

AGENDA
COURTS & PUBLIC SAFETY COMMITTEE
111 S. Michigan Ave., Room 200, Saginaw MI 48602
Tuesday, August 3, 2021 – 4:00 p.m.

Members: Sheldon Matthews - Chair, Christopher Boyd – Vice-Chair, Kyle Harris, Cynthia Winiecke, Carl Ruth
Others: Robert Belleman, Civil Counsel, Koren Thurston, Jennifer Broadfoot, Board Staff, *Media*

- I. Call to order
- II. Welcome/Roll-Call
- III. Correction/Approval of Minutes ***(June 8, 2021 – Attached)***
- IV. Public comment

- *Speakers limited to 3 minutes*

V. Agenda

1. **Daniel Weaver, Saginaw County 9-1-1 Executive Director**, re:

- **8-17-7** Submitting its FY 2022 Budget and approved Resolution that utilizes up to \$500,000 of State Wireless Funds

2. **Vanessa Guerra, County Clerk**, re:

- **8-17-20** Providing an overview of the request to relocate the three divisions of the County Clerk's Office as well as additional staffing in the Circuit Court Records Office *(Receive & File)*

VI. Miscellaneous

VII. Adjournment

MINUTES
COURTS & PUBLIC SAFETY COMMITTEE
111 S. Michigan Ave., Room 200, Saginaw MI 48602
Tuesday, June 8, 2021 – 4:00 p.m.
VIA ZOOM PER PA 267 of 1976/PA 228 of 2020
& Local Emergency Declaration dated April 8, 2021

Present: Sheldon Matthews – Chair (*Spaulding Twp., MI*), Christopher Boyd – Vice-Chair (*Saginaw Twp., MI*), Kyle Harris (*Dewitt, MI @ 4:37 p.m.*), Cynthia Winiecke (*Freeland, MI*), Carl Ruth (*Saginaw, MI*)

Others: Robert Belleman, Dave Gilbert, Vanessa Guerra, Koren Thurston, Jennifer Broadfoot, Commissioner Michael Webster, Kyle Bostwick, Undersheriff Gomez, Lt. Mark Przybylski, Mike Thompson, Mark Thompson, Jason MacDonald, Mary McLaughlin, Suzy Koepplinger, Cindy Louchart, Sue Arceo

The Courts & Public Safety Committee meeting was held via Zoom.
As the County Building is closed to the public, except by appointment, this meeting was held remotely pursuant to and consistent with PA 267 of 1976 / PA 228 of 2020 and a Local Emergency Declaration dated April 8, 2021.

- I. Call to order---**Matthews at 4:00 p.m.**
- II. Welcome---**Roll-call with location was taken by the County Clerk**
- III. Correction/Approval of Minutes (*May 4, 2021 – Attached*)
---**Moved by Ruth, seconded by Boyd, to approve. Motion carried unanimously.**
- IV. Public comment---**None**
- V. Agenda

1. **Mark Thompson, President, Mobile Medical Response, re:**

- **6-22-2** Submitting its tri-annual report on response times and other related information
---**Mark Thompson introduced Jason MacDonald, Vice President of Operations, and provided a brief overview of the tri-annual report for MMR including statistics on response times and patient satisfaction. Mr. Thompson stressed the continued struggle to retain and recruit EMTs and paramedics despite increasing wages and condensing training to a 7-week program from three (3) months and offering guarantee of a job upon completion of the training program.**
---**Moved by Ruth, seconded by Boyd, to receive and file. Motion carried.**

2. **Undersheriff Miguel Gomez, re:**

- **6-22-3** Requesting discussion on (1) Increasing the number of vehicles in the Sheriff's fleet from 50 to 55; (2) Purchasing fleet vehicles earlier in the year; and (3) Simulator training and location for simulator
---**Undersheriff Gomez explained the need for increasing the fleet, which included issues revealed as a result of the 2020 flood emergency and the COVID-19 pandemic. The flood emergency caused a need for more patrol vehicles to close roads and more miles were put on patrol vehicles as they provided much needed assistance with delivery of meals on wheels for Commission on Aging.**

