

"Menominee – Where the best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858*

*Brian R. Bousley– County Administrator
Sherry Smith – Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839*

MENOMINEE COUNTY PERSONNEL COMMITTEE

Meeting as the Committee of the Whole

~A Quorum of The Board will be Present~

DATE: Tuesday, December 13, 2011
TIME: 4:30 PM
PLACE: Menominee County Courthouse, Courtroom B, Menominee, MI

AGENDA

1. Call Meeting to Order
2. Pledge of Allegiance
3. 3.Roll Call
4. 4.Approval of Agenda
5. 5.Approval of Previous Meeting Minutes
6. 6.Public Comment (statement not debate, limited to 5 minutes per person on agenda items only)
7. Business
 - a. Discussion on staffing in Sheriff's Department
8. Public Comment
9. Commissioner Comment
10. Any Other Items Members Wish to Present
11. Adjournment

James Furlong – Chairperson

Bernie Lang – Vice Chairperson

Jim Pearson

Charlie Meintz

Mark Jasper

**POSITION OF OFFICE ASSISTANT
MENOMINEE COUNTY SHERIFF DEPARTMENT**

**PROGRESS REPORT
AS OF NOVEMBER 09, 2011**

Primary Duties:

○ **COLLECTION OF PRISONER BOARD REIMBURSEMENT FUNDS**

Actions taken to collect Prisoner Board funds:

- DAILY MONITORING OF WORK RELEASE & WEEKEND INMATES:
 - The best time to collect prisoner board funds is when the individual is still here and going out on Work Release. With the work release inmates, we can take away their good time days, limit or refuse commissary purchases and/or take away their work release privileges for failing to comply with work release collections efforts.
 - Upon discovery that an inmate has work release privileges, their invoice is created, they are sent a memo stating the requirements for paying their work release, they are requested to complete a financial statement and are given copies of MCL 801.87 & 801.85 informing them of the laws pertaining to prisoner board reimbursement. (samples attached)

- MAILING OF BILLING STATEMENTS ON A MONTHLY BASIS:
 - Approximately 500 statements are currently being mailed each month. Due to the number of statements, this number is divided alphabetically. There are 5 mailings each month. On the 1st, statements are mailed to those who have had a long history of making payments, to those on the Hannahville Indian Reservation who have billings from County charges, and to recent bookings with unpaid booking & administrative fees. The alphabetically sorted accounts are mailed on the 7th, 14th, 21st and 28th.
 - A mailing was done in May of 2010 to all accounts with viable addresses. The letter stated the person had a past due account with the department, the amount due and a request to make monthly payments. A table was inserted showing an amount to pay and how long it would take to pay the balance in full. A minimum of \$25.00 was requested, with payments spread over 1, 3, 5 or 10 years. While a good percentage did not respond to this letter, there were several who did, justifying the postage cost of this one-time mailing.
 - Telephone attempts have been made in the past. This practice was not profitable. A large percentage of the phone numbers were disconnected. Unanswered calls were left messages with not one single positive response. Those few who did answer the initial phone call, made promises which they never followed through on.

- COLLECTION OF MISCELLANEOUS INMATE CHARGES
 - Results to date: \$ 8,322.02 collected over past 4 years
 - These accounts were not sent any billings after release in the past. They now receive one billing reminder within 3 to 6 weeks of release.

○ SENDING OF WARRANT ISSUANCE LETTERS

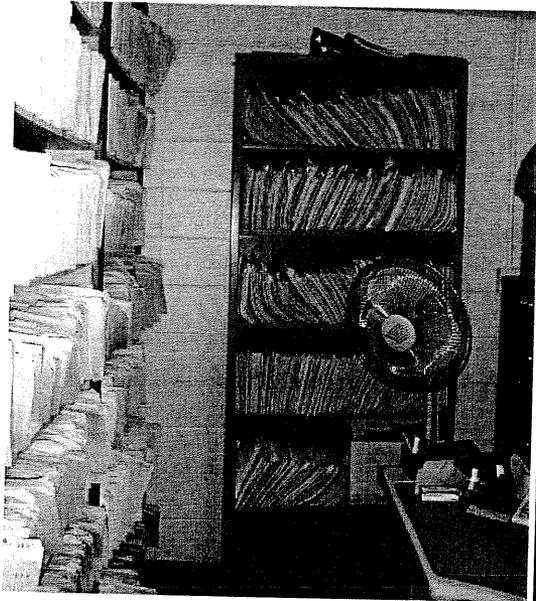
▪ Results to date:

