



MICHIGAN INDIGENT
DEFENSE COMMISSION

Date: Thursday, July 8, 2021, Time: 9:00 a.m.

Meeting will be held remotely via Zoom:

<https://us02web.zoom.us/j/83812104771>

Meeting ID: 838 1210 4771

One tap mobile

+13017158592,83812104771#

SPECIAL MEETING AGENDA**

1. Roll call and opening remarks
2. Introduction of Commission members and guests
3. Public comment
4. Additions to agenda
5. Consent agenda:
 - June 2021 Meeting Minutes
6. Chair Report
7. Executive Director Report
8. Commission Business
 - a. Report of Executive Committee (Action required)
 - i. Recommendation to appoint Interim Executive Director effective July 23, 2021
 - b. Report of Executive Search Committee (Action required)
 - i. Executive Director Position Description
 - ii. Process for Executive Director Search
9. Next meeting – August 17, 2021, Location TBD
10. Adjourn

** This meeting will be conducted remotely and consistent with City of Lansing Resolution #2021-081. Persons who wish to contact members of the Commission to provide input or ask questions on any business that will come before the public body at the meeting should send an email to LARA-MIDC-Info@michigan.gov.

Michigan Indigent Defense Commission Meeting Minutes

The meeting was held remotely via Zoom in compliance with the Open Meetings Act and Public Act 228 of 2020 and pursuant to the City of Lansing's state of emergency resolution #2021-081 to reduce transmission of COVID-19 and protect the health of Commissioners, MIDC staff and members of the public interested in attending the meeting. The MIDC website and meeting notice included information for members of the public on how to participate.

June 15, 2021
Time: 9:00 am

Commission Members Participating

During roll call Commissioners were asked to identify the county, city, town or village and state from which they are attending, that information is reflected below in parentheses following each Commissioner's name.

- Judge Jeffrey Collins (Wayne County, Michigan)
- Joshua Blanchard (Greenville, Montcalm County, Michigan)
- Tracy Brame (Grand Rapids, Kent County, Michigan)
- Hakim Crampton (Jackson, Jackson County, Michigan)
- Andrew DeLeeuw (Sharon Township, Washtenaw County, Michigan)
- Christine Green (Rapid City, Kalkaska County, Michigan)
- David Jones (Detroit, Wayne County, Michigan)
- James Krizan (Lincoln Park, Wayne County, Michigan)
- Margaret McAvoy (Owosso, Shiawassee County, Michigan)
- Tom McMillin (Oakland Township, Oakland County, Michigan)
- Michael Puerner, Chair, (Ada, Kent County, Michigan)
- Judge Kristina Robinson Garrett (Detroit, Wayne County, Michigan)
- John Shea (Dexter Township, Washtenaw County, Michigan)
- William Swor (Detroit, Wayne County, Michigan)
- Gary Walker (Chocolay Township, Marquette County, Michigan),

Commission Members Absent:

Kimberly Buddin, Judge James Fisher, Cami Pendell

Staff Members Participating

Loren Khogali, Shunkea Brown, Barbara Klimaszewski, Marla McCowan, Kelly McDoniel, Rebecca Mack, Deborah Mitchell, Susan Prentice-Sao, Christopher Sadler, Jonah Siegel, Nicole Smithson, Kristen Staley, Melissa Wangler and Marcela Westrate

Chair Collins called the Michigan Indigent Defense Commission ("MIDC" or "the Commission") meeting to order at 9:04 am.

Introduction of Commission members and guests

Chair Collins welcomed attendees to the meeting. Guests were invited to introduce themselves.

Public Comment

Robin Dillard-Russaw offered comments on behalf of Wayne County.

Catherine O'Meara offered comments on behalf of the Wayne County Criminal Defense Bar Association

Lavida Jenkins provided a written comment that was distributed to Commissioners.

Additions to agenda

There were no additions to the agenda as presented.

Consent Agenda

Commissioner Puerner moved that the consent agenda containing the minutes from the April 15, 2021 open and closed sessions be adopted. Commissioner Blanchard seconded. The motion carried.

Chair Report

Chair Collins welcomed everyone to the meeting and provided a brief report.

