AGENDA

St. Clair County Board of Commissioners
Ways and Means Committee

Board of Commissioners' Room
County Administrative Office Building, 2nd Floor
200 Grand River Avenue
Port Huron, MI 48060

August 5, 2021 at 6:00 PM

1. **Roll Call/Opening**
2. **Additions/Deletions/Changes to the Agenda**
3. **Citizens to be Heard**
4. **Updates**
5. **Conceptual Initiatives**
6. **Old Business**
7. **New Business**
   - A. Public Guardian - Manning Table Change
   - B. Friend of Court Cooperative Reimbursement Program Contract
   - C. District Court Probation - Manning Table Change
   - D. Health Department - Manning Table Change
8. **Other Ways and Means Matters**
9. **Information Only**
10. **Receive and File Packets**
11. **Adjournment**

Committee Chair: David Rushing

Note: The County complies with the "Americans with Disabilities Act" and if auxiliary aids or services are required at the meeting for individuals with disabilities, please contact Administrator/Controller's Office, Suite 203, 200 Grand River Avenue, Port Huron, MI 48060, (810) 989-6900 three days prior to said meeting.

Public Guardian - Manning Table Change

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
🗋	Public Guardian - Manning Table Change	7/20/2021	Cover Memo
🗋	Mermo-Public Guardian	7/20/2021	Cover Memo
🗋	PG Client number trends	7/22/2021	Cover Memo
🗋	Public Guardian FT case manager 7.27.21	7/28/2021	Cover Memo

COUNTY OF ST. CLAIR
Public Guardian

Kelly Strozeski
Public Guardian

Amanda Seals
Assistant Public Guardian

Shania Cooke
Case Manager

Jocelyn Malone
Case Manager

Lindsey Harrison
Case Manager

Timothy Quirk
Case Manager

MEMO

To: St. Clair County Board of Commissioners

From: Amanda Seals, Assistant Public Guardian Amanda Seals

Date: July 19, 2021

Re: Change to Manning Table

The Office of Public Guardian provides guardianship and conservatorship services for at least 400 individuals. Currently, we have a staff of 8 (6 full time and 2 part time). However, the Senior Housing full-time case manager is fully funded by the Commission on Aging. Our biggest population is currently individuals between the ages of 60 and 84. The Senior Housing case manager is only able to handle seniors in housing crisis, per the job description as approved by the Commission on Aging. However, there are roughly about 33% of our seniors at moderate risk of losing housing at any given time. There are seniors in the community that do not have the proper supports to remain safely in their homes. Therefore, the Office of Public Guardian is requesting an additional full time case manager to focus on the above population not currently in housing crisis but in need of support to stay out of crisis. This is a critical area for our office as this population tends to be the fastest growing, the most vulnerable, and most time-intensive to prevent crisis situation.

When someone is placed under guardianship with the office, the staff applies for benefits through Social Security, Medicaid, marshals assets, identified and resolves barriers to housing, finds appropriate housing or supports to maintain current housing, identifies health needs including mental health, sets up and attends medical appointments, and at least visits quarterly with the ward to ensure success and reevaluate needs. In order to create a successful guardianship scenario, many things need to be addressed and in some cases the individual is not able to provide the information. In addition to obtaining general information, we frequently have to look at situations with the family dynamic and financial exploitation. This takes up an enormous amount of time coordinating with banks, law enforcement and family. The current staffing in the office makes it difficult to thoroughly address the above issues in a manner that protects the individuals under guardianship.

201 McMorran Blvd.
Room 3700,
Port Huron, MI 48060

Telephone (810) 985-2095
Fax (810) 985-2099

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Recently, the St. Clair County Office of Public Guardian began collecting fiduciary fees on all current clients with Probate Court approval. Currently, fiduciary fees have been approved for roughly 30% of our clients resulting in approximately $14,000 for July. With the increase in revenue we are able to fully absorb the wage cost of an additional full time case manager for our seniors. In the event the full time case managers needs medical insurance, those funds will be covered by the Commission on Aging Senior Millage funds (pending Commissioners approval on 7/28).

At this time, we respectfully request the St. Clair County Board of Commissions approve a change to the manning table to allow an additional full time case manager to our staff. As we are now collecting fees, we feel an increased responsibility to our wards to provide them with the best possible services.

201 McMorran Blvd.
Room 3700,
Port Huron, MI 48060

Telephone (810) 985-2095
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STATE OF MICHIGAN

OFFICE OF THE COURT ADMINISTRATOR

ST. CLAIR COUNTY PROBATE COURT
31ST JUDICIAL CIRCUIT COURT
FAMILY DIVISION
201 McMORRAN BLVD. ROOM 2800
PORT HURON, MICHIGAN 48060
Adult Probate (810) 985-2066
Family Division (810) 985-2155

MICHAEL K. MCMILLAN
Court Administrator

NATHAN ROSKEY
Director of Juvenile Services
SAMANTHA LORD
Attorney Referee
JOSEPH SCHULTE
Probate Register

May 25, 2021

Kerry Hepting
St. Clair County Administrator/Controller

Dear Administrator Hepting,

I am submitting this letter in support of the Public Guardian's request for an additional staff member. The population that we serve is in constant need of increased mental health intervention at an alarming rate. The Public Guardian office is staffed with competent, dedicated, hard-working employees who are stretched razor thin. This request is a priority of the Judges and Administration. I am constantly impressed with our staff and am very happy to indicate that they have found additional revenue to offset the cost of this much needed staff member.

