was going to go. Barrons continued – that paved walkway was discussed the first time he attended a Commission meeting five years ago. Lautner said she does not disagree with that. We probably won't get \$250,000.00; but the (County Board) may come back and say, 'We'll give you eighty-thousand (dollars) for that this year.' Discussion followed on the projected cost to build the paved loop trail at MKP. Chairman Noonan asked and Lautner suggested he discuss how to write up that request with Zywicki.

Lautner said another approach would be to consider the recently awarded \$4.2 million awarded to Leelanau County through the American Rescue Plan Act. If we fought hard for that, that is something the entire population can use. It is a health and safety issue, much like the TART trail. Discussion followed.

Consensus was to ask for an increase to the 2022 Capital Outlay from \$45,000.00 to \$60,000.00 and to pursue with the County Board the idea of using stimulus money for the remaining projects.

Christensen stressed he thinks there needs to be a separate "wish list" – a separate request form. Popa remarked there are still some remaining big-ticket items – the driveway upgrade and pond walkway at VVP. Lautner said let's increase our capital outlay; we have talked about this for a number of years. Barrons asked and Chairman Noonan said he will break down the \$60,000.00 by item. Lautner added maybe the entrance this year, the Old Settlers Park (OSP) playground equipment. Noonan stated those items, as well as parking lot improvements, pickle ball courts, and a dog park. Discussion ensued. Noonan said that is what he needs from this session – where we sit regarding capital outlay, our other budget line items have always been in line.

Barrons remarked, so we will (request to) increase the capital outlay line item. Chairman Noonan said he will provide a summary of the requests.

A list of potential projects provided by Bradley was reviewed - https://www.leelanau.gov/downloads/scotts_project_list_05252021.pdf. Discussion ensued on the proposed dog park.

Public Comment:

Lautner noted the County Board would be conducting “Committee of the Whole” sessions at the end of June. She will bring up the idea of using stimulus funds for Parks and Recreation at that time.

Commissioner Comments:

None.

Chairperson Comments:

None.

Adjournment:

Motion by Noonan to adjourn. Seconded by Barrons.

Ayes – 3 (Barrons; Christensen; Noonan)

No – 0

Motion Passes.

The meeting was adjourned at 4:12 p.m.

Lori D. Eubanks, Recording Secretary

From: [David Barrons](#)
To: [Laurel Evans](#)
Subject: Fwd: meetings and budget
Date: Wednesday, May 26, 2021 10:39:01 AM

I think this is what you wantplease note, the final two items were not discussed at all.

Begin forwarded message:

From: "John Popa" <jjpopa@charter.net>
Subject: Fw: meetings and budget
Date: May 19, 2021 at 11:39:20 AM EDT
To: <davebarrons@gmail.com>

I don't know what happened to the print size????

-----Original Message-----
From: John Popa
Sent: Wednesday, May 19, 2021 11:37 AM
To: John Popa
Subject: meetings and budget

Dave & all

-There was a last minute change and I will not be at either meeting. Some things.

Veronica budget items....also bring up to commission for June.

1. Safety walk-around old green

-this is a hazzard

-long over due to get fixed

-Jon and I worked on some plans

-I had Engineer go over it all with some good ideas and very good estimate.

\$15,000 for 2022

(however, I would like to ask the board of commissioners for unbudgeted money to do it this year, because the work could ruin/interfere with parking lot next year)

2. Pave the parking lot....including entrance

-it is a mess

-used a lot

-Jon & I & Scott have a pretty good plan

-plowing will be improved

-driveway is out of compliance

-new smaller culvert will be installed

-Jon had elmers estimate, and I had a detailed engineering estimate

-both came in around \$61,000

\$70,000 for 2022

3. Skilled assistant for Parks & Rec

- was suggested by 'someone' without giving names
- we need help getting things done!!!
- need to follow through on bids, projects, parks plan, work with committees, grants, on and on.
- Not a county employee
- not a physical worker or designer that would require insurance, bonding, paperwork
- paid 'consultant' under contract.
- I saw an excellent resume in the last go-around for vacancies
- \$25,000 for 2022

4. Playground equipment for Old Settlers

- I have information from Bingham
- They have a very nice set up
- they bought it for \$12k...did work themselves, but had additional in concrete and sand
- Northport had about double that
- \$22,000 for 2022

5. For veronica/parks (put in the minutes for both)

- Scott sampled the paint on the bridge.....no lead
- I have the results
- bridge does not need painting...some is peeling, but structure is good
- also is handicap accessibleJon measured the gradient.

Popa