	FY '08	FY '09	FY '10	FY '11	FY '12
# of Letters resulting in a response within 7 days	41	42	64	44	6
# of Letters resulting in a response days 8 to 30	111	71	47	53	5
# of Letters resulting in a response days 31 to 90		36	65	59	9
Total w/90 days:	152	149	176	156	20
# of letters mailed	438	359	341	358	57
Percentage returned w/in 90 days	35%	42%	52%	44%	35%

	FY '08	FY '09	FY '10	FY '11	FY '12
Face Value of Warrants Issued:	\$ 412,027.36	\$ 290,446.54	\$ 162,586.71	\$ 255,246.57	\$ 25,514.42
Total Cash Value Collected:	\$ 137,660.20	\$ 52,962.20	\$ 51,072.14	\$ 82,777.27	\$ 2,384.00*
Non-Cash Value Recalled:	\$ 188,060.74	\$ 148,934.35	\$ 130,132.75	\$ 124,471.22	\$ 5,931.00

**Due to computer updates, access to the court records has not been available this fiscal year. Amount of cash will be higher once access is available.*

- CREATED AN CROSS REFERENCE INDEX FOR INMATE NUMBERS ON COMPUTER
 - Maintenance of program
 - Scanning of inmate folders, linked to their inmate number in index program
 - 3,336 inmate folders scanned to date – project started July 2008
 - Shelf space at that time was **10** folders per inch of shelf
 - Scanned area of shelving now at **30** folders per inch of shelf



2009**



2011



2009**



2011

***In addition to the above photos, inmate folders were also being stored in older filing cabinets and in cupboards.*

- CREATING DOCUMENTS/FORMS FOR ANYONE IN DEPARTMENT AND MAINTAIN A FORMS LIBRARY FOR EASY ACCESS.
 - 184 forms created and currently being maintained in the computer-based library
- MAILING JURY SUMMONS
- RECEPTION TO SHERIFF, UNDERSHERIFF AND DETECTIVE

Secondary Duties:

- Answer questions from public either in person or over the telephone
- Scan Closed Complaints
- Answer software questions of co-workers
- Trouble shoot computer-related problems as they occur
- Act as contact person for courthouse offices
 - District Court – issues regarding Civil Process and Warrants most commonly
 - County Clerk – issues regarding Civil Process, Concealed Weapons
 - Prosecuting Attorney – issues regarding copies of reports, subpoena service

Backup Duties:

- Civil Process
- Fingerprinting
 - School employees
 - Concealed Pistol License Applicants

Non-assigned duties

- Write programs for software that will make time-consuming jobs more efficient
 - Have written a program to change all letterhead documents in the forms library without having to manually open and edit each document. In 2009 when the Department letterhead was changed it took two days to look through over 180 documents and change those forms that contained a letterhead. New program will accomplish this same task in minutes.

MEMORANDUM

TO: All Work Release Inmates – – *November 17, 2011*
FROM: Carol Rye-Lindberg, Prisoner Board Collections
DATE: Effective October 26, 2007
RE: Payment of boarding fees

One of the conditions to receiving work release privileges is that the inmate will pay their boarding fees as they occur. Meaning, \$140.00 per week (7 days at \$20.00 per day -- \$40.00 per day if serving an out-of-county sentence). If an inmate receives their paycheck on a bi-weekly basis, they should pay ahead at least one week to stay current. Part-time employed inmates are required to bring in their paycheck and have 80% of their pay applied to their Prisoner Board account (or pay the \$140.00, whichever is less).