Commissioner Ruth raised the question of a funding source. Undersheriff explained that typically 10 vehicles are sold which will provide approximately \$4,000 per vehicle, however this year they propose keeping five (5) of the vehicles with the lowest mileage and selling only five (5). The only extra funding needed would be insurance coverage for those extra five (5) vehicles. Ms. Thurston explained the insurance amount to be approximately \$1,400 per vehicle and that the FY 2021 budget would have to be amended. Additionally, Undersheriff Gomez requested permission to order the seven (7) replacement vehicles that are in the FY 2022 Budget earlier, prior to the FY 2022 Budget being approved. Typically, the vehicles are ordered after the Budget is approved. This results in the vehicles on order arriving several months into the new budget year. Because of the COVID-19 pandemic, the vehicles ordered last fall, after the FY 2021 budget was approved, resulted in the order being cancelled as the dealership was not able to provide the ordered vehicles. Less expensive vehicles were purchased from out of state dealerships resulting in a cost savings.

---Moved by Ruth, seconded by Boyd, to approve (1) Increasing the number of vehicles in the Sheriff's fleet from 50 to 55; and (2) Purchasing fleet vehicles earlier in the calendar year as opposed to waiting for the beginning of the fiscal year. Motion carried by unanimous roll-call vote. (Board Report)

---Also discussed was the possibility of the purchase of a Simulator and the possible location for the equipment and the necessary upgrade for training that is expected to be mandated in the very near future.

3. Mike Thompson, re:

- **6-22-26** Requesting consideration of Saginaw County convening a temporary Task Force with representatives from Judges, Prosecutors, and Police/Sheriff to determine who is locked in the County Jail and who need not be incarcerated and issue a recommendation for reform/reduction

---No action taken. Commissioner Ruth does not believe a committee is necessary to override the Sheriff on who is or is not incarcerated. Commissioner Boyd believes the issue is already addressed by Community Corrections. Ms. McLaughlin, Community Corrections Manager, agreed with Commissioners.

4. Bonnie Kanicki, Director, Animal Care & Control, re:

- **6-22-27** Requesting approval to waive Kennel Inspections and associated fees for 2020 due to the COVID-19 pandemic preventing Animal Control Officers from conducting on-site kennel inspections

---Director Kanicki provided a brief explanation for eliminating the fees for inspection/licensing for 2020, due to the facilities not being able to operate during the COVID-19 pandemic.

---Moved by Ruth, seconded by Boyd, to approve. Motion carried by unanimous roll-call vote. (Board Report)

5. Robert Belleman, Controller/CAO, re:

- **6-22-29** Submitting a Status Report on the Saginaw County Adult Detention & Sheriff Administration Building Project (*Receive & File*)

---Moved by Ruth, seconded by Winiecke, to receive and file. Motion carried.

- **6-22-30** Submission of FY 2022 Budget
Ms. Thurston provided a brief overview of the FY 2022 Budget, highlighting the following tabs in the binder that was recently delivered to the Board Office for each Commissioner to review. 1) Budget Letter of Transmittal & Debt Service Schedules; 2) Draft Budget Resolutions A, B, C & D; 3) Budget Summaries and Personnel Costs per Department; 4) Draft Capital Improvement Plan; and 5) Draft Fee Schedules.

VI. Miscellaneous---**None**

VII. Adjournment---**Moved by Ruth, seconded by Harris, to adjourn. Motion carried; time being 5:02 p.m.**

Respectfully Submitted,
Sheldon Matthews, Committee Chair
Suzy Koeplinger, Committee Clerk
Vanessa Guerra, County Clerk

**COURTS &
PUBLIC SAFETY**

Saginaw County 9-1-1 Communications Center Authority

618 Cass Street • Saginaw, MI 48602 • (989) 797-4590 • Fax (989) 790-5288

June 21, 2021

8-17-7

Carl Ruth, Chairman
Board of Commissioners
111 S. Michigan Avenue
Saginaw, MI 48602

Re: 9-1-1 Budget and Resolution

Dear Chairman Ruth:

The Saginaw County 9-1-1 Communications Authority is submitting the Fiscal Year 2022 Budget and Resolution for the August 3, 2021 Courts and Public Safety Committee meeting.

This communication and enclosures have also been provided to Controller Robert Belleman for inclusion in the total Saginaw County FY 2022 Budget.

Please feel free to contact me should you have any questions.