Executive Director's Report

Ms. Khogali provided a report to the Commission, during which she recognized the very successful launch of MIDC's new grant management system, EGrAMS and thanked staff for their work in the development, training and implementation of the grant management system. She also thanked the local systems for their engagement and efforts in learning the system and working to submit compliance plans for FY22.

Legislative/Budget Update

Ms. Khogali updated the Commission on the content of the House and Senate appropriations bills. Commissioners and the Department of Licensing and Regulatory Affairs and local systems have been great partners in the budget process.

Committee Reports

Chair Collins thanked the Commissioners for the dedication to the mission of the MIDC and noted that this dedication was particularly shown through the committee's commitment to meeting regularly and the work already completed by the committee.

Strategic Planning Committee

Commissioner Green updated the Commission on the committee's progress. They have drafted a mission statement, values and vision statement, which were provided to commissioners for feedback. A summary report of the committee's work was distributed with the meeting materials.

Training and Education Committee

Commissioner Brame provided an update on the committee's activities, including reviewing a draft of standards for training and trainers. She expects that the committee will present a draft of the standards for the Commission's consideration at its August meeting.

Wayne County Mediation Update

Ms. Khogali has been working with the Executive Committee, the Office of the Attorney General and communicating with Wayne County in an effort to finalize the agreement. She will continue to update the Commission on the document.

FY22 Byrne JAG Grant Opportunity

MIDC has been invited to submit a grant application for FY22. Ms. Khogali provided an overview of the skills training program that has been supported by the Byrne JAG Grant since 2018. The FY22 grant application will be due prior to the Commission's August meeting. Commissioner Green moved that MIDC staff submit an application for the grant. Commissioner Krizan seconded the motion. Commissioner Blanchard disclosed a conflict and abstained from the vote. The motion carried.

2021-12 Administrative Order – Proposed Amendments of Michigan Court Rules related to Standard 5.

Ms. Khogali provided an overview of the order. Ms. Smithson has prepared a draft MIDC comment which will be before the Commission for review at the August meeting.

FY22 Compliance Planning Process

FY22 MIDC Grant Contract

The Commission reviewed the proposed contract for FY22. Ms. Khogali highlighted the substantive changes from the last fiscal year and provided the reasons for the proposed changes. Commissioner Shea moved that the FY22 grant contract be approved. Commissioner McAvoy seconded. The motion carried.

Compliance Resolution Process

A draft of the process was distributed to Commissioners for review. Commissioner Walker moved that the compliance resolution process be approved as part of the MIDC's internal operating procedures. Commissioner Puerner seconded. The motion carried.

FY21 Compliance Updates

The Grant Director processed the following budgeted adjustments requests:

- Berrien County
- Cass County
- Charlevoix County
- Clair County
- 16th District Court – Livonia
- 34th District Court – Romulus
- 39th District Court – Roseville/Fraser
- 51st District Court – Waterford
- Gogebic County
- Lake County
- Livingston County
- Monroe County
- Oakland County (two adjustments)
- Osceola County

- Saginaw County
- St. Clair County
- Wayne County (partial)
- Wexford County

The following budget adjustments were denied:

- 29th District Court – City of Wayne
- Kalamazoo County

Review of Initial FY22 Compliance Plan and Cost Analysis Submissions

Committee Meetings

The General Increase to Plan Committee met on June 7, 2021 to review the plans that included an increase to the cost analysis total, excluding direct indigent defense services and annual inflationary increases.

Commissioner Green, committee chair, provided an overview of the meeting. The committee considered the staff recommendations for plans submitted by the following systems:

Wayne County Region:

- 30th District Court - Highland Park
- 36th District Court - City of Detroit

Northern Michigan Region:

- Cheboygan County
- Emmet County
- Houghton County (including Baraga/Keweenaw Counties)
- Presque Isle County
- Wexford and Missaukee Counties

Mid-Michigan Region:

- Bay County
- Isabella County

South Central Michigan Region

- Genesee County
- Hillsdale County
- Ingham County
- Lenawee County
- Monroe County