Failure to pay or make payment arrangements may result in:

- Loss of goodtime days accrued to that date
- Loss of commissary privileges
- Loss of your work release privileges
- Civil action (small claims) for the past due amount which could result in garnishment of wages or state income tax refunds, or seizure of property.

A complete invoice showing your total Prisoner Board fees is enclosed. You are also required to complete the financial statement *in full* and return to me. Any special payment arrangements should be directed to me. In some cases we are able to accept a voluntary wage assignment through your employer.

Please send a note requesting an appointment if you wish to discuss options. A completed financial statement MUST accompany your request.

<Notes specific to individual here>

Please complete both sides and return to:



Menominee County Sheriff Department

Prisoner Board
831 10th Ave., Menominee, MI 49858

Inmate Financial Statement

Name: _____

Inmate No: _____ Social Security No: _____ Date of Birth: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Marital Status (check one): Married Single Separated Divorced

All Persons Living in Household

Name	Age	Relationship	Dependant (Yes or No)

SOURCE(s) OF INCOME

Enter amount of income received from the following sources by **All** who reside with you

	You	Other	Other
Employer:			
Address:			
Phone:			
How long?			
Supervisor:			
Rate of Pay			
Social Security			
Disability			
Unemployment Comp			
Workman's Comp			
Veterans Benefits			
Pension/Annuity			
Child support			
RECEIVED			
Rent RECEIVED			
Food Stamps/Assistance			
Rental Assistance			
Energy Assistance			

ASSETS
Real Estate

Location _____ How Long? _____
Mortgager _____ Value _____
Location _____ How Long? _____
Mortgager _____ Value _____

Checking and Savings Accounts

Bank _____ Account# _____
Bank _____ Account# _____
Bank _____ Account# _____

Vehicles

Year _____ Make _____ Model _____ Color _____
Lien Holder _____ Balance Due _____
Year _____ Make _____ Model _____ Color _____
Lien Holder _____ Balance Due _____
Year _____ Make _____ Model _____ Color _____
Lien Holder _____ Balance Due _____

Miscellaneous (Boats, ORV's Snowmobiles, Campers, Firearms, etc.)

Item _____ Value _____
Item _____ Value _____
Item _____ Value _____

Debts

Child Support (paid BY you)per Month _____
Alimony (paid BY you)per Month _____
Mortgages (total of all)per Month _____
Rent (please indicate if you receive rental/mortgage assistance yes no)per Month _____
Vehicle Payments (total of all)per Month _____
Other (explain)per Month _____

I hereby acknowledge that the information listed on the Prisoner Reimbursement form has been examined by me and is true and accurate to the best of my knowledge. I understand that a background investigation may be conducted, and that my employer, financial institutions, and creditors may be contacted for the purpose of determining my ability to pay reimbursement and costs. I hereby authorize the financial and income references listed above to release all information requested. It is understood that all information will be kept confidential.

(Signature)

(Date)

THE PRISONER REIMBURSEMENT TO THE COUNTY ACT (EXCERPT)

Act 118 of 1984

801.85 Cooperation of prisoner required; refusal to cooperate.

Sec. 5. (1) A prisoner in a county jail shall cooperate with the county in seeking reimbursement under this act for expenses incurred by the county for that prisoner.

(2) A prisoner who willfully refuses to cooperate as provided in subsection (1) shall not receive a reduction in his or her term under section 7 of 1962 PA 60, MCL 801.257. If a prisoner is ordered to reimburse the county under this act as a probation condition entered pursuant to section 3 of chapter XI of the code of criminal procedure, 1927 PA 175, MCL 771.3, the prisoner is in addition subject to probation revocation as provided in section 4 of chapter XI of the code of criminal procedure, 1927 PA 175, MCL 771.4.

History: 1984, Act 118, Imd. Eff. June 1, 1984;---Am. 1998, Act 450, Eff. Aug. 1, 1999.