I am respectfully requesting your support for this proposal, and encourage you to please contact me if you have any questions or would like additional information.

Warm Regards,

Michael K. McMillan

Michael McMillan
Court Administrator

Public Guardian Client Numbers

Year (as of 12/31)	Current Clients	Discharged Clients	Total
2017	256	227	483
2018	296	215	511
2019	342	167	509
2020	385	101	486
2021 (to present)	429	46	475

Public Guardian Staffing

Year	Full time staff	Part time staff	Additional info
2017	3	2	2 FT staff Clerical only
2018	3	3*	2 FT staff Clerical only
2019	3	3*	2 FT staff Clerical only
2020	4*	2	2 FT staff Clerical only
2021	4*	2	2 FT staff Clerical only

* One staff member is fully funded by the Commission on Aging to exclusively work with seniors in housing crisis.

As of 7/21/2021, the number of current clients has increased by 173 since 12/31/2017. This will not account for the additional appointments we receive this year. For 2021, there are also increasing barriers and limited resources in the community making terminating guardianship much harder. The requested increase in case managers is absolutely critical to provide services effectively to our current clients.

MEMO

To: Board of Commissioners

From: Dena Alderdyce, Finance Director

Date: July 27, 2021

Re: Public Guardian Manning Table

The Public Guardian office has requested a full-time Senior Case Manager be added to their manning table. The maximum cost of salary and fringe benefits for this position will be $73,323.

Earlier in 2021, Judge Tomlinson had issued a court order to increase the fiduciary fees to collect on as many clients as allowed. Since this was approved, they have seen over a 50% increase in their fiduciary fee revenues.

With the increase in fees in 2021, there should be sufficient funds to cover the increase in costs to the public guardian budget for the remainder of this year. In 2022, the public guardian's office would need an additional $8,405 to cover the wages and fringes of a top step employee, however, the department may choose to place the new employee at a lower step, therefore the net cost would be lower.

There is also a request for the Senior millage to fund the full family health insurance cost of $17,042 if it is taken by the new employee.

Administration will continue to monitor the revenues on a quarterly basis for the public guardian department to ensure that they are collecting the amounts to cover the increased costs. Staffing would be adjusted if needed for any reduction in revenues.

It is recommended that the Board of Commissioners approve the manning table addition of a full-time Senior Case manager to the Public Guardian budget.

Friend of Court Cooperative Reimbursement Program Contract

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
🗋	FOC CRP Contract	7/27/2021	Exhibit

FRIEND OF THE COURT
Renae Topolewski

ASSISTANT FRIEND OF THE COURT
Edward V. Messing, Jr.

ST. CLAIR COUNTY FRIEND OF THE COURT
31st Judicial Circuit
201 McMorran Blvd., Room 1600
Port Huron, Michigan 48060
Phone (810) 985-2285
www.stclaircounty.org/offices/foc

MEMO

To: Board of Commissioners

cc: Mike West, Chief Judge
Mike Wendling, Prosecuting Attorney

From: Renae Topolewski

Re: IV-D Cooperative Reimbursement Program (CRP) contract

Date: July 27, 2021

The current five year IV-D Cooperative Reimbursement Program contract between MDHHS and St. Clair County Friend of the Court will expire September 30, 2021. Under §4.54 of the current contract, MDHHS is exercising the right to renew for two, one-year periods through FY 2023. The majority of the Friend of Court revenue is derived from this contract with reimbursements provided at 66% of County IV-D expenditures.

Friends of the Courts are being offered budget increases for FY 22 and FY 23. The State budget, as attached, reflects a higher amount than what the County budget expenditures are. County IV-D Expenditures for FY 21 are allocated at $3,346,464. The attached amendment offers an increase in IV-D expenditures up to $4,274,187.29 for each FY of 22 and 23 (net increase of $927,723 per year, if needed).

The amendment to extend the contract into FY 22 and FY 23 includes the combined IV-D contract for both the Prosecuting Attorney and the Friend of Court and will allow services to continue uninterrupted for establishment and enforcement functions. Friend of the Court is seeking Board approval on the two one-year contract extensions and requests the matter be moved to full board for final action. The due date is September 30th and will require electronic signatures from the Chief Judge, Prosecuting Attorney and County Chairperson.