Regards,



Daniel Weaver
9-1-1 Executive Director

Enclosures

c: Robert Belleman, Controller
Koren Thurston, County Finance Director

RECEIVED
SAGINAW COUNTY
BOARD OF COMMISSIONERS
2021 JUN 21 PM 12:20



Saginaw 911 Communications Authority Budget

Fiscal Year Ending Sept. 30:		Actual 2020	Adpoted 2021	Proposed 2022
Revenues				
67658	911 PHONE SURCHARGE-CASH	\$ 5,117,497	\$ 5,100,000	\$ 5,049,338
67658-M	MILLAGE DEPOSITS	\$ 1,495,760	\$ 1,420,696	\$ 1,463,179
67659	STATE WIRELESS FUND	\$ 400,000	\$ 400,000	\$ 400,000
69400	OTHER REVENUE-INTEREST	\$ 31,384	\$ 8,000	\$ 4,000
69300	REIMBURSEMENT - SCCJCC	\$ 57,600	\$ 57,600	\$ 63,600
69325	STATE TRAINING FUNDS	\$ 36,540	\$ 40,000	\$ 40,800
69301	REIMBURSEMENT - Retiree Health	\$ 35,115	\$ 36,000	\$ 38,880
69302	REIMBURSEMENT - Active Empe	\$ 20,871	\$ 30,000	\$ 32,400
69303	REIMBURSEMENT - MMRMA Ins	\$ 24,333	\$ 27,000	\$ 25,000
69330	REIMBURSEMENT-PGRS	\$ 10,132	\$ 10,132	\$ -
69450	DEPT REIMBURSEMENTS	\$ 11,565		
69350	SOIL BANK PROGRAM INCOME	\$ -	\$ 1,920	\$ 1,920
69401	OTHER REVENUE	\$ 239,170	\$ 500	\$ 500
Total Revenues		\$ 7,479,967	\$ 7,131,848	\$ 7,119,617
		5.2%	4.5%	0.2%
Expenditures		17.3%	7.6%	7.3%
<i>INACTIVE - Employee Wages and Salaries</i>				
70100	SALARIES/WAGES - ADMIN	\$ 244,487	\$ 233,000	\$ 236,500
70300	SALARIES/WAGES - SUPERVISOR	\$ 265,266	\$ 325,900	\$ 330,800
70302	SUPV OVERTIME	\$ 122,703	\$ 64,100	\$ 65,100
70304	SUPV HOL 8 HRS	\$ 8,753	\$ 16,300	\$ 16,500
70305	SUPV HOLIDAY WKD	\$ 10,336	\$ 12,700	\$ 12,900
70350	COVID PTO	\$ 41,848	\$ 25,000	\$ -
70400	SALARIES/WAGES OPERATORS	\$ 1,152,257	\$ 1,482,930	\$ 1,485,200
70401	WAGES: SHIFT PREMIUM	\$ 14,338	\$ 16,300	\$ 16,600
70402	OP OVERTIME	\$ 358,989	\$ 124,230	\$ 126,100
70404	OP HOLIDAY 8 HRS	\$ 21,835	\$ 64,200	\$ 65,200
70405	OP HOLIDAY WKD	\$ 42,866	\$ 49,700	\$ 50,500
70409	LONGEVITY / STIPEND-OPERATOR	\$ 19,629	\$ 21,500	\$ 21,800
70410	LONGEVITY-SUPERVISOR	\$ 5,590	\$ 7,400	\$ 7,500
70500	SALARIES/WAGES TEMPORARY	\$ 88,458	\$ 62,100	\$ 75,000
<i>INACTIVE - Fringe Benefits</i>				
71600	HOSPITALIZATION INSURANCE	\$ 324,900	\$ 382,320	\$ 412,900
71605	HOSPITALIZATION - RETIREES	\$ 338,165	\$ 336,580	\$ 363,500
71608	HOSPITALIZATION-RETIREES OPEB	\$ 360,000	\$ 388,800	\$ 419,950
71700	LIFE INSURANCE	\$ 1,760	\$ 2,500	\$ 2,550
71750	DISABILITY-SHORT/LONG TERM	\$ -	\$ -	\$ -
71800	DENTAL INSURANCE	\$ 16,927	\$ 35,350	\$ 35,700
71850	VISION INSURANCE	\$ 3,432	\$ 5,800	\$ 5,900
71900	RETIREMENT CONTRIBUTIONS-DB	\$ 935,172	\$ 1,061,400	\$ 1,332,100
71901	RETIREMENT CONTRIBUTIONS-DC	\$ 167,766	\$ 174,200	\$ 176,800
72500	SS & MEDICARE EMPLOYER MATCH	\$ 178,018	\$ 190,480	\$ 193,400
72200	WORKERS COMPENSATION	\$ 3,010	\$ 5,000	\$ 5,100