Rendered Tuesday, August 26, 2008 Page 1 Michigan Compiled Laws Complete Through PA 268 of 2008
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THE PRISONER REIMBURSEMENT TO THE COUNTY ACT (EXCERPT)

Act 118 of 1984

801.87 Civil action for reimbursement; consideration by court; money judgment; order.

Sec. 7. (1) Within 6 years after the release from a county jail of a sentenced prisoner or a pretrial detainee whose prosecution resulted in conviction for a felony, an attorney for that county may file a civil action to seek reimbursement from that person for maintenance and support of that person while he or she is or was confined in the jail, or for any other expense for which the county may be reimbursed under section 3, as provided in this section and sections 8 to 10.

(2) A civil action brought under this act shall be instituted in the name of the county in which the jail is located and shall state the following, as applicable:

(a) In the case of a prisoner sentenced to the jail, the date and place of sentence, the length of time set forth in the sentence, the length of time actually served, and the amount or amounts due to the county pursuant to section 3.

(b) In the case of a person imprisoned as a pretrial detainee on a charge or charges that resulted in conviction for a felony, the length of pretrial detention and the amount or amounts due to the county pursuant to section 3.

(3) Before entering any order on behalf of the county against the defendant, the court shall take into consideration any legal obligation of the defendant to support a spouse, minor children, or other dependents and any moral obligation to support dependents to whom the defendant is providing or has in fact provided support.

(4) The court may enter a money judgment against the defendant and may order that the defendant's property is liable for reimbursement for maintenance and support of the defendant as a prisoner and for other expenses reimbursable under section 3.

History: 1984, Act 118, Imd. Eff. June 1, 1984;---Am. 1994, Act 212, Imd. Eff. June 23, 1994;---Am. 1996, Act 544, Eff. Mar. 31, 1997;---Am. 2006, Act 127, Imd. Eff. May 2, 2006.

Rendered Tuesday, August 26, 2008 Page 1 Michigan Compiled Laws Complete Through PA 268 of 2008
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Prisoner Board & Other Prisoner Billing

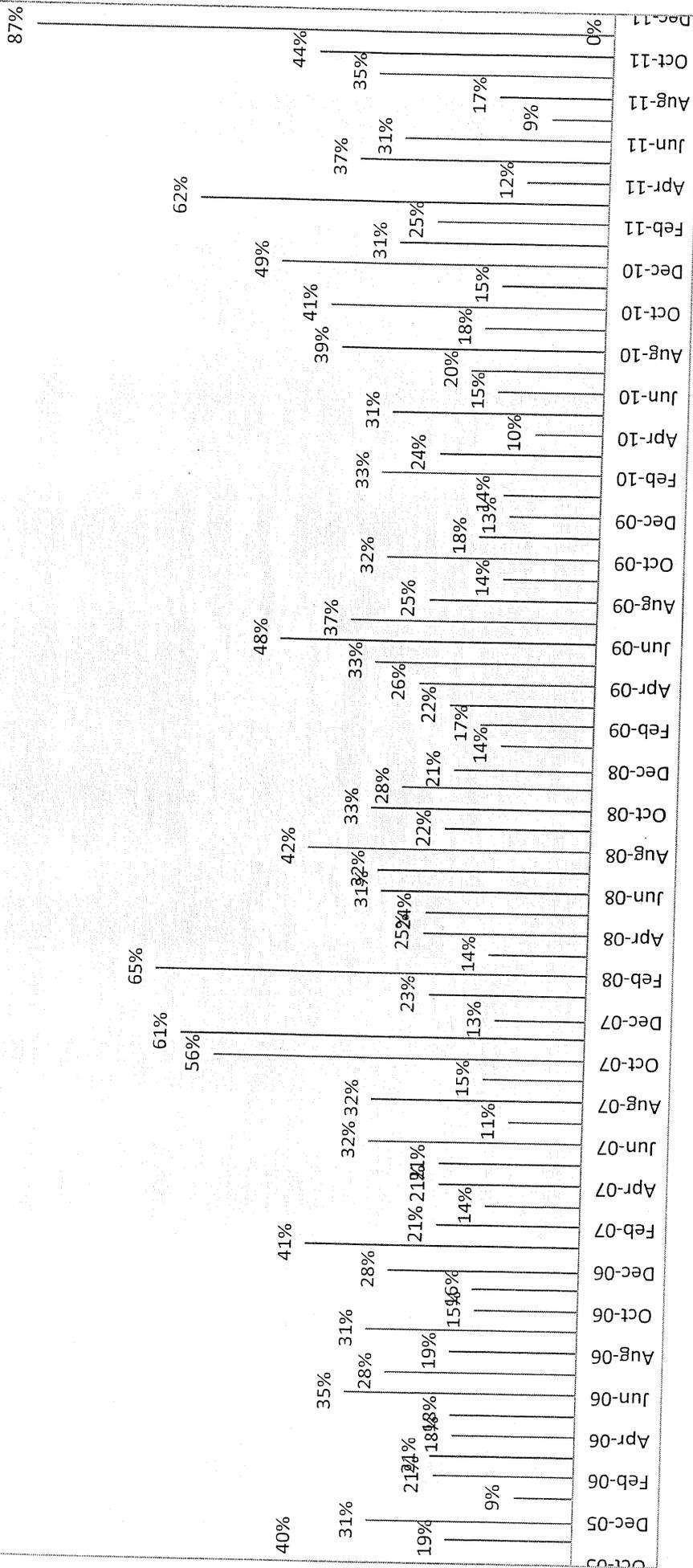
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11/9/2011