AGREEMENT NUMBER: CSCOM17-74003-A22

AMENDMENT NUMBER: 1

Between

THE STATE OF MICHIGAN

DEPARTMENT OF HEALTH & HUMAN SERVICES

And

CONTRACTOR	County Of St. Clair
CONTRACTOR ADDRESS	201 McMorran Boulevard, Room 1600 Port Huron, Mi 48060 4078
CONTRACTOR EMAIL	rtopolewski@stclaircounty.org

CONTRACT ADMINISTRATOR	EMAIL
Maureen Spoelman	spoelmanm@michigan.gov

AGREEMENT SUMMARY			
SERVICE DESCRIPTION	Child Support Combined		
GEOGRAPHIC AREA	St. Clair		
INITIAL EFFECTIVE DATE	10/01/2019	CURRENT EXPIRATION DATE	09/30/2021
CURRENT AGREEMENT VALUE	$5,732,567.32		
CONTRACT TYPE	Actual Cost		

AMENDMENT DESCRIPTION			
EXTEND EXPIRATION DATE	☑ YES ☐ NO	NEW EXPIRATION DATE	09/30/2023
AMENDMENT AMOUNT	$6,016,167.22	☑ INCREASE ☐ DECREASE	
ESTIMATED REVISED AGGREGATE AGREEMENT VALUE		$11,748,734.54	
NATURE OF CHANGE	The purpose of the amendment is to add funding to the original agreement for $8,548,380.00, modify the budget, extend the agreement end date from September 30, 2021 to September 30, 2023 and modify the agreement language.		

The undersigned have the lawful authority to bind the Contractor and DHHS to the terms set forth in this Agreement.

FOR THE CONTRACTOR (CSFOC,CSPA and CSCOM Agreements):

County Of St. Clair

Signature of Chairperson, County Board of Commissioners

Date

FOR THE STATE:

DEPARTMENT OF HEALTH & HUMAN SERVICES

Signature of Director or Authorized Designee

Date

==

FOR THE CONTRACTOR (CSFOC and CSCOM Agreements Only):

Signature of Chief Circuit Judge

Date

FOR THE CONTRACTOR (CSPA and CSCOM Agreements Only):

Signature of County of Prosecuting Attorney

Date

Agreement Number : CSCOM17-74003-A22

Amendment Number : 1

Year 1	10/01/2016	through	09/30/2017	$0.00
Year 2	10/01/2017	through	09/30/2018	$0.00
Year 3	10/01/2018	through	09/30/2019	$0.00
Year 4	10/01/2019	through	09/30/2020	$2,801,073.09
Year 5	10/01/2020	through	09/30/2021	$2,931,494.23
Year 6	10/01/2021	through	09/30/2022	$3,008,083.61
Year 7	10/01/2022	through	09/30/2023	$3,008,083.61
	Total Contract Amount :			$11,748,734.54

Check all contract years affected by this amendment: ☐ Year 1 ☐ Year 2 ☐ Year 3 ☐ Year 4 ☐ Year 5 ☑ Year 6 ☐ Year 7

STATE OF MICHIGAN

DEPARTMENT OF HEALTH & HUMAN SERVICES

WHEREAS, the Department of Health & Human Services of the state of Michigan (hereinafter referred to as "DHHS") entered into a contractual Agreement effective October 1, 2019, with County Of St. Clair and the 31 Circuit Court (hereinafter referred to as "Contractor"), having a mailing address of 201 McMorran Boulevard, Room 1600 Port Huron, Mi 48060 4078, for the provision of certain services as set forth therein; and,

WHEREAS, it is mutually desirable to DHHS and to the Contractor to amend the aforesaid Agreement.

THEREFORE, in consideration of the promises and mutual covenants hereinabove and hereinafter contained, the parties hereto agree to the following amendment of said Agreement. This amendment shall be attached to the Agreement, said Agreement being hereby reaffirmed and made a part hereof.

Article I

This amendment shall be effective on the date of DHHS signature or October 1, 2016, whichever is later.

Article II

The maximum "Net Budget" and the "GF/GP" dollar amounts of the Agreement shall be increased by $8,548,374.58 from $8,101,789.88 to $16,650,164.46 and increased by $374,240.00 from $385,386.00 to $759,626.00, respectively, for the period 10/01/2019, through 09/30/2023.

From the total "Net Budget" and GF/GP amounts, the maximum amount the Contractor may expend during the following periods is:

Agreement Period	Net Budget Amount	GF/GP Amount	Total Amount
October 1, 2016, through September 30, 2017	$0.00	$0.00	$0.00
October 1, 2017, through September 30, 2018	$0.00	$0.00	$0.00
October 1, 2018, through September 30, 2019	$0.00	$0.00	$0.00
October 1, 2019, through September 30, 2020	$3,952,091.04	$192,693.00	$4,144,784.04
October 1, 2020, through September 30, 2021	$4,149,698.84	$192,693.00	$4,342,391.84
October 1, 2021, through September 30, 2022	$4,274,187.29	$187,120.00	$4,461,307.29

October 1, 2022, through September 30, 2023	$4,274,187.29	$187,120.00	$4,461,307.29

The maximum "Total Contract" dollar amount of the Agreement shall be increased by $6,016,167.22 from $5,732,567.32 to $11,748,734.54 for the period 10/01/2019, through 09/30/2023.