Saginaw 911 Communications Authority Budget

Fiscal Year Ending Sept. 30:		Actual 2020	Adpoted 2021	Proposed 2022
72000	MI UNEMPLOYMENT	\$ -	\$ -	\$ -
	<i>INACTIVE - Other Operating Expenditures</i>			
73002	Computer Software	\$ -	\$ -	\$ -
74900	OPERATING SUPPLIES	\$ 13,991	\$ 8,000	\$ 10,000
74920	COVID EXPENSE	\$ 6,226	\$ 10,000	\$ -
75400	UNIFORMS & ACCESSORIES	\$ 3,758	\$ 6,000	\$ 6,000
75600	EMPLOYEE ASSISTANCE PROGRAM	\$ 1,040	\$ 5,000	\$ 3,000
82000	MEMBERSHIPS & DUES	\$ 1,982	\$ 2,000	\$ 2,100
82100	GIS MEMBERSHIP DUES	\$ 31,950	\$ 33,000	\$ 33,660
83618	PRE-EMPLOYMENT PHYSICALS	\$ 755	\$ 1,750	\$ 1,800
85100	TELEPHONE	\$ 23,924	\$ 32,000	\$ 32,640
85200	UNICATION PAGERS			\$ -
	<i>INACTIVE - Travel & Training</i>			
86104	TRAVEL-MILEAGE	\$ 7,654	\$ 6,730	\$ 6,900
86200	TRAINING - WORKSHOP	\$ 5,754	\$ 40,800	\$ 41,600
86400	PUBLIC RELATIONS	\$ -	\$ 5,100	\$ 5,200
90200	PRINTING & BINDING	\$ 1,804	\$ 5,200	\$ 5,300
91200	INSURANCE-PUBLIC LIABILITY	\$ 40,307	\$ 45,900	\$ 46,800
92100	GAS/HEAT/WATER	\$ 82,416	\$ 98,000	\$ 99,960
93100	BUILDING R & M	\$ 43,994	\$ 13,260	\$ 20,000
	<i>INACTIVE - Repairs & Maintenance - Communication</i>			
93400	MPSCS SITE MAINTENANCE	\$ 71,593	\$ 45,000	\$ 45,900
93500	MOTOROLA RADIO/DISPATCH	\$ 135,250	\$ 134,000	\$ 154,807
93550	COMMUNICATIONS-CAD	\$ 272,925	\$ 392,372	\$ 404,602
93600	COMMUNICATIONS-EMER REP	\$ 20,978	\$ 15,400	\$ 15,400
93700	EMERGENCY BACKUP 911	\$ 49,016	\$ 55,000	\$ 56,100
93900	CONTRACT - JANITORIAL	\$ 2,400	\$ 7,300	\$ 22,000
93901	CONTRACT - LEGAL SERVICES	\$ 9,575	\$ 25,000	\$ 25,500
93902	CONTRACT - AUDIT SERVICES	\$ 9,500	\$ 10,500	\$ 12,000
93903	CONTRACT - NETWORK ADM	\$ 5,456	\$ 4,100	\$ 4,200
93904	CONTRACT - ACCOUNTING	\$ 14,726	\$ 18,000	\$ 18,360
93905	CONTRACT - BUILDING LEASE	\$ 8,701	\$ 8,700	\$ 8,961
93906	CONTRACT - MISC SERVICES	\$ 328	\$ 1,000	\$ 1,000
93907	CONTRACT - COPY MACHINE	\$ 2,548	\$ 1,000	\$ 1,500
93908	CONTRACT- LEIN SERVICE	\$ -	\$ -	\$ -
93909	CONTRACT - MOBILE DATA	\$ 57,600	\$ 57,600	\$ 63,600
93910	CONTRACT - AIRBUS/CAROUSEL	\$ 10,183	\$ -	\$ -
93911	CONTRACT - 911 IT	\$ 6,270	\$ 5,000	\$ 5,125
	<i>INACTIVE - Legal & Accounting</i>			
93912	CONTRACT - Training	\$ 54,255	\$ 60,000	
93913	CONTRACT - Phone, Firewall, Sw	\$ -	\$ 30,000	\$ 30,600
93914	CONTRACT - UPS Support/Vertiv	\$ 2,517	\$ 2,600	\$ 2,700
93915	CONTRACT - NetSource, IT, Tech	\$ 34,325	\$ 30,000	\$ 30,600
95000	SOIL BANK PROGRAM	\$ -	\$ -	\$ -
98100	CONTRIBUTION TO MDD'S FUND	\$ 160,000	\$ 75,000	\$ 75,000
98905	PRINCIPAL REPAYMENT MOTOROLA	\$ 814,137		