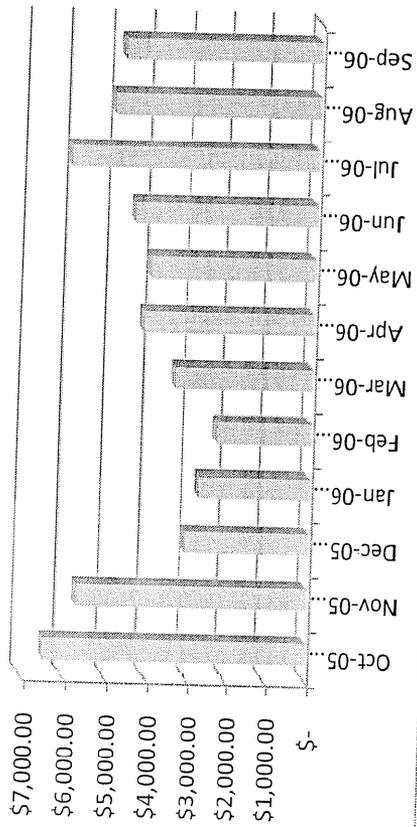
Fiscal Year Ending:						Grand Totals
	FY 08	FY 09	FY 10	FY 11	FY 12	5/17/05 to present
Revenue Budgeted	\$ 52,000.00	\$ 52,000.00	\$ 65,000.00	\$ 55,000.00	\$ 55,000.00	
Prisoner Board Billed Amount	\$ 271,915.00	\$ 276,760.00	\$ 198,630.00	\$ 159,062.00	\$ 17,400.00	\$ 1,626,536.00
Prisoner Board Collected Amount	\$ 81,583.33	\$ 68,214.84	\$ 40,442.68	\$ 43,018.28	\$ 10,304.00	\$ 405,724.27
Percentage Collected	30%	25%	20%	27%	59%	25%
Total Outstanding (rolled over)	\$ 913,405.39	\$ 1,140,444.52	\$ 1,322,308.16	\$ 1,366,447.40	\$ 1,379,207.02	
Increased by:	\$ 185,878.78	\$ 227,039.13	\$ 181,863.64	\$ 44,139.24	\$ 12,759.62	
Breakdown of Prisoner Board Collections						
Amount Collected on Small Claims Accounts	\$ 4,966.18	\$ 1,872.48	\$ 114.52			\$ 10,038.41
Collected AFTER release	\$ 20,003.83	\$ 13,959.87	\$ 15,448.60	\$ 16,673.46	\$ 1,035.00	\$ 124,291.61
Collected under Work Release	\$ 47,341.94	\$ 46,642.50	\$ 17,247.86	\$ 20,601.33	\$ 8,450.00	\$ 163,987.98
Collected under Weekender fees	\$ 9,206.38	\$ 5,739.99	\$ 7,731.70	\$ 5,743.49	\$ 819.00	\$ 34,500.86
Write Offs*	\$ 5,719.50	\$ 29,440.00	\$ 27,488.00	\$ 15,303.00	\$ -	\$ 80,237.50
Deceased	\$ 1,500.00	\$ 3,740.00	\$ 3,074.70	\$ 2,300.00	\$ -	\$ 20,899.70
# of Accounts Paid in full (Prisoner Board)	57	44	38	41	4	316
Booking Fees Paid AFTER release	\$ 58.85	\$ 80.24	\$ 352.22	\$ 124.23	\$ 36.00	\$ 2,017.16
Misc. Fees Paid AFTER release	\$ 1,541.56	\$ 1,308.21	\$ 4,302.16	\$ 1,913.19	\$ 166.86	\$ 11,941.78
Collected by Credit Agency (cash to us only)	\$ 2,237.47	\$ 735.67	\$ 383.48	\$ 1,534.00	\$ 54.00	\$ 10,374.38