From the total "Total Contract" amount, the maximum amount the Contractor may expend during the following periods is:

Agreement Period	Total Contract Amount
October 1, 2016, through September 30, 2017	$0.00
October 1, 2017, through September 30, 2018	$0.00
October 1, 2018, through September 30, 2019	$0.00
October 1, 2019, through September 30, 2020	$2,801,073.09
October 1, 2020, through September 30, 2021	$2,931,494.23
October 1, 2021, through September 30, 2022	$3,008,083.61
October 1, 2022, through September 30, 2023	$3,008,083.61

Payment shall be made in accordance with the attached budget.

Revisions to current contract language

4. STANDARD TERMS

4.33 Data Privacy and Information Security

a. Undertaking by Grantee

7) Comply with the requirements of the IRS Publication 1075 (https://www.irs.gov/pub/irs-pdf/p1075.pdf). As part of this requirement the Grantee agrees with the following:

In performance of this Agreement, the Grantee agrees to comply with and assume responsibility for compliance by his or her employees with the following requirements:

a) All work will be performed under the supervision of the Grantee or the Grantee's responsible employees.

b) The Grantee and the Grantee's employees with access to or who use FTI must meet the background check requirements defined in IRS Publication 1075.

c) Any Federal tax returns or return information (hereafter referred to as returns or return information) made available shall be used only for the purpose of carrying out the provisions of this Agreement. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this Agreement. Inspection by or disclosure to anyone other than an officer or employee of the Grantee is prohibited.

d) All returns and return information will be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output and products will be given the same level of protection as required for the source material.

e) No work involving returns and return information furnished under this Agreement will be subcontracted without prior written approval of the IRS.

f) The Grantee will maintain a list of employees authorized access. Such list will be provided to the MDHHS and, upon request, to the IRS reviewing office.

g) MDHHS will have the right to void the Agreement if the Grantee fails to provide the safeguards described above.

h) Criminal/Civil Sanctions

(1) Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as $5,000 or imprisonment for as long as five years, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized future disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount not less than $1,000 with respect to each instance of unauthorized disclosure. These penalties are prescribed by IRCs 7213 and 7431 and set forth at 26 CFR 301.6103(n)-1.

(2) Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this Agreement. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this Agreement. Inspection by or disclosure to anyone without an official need-to-know constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as $1,000.00 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized inspection or disclosure of returns or return information may also result in an award of civil damages against the officer or employee [United States for Federal employees] in an amount equal to the sum of the greater of $1,000.00 for each act of unauthorized inspection or disclosure with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection or disclosure plus in the case of a willful inspection or disclosure which is the result of gross negligence, punitive damages, plus the costs of the action. The penalties are prescribed by IRCs 7213A and 7431 and set forth at 26 CFR 301.6103(n)-1.

(3) Additionally, it is incumbent upon the Grantee to inform its officers and employees of the

penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to Grantees by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a Grantee, who by virtue of his/her employment or official position, has possession of or access to MDHHS records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or MDHHS not entitled to receive it, shall be guilty of a misdemeanor and fined not more than $5,000.

(4) Granting a Grantee access to FTI must be preceded by certifying that each individual understands the MDHHS's security policy and procedures for safeguarding IRS information. Grantees must maintain their authorization to access FTI through annual recertification. The initial certification and recertification must be documented and placed in the MDHHS's files for review. As part of the certification and at least annually afterwards, Grantees must be advised of the provisions of IRCs 7431, 7213, and 7213A. The training provided before the initial certification and annually thereafter must also cover the incident response policy and procedure for reporting unauthorized disclosures and data breaches. For both the initial certification and the annual certification, the Grantee must sign, either with ink or electronic signature, a confidentiality statement certifying their understanding of the security requirements.

i) Inspection

(1)The IRS and the MDHHS, with 24 hour notice, shall have the right to send its inspectors into the offices and plants of the Grantee to inspect facilities and operations performing any work with FTI under this Agreement for compliance with requirements defined in IRS Publication 1075. The IRS' right of inspection shall include the use of manual and/or automated scanning tools to perform compliance and vulnerability assessments of information technology (IT) assets that access, store, process or transmit FTI. On the basis of such inspection, corrective actions may be required in cases where the Grantee is found to be noncompliant with Agreement safeguards.

Appendix A: Child Support Service Types

Combined Agreements: Enforcement Services & Establishment Services

As described in Section 2.5, the Grantee shall comply with the following Performance Standard:

The Training performance standard will be effective as of, October 1, 2021.

As described in Section 3.2, the Grantee shall comply with the following Performance Evaluation and Monitoring:

The performance standard is considered to be met as follows:

8. **Training**

- 80% of IV- D staff (this does not include county IT staff who have no other IV-D duties) take one (1) hour of customer service training each fiscal year.
- 80% of IV-D staff (this does not include county IT staff who have no other IV-D duties) take four (4) hours of IV-D training each fiscal year.

Friend of the Court: Enforcement Services

As described in Section 2.5, the Grantee shall comply with the following Performance Standard:

The Training performance standard will be effective as of, October 1, 2021.