Saginaw 911 Communications Authority Budget

Fiscal Year Ending Sept. 30:		Actual 2020	Adpoted 2021	Proposed 2022
98906	Interest	\$ 161,710		
99000	CAPITAL OUTLAY	\$ 91,871		
99999	TRANSFER OUT TO CAPITAL FUND		\$ 1,420,696	\$ 1,370,760
	Total Expenditures	6,987,925	7,798,798	8,121,275
	Revenues Over Expenditures	492,042	(666,950)	(1,001,658)
	Beginning Fund Balance	\$ 3,876,772	\$ 4,368,814	\$ 3,701,864
	Ending Fund Balance	\$ 4,368,814	\$ 3,701,864	\$ 2,700,206
	Ending FB as % of Total Operating Expenditures	73.79%	58.04%	40.00%
	FB Target (40% Operating Exp)	2,960,103	3,119,519	2,700,206

Saginaw County 911 Communications Authority Capital and Debt Fund

Fiscal Year Ending Sept. 30:		2020	Adopted 2021	Proposed 2022
Revenues				
67999	TRANSFER FROM GENERAL FUND		\$ 1,420,696	\$ 1,370,760
69331	REIMBURSEMENTS - CAPITAL			
69400	OTHER REVENUE-INTEREST		\$ -	\$ -
69401	OTHER REVENUE		\$ -	\$ -
	Total Revenues		\$ 1,420,696	\$ 1,370,760
Expenditures				
98905	PRINCIPAL REPAYMENT on DEBT		\$ 975,847	\$ 975,847
98906	INTEREST PAYMENT ON DEBT		\$ -	\$ -
99000	CAPITAL OUTLAY		\$ 88,080	\$ 100,000
	Total Expenditures		1,063,927	1,075,847
	Revenues Over Expenditures		356,769	294,913
	Beginning Fund Balance		0	356,769
	Ending Fund Balance		356,769	651,682

RESOLUTION

A Budget Resolution for Fiscal Year 2022

Saginaw County 9-1-1 Communication Center Authority

WHEREAS, Michigan Public Act 2 of 1968, as amended by Public Act 621 of 1978, the Uniform Budgeting and Accounting Act, requires that an appropriations act be adopted in order to enact a budget for any public fund; and,

WHEREAS, that responsibility be designated for the administration of said budgets; and,

WHEREAS, a public hearing was held on May 20, 2021 for the proposed Saginaw County 9-1-1 Communication Center Authority's operating budget for fiscal year 2022; and,

NOW, THEREFORE, BE IT RESOLVED, that the Saginaw County 9-1-1 Communication Center Authority hereby adopts the Budget, including all funds and accounts, for the fiscal year beginning October 1, 2021, ending September 30, 2022, in the amount of \$8,121,275 a copy of which is attached herewith, and made a part of this Resolution.

BE IT FURTHER RESOLVED, as per the approved Saginaw County Long Range Communications Plan; that all maintenance expenses be the responsibility of the 9-1-1 Authority and the funds to be taken from the 9-1-1 Telephone Surcharge - Grant Fund (County of Saginaw Acct #260).

BE IT FURTHER RESOLVED, that an unrestricted General Fund Balance of 40% be maintained.

BE IT FURTHER RESOLVED, that Capital will be maintained as a separate fund from the operating fund by transferring property tax revenue that is not required to balance the operating fund or keep it above the minimum fund balance.

BE IT FURTHER RESOLVED, that the Saginaw County 9-1-1 Authority be authorized to move up to \$500,000 from the State of Michigan Wireless Funds (Acct# 260-32601) to be used as revenue for Saginaw County 9-1-1.