*Poverty Forgiveness or too costly to collect a small amount

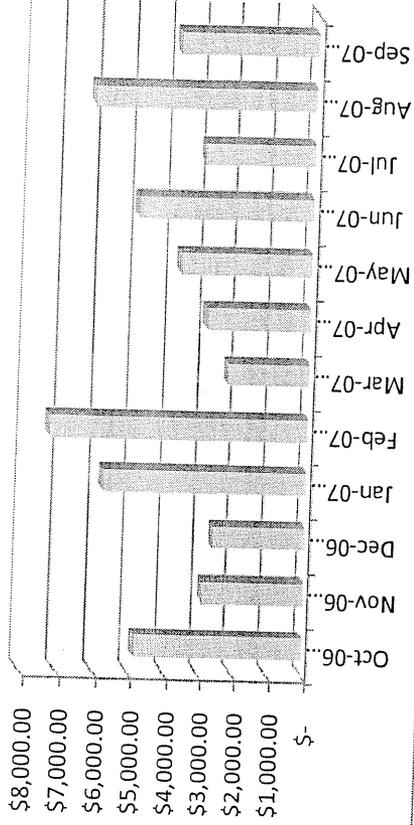
Percentage of Prisoner Board Amount Collected Vs Amount Billed



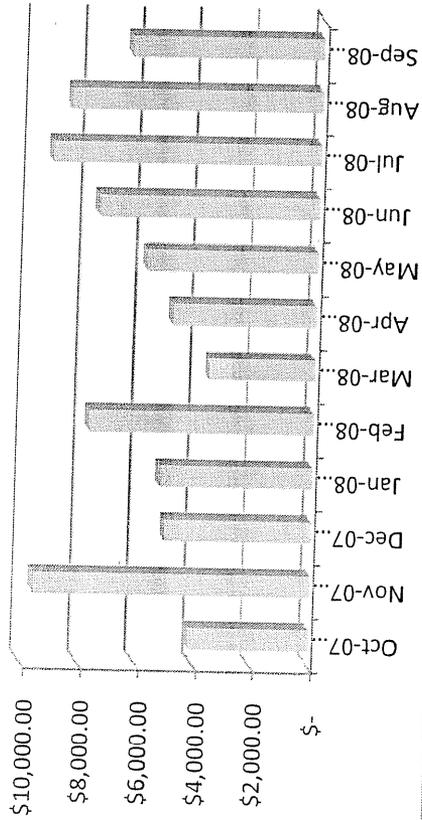
Collected FY'06



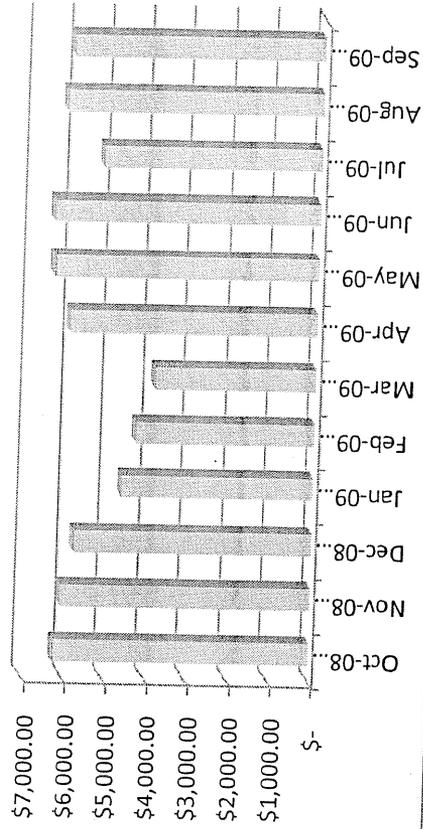
Collected FY'07



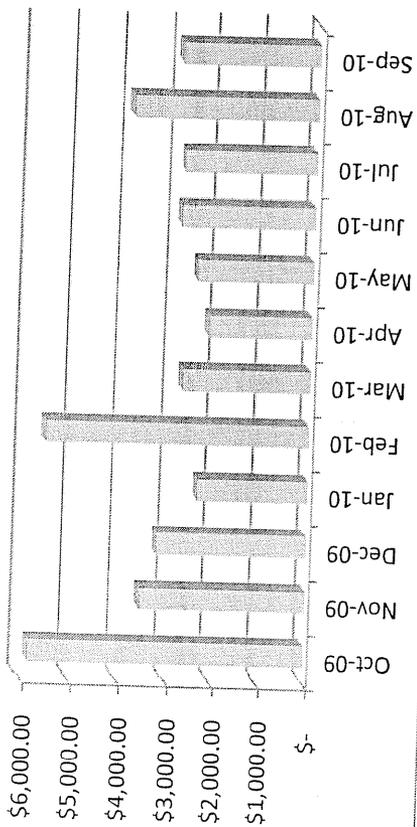
Collected FY'08



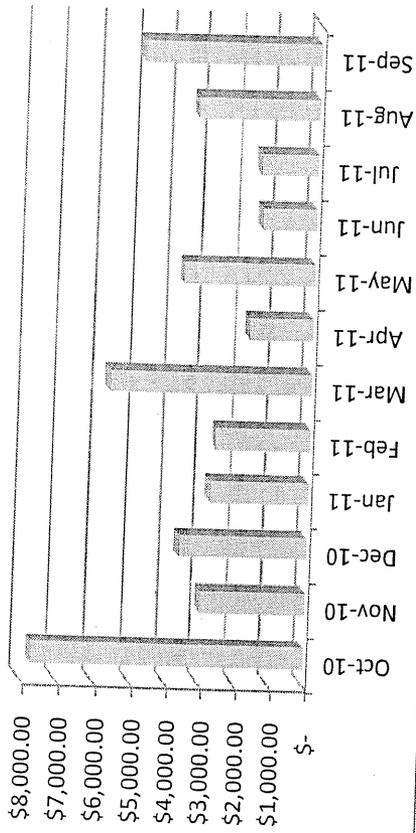
Collected FY'09



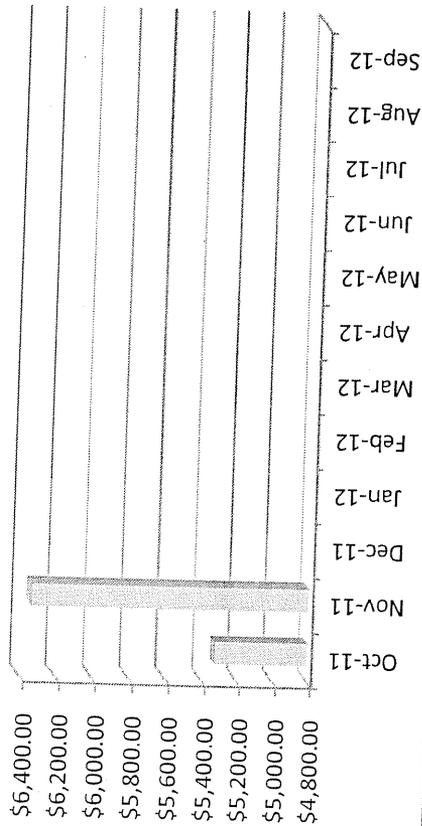
Collected FY'10