As described in Section 3.2, the Grantee shall comply with the following Performance Evaluation and Monitoring:

The performance standard is considered to be met as follows:

5. **Training**

- 80% of IV- D staff (this does not include county IT staff who have no other IV-D duties) take one (1) hour of customer service training each fiscal year.
- 80% of IV-D staff (this does not include county IT staff who have no other IV-D duties) take four (4) hours of IV-D training each fiscal year.

Prosecuting Attorney: Establishment Services

As described in Section 2.5, the Grantee shall comply with the following Performance Standard:

The Training performance standard will be effective as of, October 1, 2021.

As described in Section 3.2, the Grantee shall comply with the following Performance Evaluation and Monitoring:

The performance standard is considered to be met as follows:

6. **Training**

- 80% of IV- D staff (this does not include county IT staff who have no other IV-D duties) take one (1) hour of customer service training each fiscal year.
- 80% of IV-D staff (this does not include county IT staff who have no other IV-D duties) take four (4) hours of IV-D training each fiscal year.

Budget Summary - 2018

Budget Summary - 2019

Budget Summary - 2020

A. CONTRACT DESCRIPTION

COUNTY : St. Clair
PROVIDER :
FISCAL YEAR : 2020

CONTRACT NO : CSCOM17-74003
FOC ___ PA ___ COM ☑
AMENDMENT ☑ LINE ITEM TRANSFER ___

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	**Current 2020 IV-D Budget**	**Adjustment To 2020 IV-D Budget**	**Revised 2020 IV-D Budget**	**Provider's Total Eligible Budget**
SECTION B				
1. FTE Positions	38.21	0.00	38.21	39.28
2. % of Total FTE	97.28	0.00	97.28	100.00
3. Caseload % (FOC, COM)	94.47	0.00	94.47	100.00
Budget Categories	**Current 2020 IV-D Budget**	**Adjustment To 2020 IV-D Budget**	**Revised 2020 IV-D Budget**	**Provider's Total Eligible Budget**
SECTION C				
1. Personnel	3,287,937.89	0.00	3,287,937.89	3,391,127.82
2. Data Processing	145,275.03	0.00	145,275.03	149,337.00
3. Other Direct	208,283.54	0.00	208,283.54	214,107.25
4. Central Services	310,594.58	0.00	310,594.58	319,278.96
5. Paternity Testing	0.00	0.00	0.00	0.00
6. TOTAL EXPENDITURES	**3,952,091.04**	**0.00**	**3,952,091.04**	**4,073,851.03**
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
10. SUB TOTAL	**3,952,091.04**	**0.00**	**3,952,091.04**	**4,073,851.03**
11. Federal Incentives	0.00	0.00	0.00	0.00
12. NET BUDGET	**3,952,091.04**	**0.00**	**3,952,091.04**	**4,073,851.03**
13. County Share @ 34.00%	1,343,710.95	0.00	1,343,710.95	0.00
14. State Share (IV-D) @ 66.00%	2,608,380.09	0.00	2,608,380.09	0.00
15. STATE GF/GP AMOUNT	192,693.00	0.00	192,693.00	0.00
TOTAL CONTRACT AMOUNT	**2,801,073.09**	**0.00**	**2,801,073.09**	**0.00**

Budget Summary - 2021

A. CONTRACT DESCRIPTION

COUNTY : St. Clair
PROVIDER :
FISCAL YEAR : 2021

CONTRACT NO : CSCOM17-74003
FOC ___ PA ___ COM ☑
AMENDMENT ☑ LINE ITEM TRANSFER ___

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	**Current 2021 IV-D Budget**	**Adjustment To 2021 IV-D Budget**	**Revised 2021 IV-D Budget**	**Provider's Total Eligible Budget**
SECTION B				
1. FTE Positions	38.41	0.00	38.41	39.28
2. % of Total FTE	97.79	0.00	97.79	100.00
3. Caseload % (FOC, COM)	94.47	0.00	94.47	100.00
Budget Categories	**Current 2021 IV-D Budget**	**Adjustment To 2021 IV-D Budget**	**Revised 2021 IV-D Budget**	**Provider's Total Eligible Budget**
SECTION C				
1. Personnel	3,417,806.48	0.00	3,417,806.48	3,509,377.82
2. Data Processing	131,575.12	0.00	131,575.12	134,548.64
3. Other Direct	300,645.57	0.00	300,645.57	307,440.00
4. Central Services	299,671.67	0.00	299,671.67	306,444.09
5. Paternity Testing	0.00	0.00	0.00	0.00
6. TOTAL EXPENDITURES	**4,149,698.84**	**0.00**	**4,149,698.84**	**4,257,810.55**
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
10. SUB TOTAL	**4,149,698.84**	**0.00**	**4,149,698.84**	**4,257,810.55**
11. Federal Incentives	0.00	0.00	0.00	0.00
12. NET BUDGET	**4,149,698.84**	**0.00**	**4,149,698.84**	**4,257,810.55**
13. County Share @ 34.00%	1,410,897.61	0.00	1,410,897.61	0.00
14. State Share (IV-D) @ 66.00%	2,738,801.23	0.00	2,738,801.23	0.00
15. STATE GF/GP AMOUNT	192,693.00	0.00	192,693.00	0.00
TOTAL CONTRACT AMOUNT	**2,931,494.23**	**0.00**	**2,931,494.23**	**0.00**