BE IT FURTHER RESOLVED, that the Director be designated as responsible for budget administration and that the Director may approve line item budget adjustments for authority operations in the amount not to exceed \$10,000 without Board approval, provided there are existing appropriations in the budget to cover the expenditure.

BE IT FURTHER RESOLVED, that upon approval from the Board Treasurer, the Director be allowed to transfer excess funds, should there be any, held in the 9-1-1 checking account with Chemical Bank, to pay against the MERS Unfunded Liability, the retiree healthcare fund (OPEB), or placed in a separate account for future equipment replacement costs.

BE IT FURTHER RESOLVED, all expenditures shall be approved by the Authority Board in accordance with Section 8F, Paragraph 1, of the Interlocal Agreement approved by the Board of Directors, February 24, 1994, by providing an Invoice/Payment Register, to be approved at regular Board meetings.

BE IT FURTHER RESOLVED, that the Director is hereby authorized to transfer available funds for emergency purposes up to \$10,000 in accordance with the provisions of Section 8F, Paragraph 3, of the Interlocal Agreement adopted by the Board of Directors on February 24, 1994.



Charles Kerns, Chairman



Brenda Moore, Secretary

Date: June 17, 2021

COURTS & PUBLIC SAFETY



DEPUTY COUNTY CLERK
NICOLE PEREZ

VANESSA GUERRA
COUNTY CLERK

DEPUTY COUNTY CLERK
KYLE A. BOSTWICK

July 28, 2021

Honorable Committee Chairman Sheldon Matthews
Saginaw County Board of Commissioners
111 South Michigan Avenue
Saginaw, MI 48602

8-17-20

RECEIVED
SAGINAW COUNTY
BOARD OF COMMISSIONERS
2021 JUL 28 PM 5:10

Dear Chairman Matthews,

Please allow this letter to serve as my request to meet with the Courts & Public Safety Committee at its Tuesday August 3, 2021 meeting regarding the following matters:

A. Provide overview of our request to relocate and acquire additional staff for the Circuit Court Records Office

Myself, our Chief Deputy Kyle Bostwick and Deputy Nicole Perez will be in attendance on Tuesday August 3rd to answer any questions you or the committee may have.

Thank you for your time,

Vanessa Guerra



DEPUTY COUNTY CLERK
NICOLE PEREZ

VANESSA GUERRA
COUNTY CLERK

DEPUTY COUNTY CLERK
KYLE A. BOSTWICK

MEMORANDUM

Date: July 26, 2021
To: Chief Judge Jackson, Board of Commissioners
From: Vanessa Guerra, County Clerk
Re: Circuit Court Records Improvement Plan

On Monday July 12, 2021 the Clerk's Office met with the Controller, Chief Judge Jackson and Judge Borrello to discuss deficiencies, as identified in the State Court Administrative Office (SCAO) *Management Consultation Report 10th Circuit Court, Circuit Court Records Division – Saginaw County, submitted to the Board of Commissioners on October 11, 2019*. A copy of the SCAO *Management Consultation Report* is attached herewith for your review. The parties discussed potential solutions to the delay in filings and timely entries of pleadings and the court later requested the Clerk submit an improvement plan to the Court within two (2) weeks of the July 12th meeting, with a goal of compliance on or before September 1, 2021. Since the date of that meeting, the Circuit Court Records Office has made several changes to its functions:

- Changes made by Circuit Court Records Office
 - Staff have been given the opportunity to work overtime
 - Staff have been given the opportunity to work a flexible schedule so that they can work during more uninterrupted times while still fulfilling their 40-hour work week.
 - Staff who struggle with staying focused have been moved to more secluded area of the office.
 - A vital records clerk has been working out of classification on circuit court records data entry. This has caused a delay in the processing of vital records.
- Changes made by the Courts
 - Upon request of the Clerk, the courts have allowed us to change our hours available to the public from 8am-5pm to 9am-4pm, thus giving staff more uninterrupted time to focus on filings and data entry.

These changes have resulted in some improvements; however, these changes alone will not allow us to comply with the court's desired 24-36 hour turnaround time for filings and data entry. Without additional staff and space, we will find ourselves delayed again the next time a member of our staff takes a vacation, utilizes their PTO, or experiences an illness. Additionally, the CCRO is experiencing a substantial influx of court filings as the courts return to in-person

hearings and trials. We have discussed various solutions to this problem but again come back to the recommendations made in SCAO's review of our office. We have outlined how we can achieve those recommendations and fulfill the court's desires in a sustainable manner below.