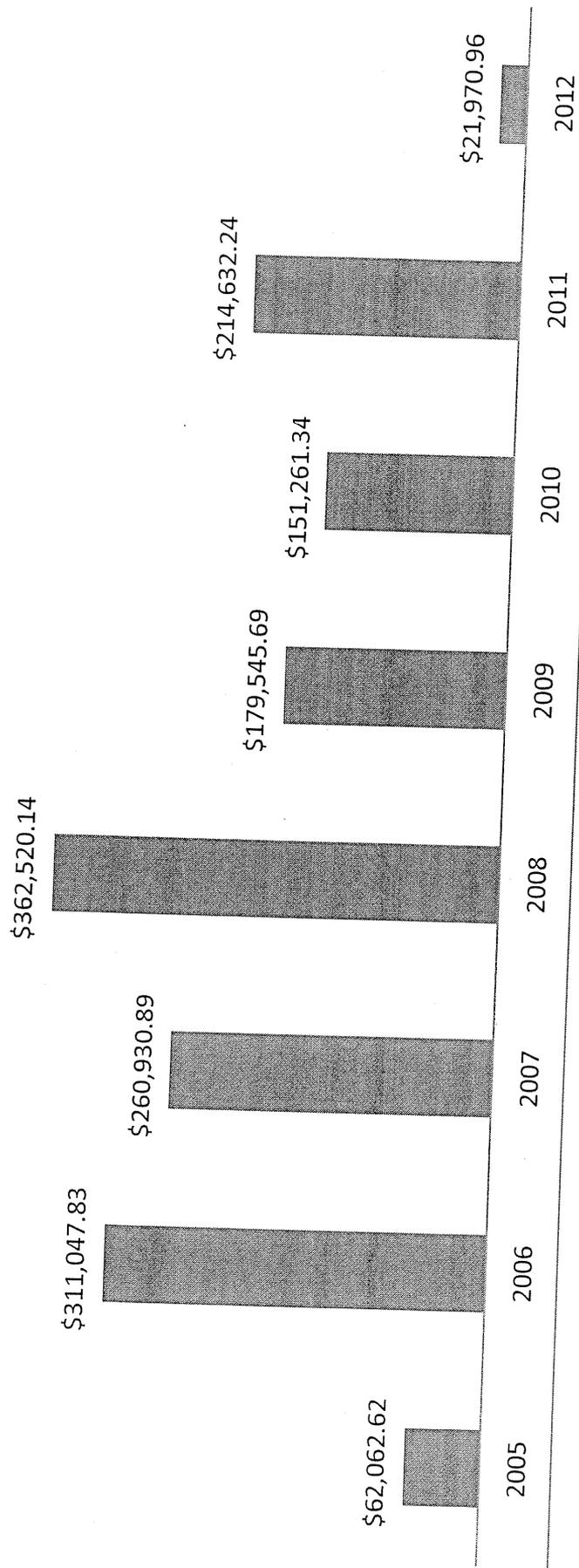
Collected FY'11



Collected FY'12



Fiscal Year Totals of Prisoner Board, Miscellaneous & Warrants



THE BOTTOM LINE

Below figures reflect total revenue and salary expense from hire date of May 2005 to November 21, 2011

Revenue figures reflect prisoner board, booking and miscellaneous fees, and warrant funds.

Total Revenue to Date	\$	973,487.51
Total Salary to Date	\$	97,573.50
Difference	\$	875,914.01

THE BOTTOM LINE

Below figures reflect total revenue and salary expense from hire date of May 2005 to November 21, 2011

Revenue figures reflect prisoner board, booking and miscellaneous fees, and warrant funds.

Total Revenue to Date	\$	973,487.51
Total Salary to Date	\$	97,573.50
Difference	\$	875,914.01

If had been receiving health insurance and retirement benefits for past 6 years

Total Revenue to Date	\$	973,487.51
Total Salary to Date	\$	217,573.50
Difference	\$	775,914.01