Budget Summary - 2022

A. CONTRACT DESCRIPTION

COUNTY : St. Clair

PROVIDER :

FISCAL YEAR : 2022

CONTRACT NO : CSCOM17-74003-A22

FOC ___ PA ___ COM ☑

AMENDMENT ☑ LINE ITEM TRANSFER ___

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	**Current 2022 IV-D Budget**	**Adjustment To 2022 IV-D Budget**	**Revised 2022 IV-D Budget**	**Provider's Total Eligible Budget**
SECTION B				
1. FTE Positions	0.00	0.00	41.93	42.38
2. % of Total FTE	0.00	0.00	98.94	100.00
3. Caseload % (FOC, COM)	0.00	0.00	94.47	100.00
Budget Categories	**Current 2022 IV-D Budget**	**Adjustment To 2022 IV-D Budget**	**Revised 2022 IV-D Budget**	**Provider's Total Eligible Budget**
SECTION C				
1. Personnel	0.00	3,551,194.10	3,551,194.10	3,601,924.04
2. Data Processing	0.00	132,009.25	132,009.25	133,423.54
3. Other Direct	0.00	315,875.11	315,875.11	319,259.25
4. Central Services	0.00	275,108.83	275,108.83	278,056.23
5. Paternity Testing	0.00	0.00	0.00	0.00
6. TOTAL EXPENDITURES	**0.00**	**4,274,187.29**	**4,274,187.29**	**4,332,663.06**
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
10. SUB TOTAL	**0.00**	**4,274,187.29**	**4,274,187.29**	**4,332,663.06**
11. Federal Incentives	0.00	0.00	0.00	0.00
12. NET BUDGET	**0.00**	**4,274,187.29**	**4,274,187.29**	**4,332,663.06**
13. County Share @ 34.00%	0.00	1,453,223.68	1,453,223.68	0.00
14. State Share (IV-D) @ 66.00%	0.00	2,820,963.61	2,820,963.61	0.00
15. STATE GF/GP AMOUNT	0.00	187,120.00	187,120.00	0.00
TOTAL CONTRACT AMOUNT	**0.00**	**3,008,083.61**	**3,008,083.61**	**0.00**

Budget Summary - 2023

A. CONTRACT DESCRIPTION

COUNTY : St. Clair CONTRACT NO : CSCOM17-74003

PROVIDER : FOC ___ PA ___ COM ☑

FISCAL YEAR : 2023 AMENDMENT ☑ LINE ITEM TRANSFER ___

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	**Current 2023 IV-D Budget**	**Adjustment To 2023 IV-D Budget**	**Revised 2023 IV-D Budget**	**Provider's Total Eligible Budget**
SECTION B				
1. FTE Positions	0.00	0.00	41.93	42.38
2. % of Total FTE	0.00	0.00	98.94	100.00
3. Caseload % (FOC, COM)	0.00	0.00	94.47	100.00
Budget Categories	**Current 2023 IV-D Budget**	**Adjustment To 2023 IV-D Budget**	**Revised 2023 IV-D Budget**	**Provider's Total Eligible Budget**
SECTION C				
1. Personnel	0.00	3,551,194.10	3,551,194.10	3,601,924.04
2. Data Processing	0.00	132,009.25	132,009.25	133,423.54
3. Other Direct	0.00	315,875.11	315,875.11	319,259.25
4. Central Services	0.00	275,108.83	275,108.83	278,056.23
5. Paternity Testing	0.00	0.00	0.00	0.00
6. TOTAL EXPENDITURES	**0.00**	**4,274,187.29**	**4,274,187.29**	**4,332,663.06**
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
10. SUB TOTAL	**0.00**	**4,274,187.29**	**4,274,187.29**	**4,332,663.06**
11. Federal Incentives	0.00	0.00	0.00	0.00
12. NET BUDGET	**0.00**	**4,274,187.29**	**4,274,187.29**	**4,332,663.06**
13. County Share @ 34.00%	0.00	1,453,223.68	1,453,223.68	0.00
14. State Share (IV-D) @ 66.00%	0.00	2,820,963.61	2,820,963.61	0.00
15. STATE GF/GP AMOUNT	0.00	187,120.00	187,120.00	0.00
TOTAL CONTRACT AMOUNT	**0.00**	**3,008,083.61**	**3,008,083.61**	**0.00**