Relocate Circuit Court Records Office

The current office space provided to the Circuit Court Records Office is too small for our staff and the volume of documents we process. To adequately serve the courts, our staff need additional space to organize documents so that items are properly managed from the moment they're received during intake, to their final placement in the correct casefile. We need additional staff to properly service the courts and we cannot hire more employees (temporary or permanent) without adequate space. We have evaluated a few options and believe the best use of space would be to move all three divisions of the County Clerk's office to the vacant former Sheriff Administration Building. This would create more space for current and future employees to process and prepare case files. Most significantly, having all three divisions on one floor would give the Clerk, Chief Deputy Clerk and Deputy Clerk the ability to properly supervise all members of the Clerk's Office.

We have toured the former Sheriff Administration Building and we believe with some adjustments, that the space and layout would be adequate for our staff as well as our vital records, election records, and circuit court records files. This office space will need to be renovated regardless of the occupants, and we do believe of all the county departments, ours most appropriately utilizes this empty space.

Allow Staff Additional Time to Become Current in Filings

As discussed in the two-hour meeting organized by Judge Borrello, the clerk's office has since implemented changes to the staff work schedule. The Circuit Court Records Office is now closed to the public for two hours each day to provide staff with more uninterrupted time to become current in their filings. Additionally, staff have again been offered overtime and the ability to create a more flexible work schedule. Staff can work uninterrupted on the weekends or come in earlier/stay later and adjust their schedule accordingly to ensure their 40-hour work week is fulfilled. These scheduled adjustments have been helpful in improving the workload as well as staff morale. Presently the Circuit Court Records Office operates seven days a week.



DEPUTY COUNTY CLERK
NICOLE PEREZ

VANESSA GUERRA
COUNTY CLERK

DEPUTY COUNTY CLERK
KYLE A. BOSTWICK

Creation of Additional Staff

The Clerk's office has met with the Controller's Office to discuss the possibility of creating a temporary second shift of circuit court records staff which would allow us an opportunity to create a sustained 24 to 36-hour turnaround time for entering documents into the register of actions and ensuring the documents are timely filed in the appropriate case file. Currently, our staff fluctuate between 7-12 days behind. This delay means that documents submitted to our court are not entered on the register of actions until several days after they have been submitted to our office and are not placed into the appropriate case file for several days to weeks or months later. During this time, there is an increased risk for documents to be misfiled or misplaced as our office is small and the staff have piles of documents scattered throughout the office. A misplaced document or casefile often consumes the time of up to four staff members as they search for the misplaced item; this occurs on a regular basis.

Our goal would be to create a temporary second shift of two data entry clerks (Legal Specialist I) and two file clerks (Legal Clerk I). The second shift would work from 3pm to 11pm Monday-Friday until our office has moved to the former Sheriff Administration Building. Once we have moved, the additional staff would be absorbed into our regular day shift hours as we would then have the space needed to house them during the day. Our current office does not have the space to house four additional employees. As we await the move, we could utilize the former now vacant Community Corrections Office space to house additional employees. This would eliminate the need for a 3-11 p.m. shift as the additional staff could work in this vacated space.

We would also like to move forward with elevating a Legal Specialist I and a Legal Clerk I to a "crew leader" position within the office which would allow for improved coordination and increased efficiency between the two main operations of our office: data entry and filing. We have worked with the personnel department and have identified the role of a "crew leader" to be the best fit for our department's needs. The compensation of this position would be determined in the negotiation process.

Financial Component

The cost for a single Legal Specialist I for one year at step three with the family benefits package is \$87,209. The cost for a single Legal Clerk I for one year at step three with the family benefits package is \$80,486. Our total cost in staff for two legal specialists and two legal clerks plus the cost of their physical exams, would be \$336,050. We would also need to outfit these staff members with equipment at a total cost of \$12,840.

I am seeking approval to fund the additional four positions and to implement this 2nd shift immediately to ensure the Circuit Court Records Office is meeting court standards of reviewing, entering, and filing all court documents within 24 to 36 hours. I firmly believe the transition to an electronic court system would shorten the duration of these additional staff positions. I recommend a three-year commitment to these four additional positions or less predicated on our ability to get caught up and maintain our commitment to meeting the aforementioned court standards pertaining to filing of court documents.