Budget Abstract Summary

Description	2020	2021	2022	2023	Total
SECTION B					
1. FTE Positions	38.21	38.41	41.93	41.93	160.48
2. % of Total FTE	97.28	97.79	98.94	98.94	392.95
3. Caseload % (FOC, COM)	94.47	94.47	94.47	94.47	377.88
SECTION C					
1. Personnel	3,287,937.89	3,417,806.48	3,551,194.10	3,551,194.10	13,808,132.57
2. Data Processing	145,275.03	131,575.12	132,009.25	132,009.25	540,868.65
3. Other Direct	208,283.54	300,645.57	315,875.11	315,875.11	1,140,679.33
4. Central Services	310,594.58	299,671.67	275,108.83	275,108.83	1,160,483.91
5. Paternity Testing	0.00	0.00	0.00	0.00	0.00
6. TOTAL EXPENDITURES	**3,952,091.04**	**4,149,698.84**	**4,274,187.29**	**4,274,187.29**	**16,650,164.46**
7. Service Fees	0.00	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00	0.00
10. SUB TOTAL	**3,952,091.04**	**4,149,698.84**	**4,274,187.29**	**4,274,187.29**	**16,650,164.46**
11. Federal Incentives	0.00	0.00	0.00	0.00	0.00
12. NET BUDGET	**3,952,091.04**	**4,149,698.84**	**4,274,187.29**	**4,274,187.29**	**16,650,164.46**
13. County Share @ 34.00%	1,343,710.95	1,410,897.61	1,453,223.68	1,453,223.68	5,661,055.92
14. State Share (IV-D) @ 66.00%	2,608,380.09	2,738,801.23	2,820,963.61	2,820,963.61	10,989,108.54
15. STATE GF/GP AMOUNT	192,693.00	192,693.00	187,120.00	187,120.00	759,626.00
TOTAL CONTRACT AMOUNT	**2,801,073.09**	**2,931,494.23**	**3,008,083.61**	**3,008,083.61**	**11,748,734.54**

MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
SCHEDULE OF FINANCIAL ASSISTANCE
County Of St. Clair

Source of Funds		Catalog of Federal Domestic Assistance (CFDA)		Federal Award					
Federal / State	**Federal Agency Name**	**Number**	**Title**	**Award Number**	**Title**	**Federal Award Identification No.**	**Award Date**	**Grant Phase**	**Amount**
Federal	Department of Health and Human Services	93.563	Child Support Enforcement	90330 (20)	Title IV-D Cooperative Reimbursement	2001MICSES	10/01/2019		10,989,108.54
State									759,626.00
			Total Allocation						11,748,734.54

The federal funding provided by the Department is $10,989,108.54.

District Court Probation - Manning Table Change

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
🗋	District Court Probation - Manning Table Change	7/28/2021	Cover Memo
🗋	Probation Officer PT to FT 7.21.21	7/28/2021	Cover Memo

CHIEF DISTRICT JUDGE
HONORABLE MICHAEL WEST

DISTRICT JUDGES
HONORABLE MICHAEL L. HULEWICZ
HONORABLE JOHN D. MONAGHAN
HONORABLE MONA S ARMSTRONG

COURT ADMINISTRATOR
Linda Girard

PROBATION DEPARTMENT
201 MCMORRAN BOULEVARD
ROOM 1200
PORT HURON, MI 48060
(810) 985-2100

CHIEF PROBATION OFFICER
DOUGLAS L. JONES – 985-2057

PROBATION OFFICERS
ABBEY ARMSTRONG – 985-2049
CORY CLARK – 985-2467
DARCI FALTER – 985-2466
PAIGE FISCHER – 985-2457
NICHOLAS GODINEZ – 985-2481
ADAM ROSENAU – 985-2151
MATT TROY – 985-2277

To: St. Clair County Board of Commissioners

From: Douglas L. Jones, Chief Probation Officer

Date: 7/23/21

Re: Staffing Changes

The 72nd District Court Probation Department is respectfully requesting a change to the manning table to move a part-time probation officer positon to a full-time probation officer position.

In order to fund this position, we would be eliminating the part-time probation officer position and an unused crew chief position. In addition, the District Court Judges have agreed to increase the fees for our Community Service and Work Program from $15 to $20. Please see the attached memo from Dena Alderdyce, for the entire financial breakdown.

We are requesting this change to our manning table because we currently utilize a part-time probation officer to run our community service programs and over the past year the number of participants in these programs has grown exponentially. Currently we have approximately 223 participants in our programs, which makes it very difficult for a person working 28 hours per week to manage.

Our Judges have increased the number of offenders sentenced to our programs for a number of reasons including:

- Our programs are much more cost effective than incarceration.
- Recent legislation has dictated that a person convicted of a misdemeanor shall be sentenced to a fine, community service or other non-jail sentence.
- There are many community non-profit organizations that rely on the labor force that we provide to soften their maintenance costs and sentencing individuals to our programs gives them an opportunity to give back to our community, and have a positive work experience.

Our community service programs began in 1989 and up until 2018 the duties were assigned to a full time probation officer. In 2018, we dedicated that full-time probation officer position to Mental Health Court and filled the opening with a part-time probation officer, in an effort to reduce our budget, but knowing that in the future we would need to return this position to full-time.

Once again, with the significant increase in our numbers, and the expectation that our numbers will continue to rise, we are requesting this manning table change.

If I can answer any questions, or provide any additional information please feel free to contact me. I have included my contact information below.

Thank you so much for your consideration.

Douglas L. Jones
Chief Probation Officer
810-985-2057
djones@stclaircounty.org

MEMO

To: Board of Commissioners

From: Dena Alderdyce, Finance Director

Date: July 21, 2021

Re: District Court Probation Manning Table change

The District Court Probation office is requesting a manning table change to move a part-time probation officer positon to a full-time probation officer.

In order to fund this position, the probation office will be eliminating the part-time probation officer position and an unused crew chief position. The District Court judges have also agreed to increase the community service work program fees from $15.00 to $20.00. This increase will bring in approximately $25,000 in new revenues to help offset the costs. This increase in fees was to take effect as of July 1, 2021.

Add: Cost of full-time probation officer at top step with full benefits -	$88,240
Remove: Part-time probation officer	-($39,511)
Remove: Casual crew chief position	-($ 4,322)
Add: Increase in work program fee revenue	($25,000)
Net Cost to County	($19,407)

This is the net cost to the County at step 8 wages and full family benefits. The cost could possibly be lower depending on the employee that is hired and the wage/fringe package that is offered.

I do believe this change would be budget neutral in 2021, however, in 2022 and going forward the county would need to add funds to the probation department for this cost. In 2022, I am estimating that they would need an additional $742.

I recommend approval of the manning table change from a part-time probation officer to a full-time probation officer.

Health Department - Manning Table Change

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
🗋	Outreach Coordinator Memo	7/29/2021	Cover Memo
🗋	Health Department Coordinator Manning Table change 7.29.21	7/29/2021	Cover Memo
🗋	DBarbour Memo to Board Reclassification Community Health Education & Outreach Coordinator July 2021	7/29/2021	Cover Memo

ST. CLAIR COUNTY HEALTH DEPARTMENT

Our Community. Our Environment.

3415 28th Street Port Huron MI 48060

MEMORANDUM

DATE: July 29, 2021

TO: St. Clair County Board of Commissioners

FROM: Greg Brown, Administrator

RE: Manning Table Change

Dear Commissioners:

St. Clair County Health Department is proposing changes to the Outreach Coordinator position. The described duties of this position have been expanded aligned with the current role of the Health Education Division. The job description has been updated, and the title has been changed to Community Health Education and Outreach Coordinator. This will be a CANUE position, and no longer an MNA position. Human Resources conducted a wage study that determined the pay scale to be in Group II Range H. This is an increase of $2,524 annually, which is able to be absorbed in to the Health Education budget. St. Clair County Health Department is respectfully asking for approval of this proposed change.

COUNTY OF ST. CLAIR

MEMO

To: Board of Commissioners

From: Dena S. Alderdyce, Finance Director

Date: July 29, 2021

Subject: Health Department Manning Table Change

☒ COMPLIANCE WITH HUMAN RESOURCE POLICIES

☒ FINANCIAL REVIEW

Background:
The Health Department is asking the Board to approve a manning table change that would reclassify a vacant full time Community Outreach Coordinator position to a full time Community Health Education & Outreach Coordinator. The duties of this position have been expanded and updated. They have also changed this from a union position to a CANUE position.

Financial Consideration:
The above request is expected to cost the Health Department Fund an additional $3,651 annually and can be absorbed in their current budget. This is the cost at step 8 and full fringe benefits. No funds will be needed from the General Fund. Administration recommends the approval of this request.

COUNTY OF ST. CLAIR

MEMO

To: Board of Commissioners

From: Diane Barbour, Director of Human Resources

Date: July 29, 2021

Subject: Reclassification Request-Public Health Department

☒ COMPLIANCE WITH HUMAN RESOURCE POLICIES

Background:

Greg Brown, Health Administrator, is requesting a reclassification for the Nurse Coordinator position at the Health Department. Due to a change in the responsibilities and operational needs, the Nursing Coordinator (Wage Range II-GG max $63,054) is being reclassified as a Community Health Education & Outreach Coordinator (Wage Range II-H max $65,578) which is more in line with an Environmental Health Coordinator (Wage Range III-E max $65,578).

I conducted an external wage study and found less than our required four comparables. Therefore, I look to internal comparables to establish a solid wage structure.

External Comparable														
DEPARTMENT	TITLE	ALLEGAN	BAY	BERRIEN	CALHOUN	EATON	GRAND TRAVERSE	JACKSON	LENAWEE	LIVINGSTON	MONROE	MUSKEGON	SAGINAW	Average
PUBLIC HEALTH	Community Health Education & Outreach Coordinator	NA	NA	NA	NA	NA	$ 64,707	NA	NA	$ 76,430	NA	$ 47,906	NA	$63,014.33

Internal Comparable		Job Group	Wage Range	Max Salary
Veterans	Community Outreach Coordinator	II	GG	$63,054.00
Public Health	Environmental Health Coordinator	III	E	$65,578.00
Public Health	Regional Immunization Coordinator	II	I	$70,928.00
Average				$66,520.00
Proposed:				
Public Health	**Community Health Education & Outreach Coordinator**	**II**	**H**	**65,578.00**

For this reason, I support the reclassification to a Community Health Education & Outreach Coordinator at a wage range of II-H as requested.

Thank you,

Diane Barbour
Director-Human Resources