Western Michigan Region

- Kent County

Lapeer, Macomb, Oakland and St Clair Counties

- 43-1 District Court – Hazel Park
- St. Clair County

The Increase to Direct Costs Committee, chaired by Commissioner Swor, met to review any plans with increases to direct costs for indigent defense services. Commissioner Swor provided an overview of the meeting held on June 7, 2021. The committee considered the staff recommendations for the following plans:

Wayne County Region

- 17th District Court – Redford
- 18th District Court - Westland
- 32a District Court - Harper Woods
- 29th District Court - City of Wayne
- 36th District Court - City of Detroit
- Wayne County Circuit Court increase to Neighborhood Defender Service caseload and rates for assigned counsel.
- 16th District Court - Livonia
- 19th District Court - Dearborn
- 34th District Court - Romulus
- Grosse Pointe Farms/Shores
- Grosse Pointe Park

Northern Michigan

- Alger County
- Charlevoix County
- Delta County
- Dickinson County
- Houghton County
- Menominee County
- Ontonagon County
- Otsego County
- Presque Isle County
- Wexford County
- Antrim County
- Cheboygan County
- Gogebic County
- Grand Traverse County
- Kalkaska County
- Leelanau County
- Luce County
- Manistee and Benzie Counties

Mid-Michigan Region

- Saginaw County
- Tuscola County
- Bay County
- Huron County
- Iosco County
- Isabella County
- Mason County
- Oceana County
- Roscommon County

South Central Michigan Region

- Eaton County
- Hillsdale County
- Jackson County
- Washtenaw County
- Lenawee County
- Genesee County
- Ingham County
- Livingston County
- Monroe County
- Shiawassee County

Western Michigan Region

- Branch County
- Kalamazoo County
- Wyoming County
- Grand Rapids
- Allegan and VanBuren Counties
- Barry County
- Berrien County
- Calhoun County
- Cass County
- Ionia County
- Kent County
- Montcalm County
- Muskegon County
- Ottawa County

Lapeer, Macomb, Oakland and St Clair Counties

- 37th District Court - Warren
- 38th District Court - Eastpointe
- 39th District Court - Roseville
- 47th District Court - Farmington
- Macomb County
- 41a-1 District Court - Sterling Heights
- 46th District Court - Southfield
- 50th District Court - Pontiac
- 51st District Court - Waterford
- St. Clair County

The System Change Committee, chaired by Commissioner Walker, met to review plans that included a substantial change to the method or system by which the funding unit will deliver indigent defense services. Commissioner Walker provided an overview of the meeting held June 8, 2021. The committee reviewed staff recommendations for the following plans:

Wayne County Region

District Court Regionalization

- 16th District Court - Livonia
- 28th District Court - Southgate
- 17th District Court - Redford Twp.
- 29th District Court - City of Wayne
- 19th District Court - Dearborn
- 31st District Court - Hamtramck
- 20th District Court - Dearborn Heights
- 33rd District Court - Woodhaven
- 21st District Court - Garden City
- 34th District Court – Romulus
- 22nd District Court - Inkster
- 35th District Court - Plymouth
- 23rd District Court - Taylor
- Grosse Pointe City
- 24th District Court - Allen Park
- Grosse Pointe Farms/Shores
- 27th District Court - Wyandotte
- Grosse Pointe Park
- 30th District Court - Highland Park

Circuit Court increase to Neighborhood Defender Service caseload

Northern Michigan Region

- Dickinson County
- Emmet County

- Houghton County (Baraga/Keweenaw Counties)
- Ontonagon County
- Gogebic County
- Leelanau County

Mid-Michigan Region

- Midland County
- Ogemaw County
- Bay County

South Central Michigan Region

- Genesee County
- Monroe County

Lapeer, Macomb, Oakland and St Clair Counties

- 39th District Court - Roseville
- 41A-2 District Court – Shelby Twp.
- 47th District Court - Farmington
- 41A-1 District Court - Sterling Heights
- 51st District Court – Waterford

The Selection Standards Committee, Chaired by Commissioner Shea, met to review novel issues regarding compliance with Standard 5. Commissioner Shea provided an overview of the meeting held June 8, 2021. The committee reviewed the staff recommendations for the following plans:

Wayne County

- 18th District Court - City of Westland
- 32a District Court - Harper Woods

Wayne County District Court Regionalization

- | | |
|--|---------------------------------------|
| • 16th District Court - Livonia | • 22nd District Court - Inkster |
| • 28th District Court - Southgate | • 35th District Court - Plymouth |
| • 17th District Court - Redford Twp. | • 23rd District Court - Taylor |
| • 29th District Court - City of Wayne | • Grosse Pointe City |
| • 19th District Court - Dearborn | • 24th District Court - Allen Park |
| • 31st District Court - Hamtramck | • Grosse Pointe Farms/Shores |
| • 20th District Court - Dearborn Heights | • 27th District Court - Wyandotte |
| • 33rd District Court - Woodhaven | • Grosse Pointe Park |
| • 21st District Court - Garden City | • 30th District Court - Highland Park |
| • 34th District Court - Romulus | |

Lapeer, Macomb, Oakland, St. Clare Region

- 44th District Court - City of Royal Oak
- 47th District Court - City of Farmington
- 40th District Court - St. Clair Shores

Western Michigan Region

- 61st District Court - City of Grand Rapids
- 62A District Court- City of Wyoming

South Central Michigan Region

- Eaton County
- Lenawee County

Northern Michigan Region

- Iron County
- Ontonagon County

Mid-Michigan Region

- 8 counties using a regional compliance assistance for screening as part of the regional managed assigned counsel system (Clare/Gladwin, Lake, Mason, Mecosta, Newaygo, Oceana, and Osceola Counties)

Review of Initial FY22 Compliance Plan and Cost Analysis Submissions

The following systems failed to submit a compliance plan and cost analysis:

- Alcona County
- Alpena County
- Oakland County
- Montmorency County
- St. Joseph County

MIDC staff recommends that the failure to submit a compliance plan and cost analysis be treated as a disapproval. Commissioner Blanchard moved that the staff recommendation be adopted for the five systems listed above. Commissioner Krizan seconded. The motion carried.

MIDC staff recommends that the compliance plans and cost analyses for the systems listed below be denied on the merit of the submission:

- Branch County
- Chippewa County
- Crawford County
- 25th District Court - City of Lincoln Park
- 32a District Court - City of Harper Woods
- 37th District Court - Cities of Warren and Centerline
- Grosse Pointe Woods
- Mackinac County
- Menominee County
- Wexford and Missaukee Counties
- 18th District Court - City of Westland
- 44th District Court - City of Royal Oak
- 47th District Court - City of Farmington
- 61st District Court - City of Grand Rapids
- 62a District Court - City of Wyoming
- Eaton County
- Iron County
- Lenawee County
- Ontonagon County
- Charlevoix County
- 36th District Court - City of Detroit
- 39th District Court - Cities of Roseville and Fraser

- 40th District Court - City of St. Clair Shores
- 41a2 District Court - Charter Township of Shelby
- 41b District Court - Clinton Township
- 43-1 District Court - City of Hazel Park
- 43-2 District Court - City of Ferndale
- 43-3 District Court - City of Madison Heights
- Delta County
- Dickinson County
- Emmet County
- Hillsdale County
- Houghton, Baraga and Keweenaw Counties
- Jackson County
- Kalamazoo County
- Macomb County
- Marquette County
- Otsego County
- Presque Isle County
- Wayne County

Ms. McCowan provided an overview of the rationale for the staff recommendation.

Commissioner Puerner moved that the staff recommendation be adopted and that the compliance plans and cost analyses for the systems listed above be disapproved. Commissioner Green seconded. Judge Robinson Garrett disclosed a conflict with respect to the 36th District Court plan and abstained from the vote. The motion carried.

MIDC staff recommends that the compliance plans for the systems listed below be approved and that the respective cost analyses be disapproved:

- | | |
|--|---|
| 28 th District Court - Southgate | 17 th District Court - Township of Redford |
| 38 th District Court - City of Eastpointe | 29 th District Court - City of Wayne |
| Midland County | 45 th District Court - City of Oak Park |
| Tuscola County | Ogemaw County |
| Washtenaw County | Saginaw County |
| Alger County | |

Ms. McCowan and Ms. Klimaszewski provided details about the staff recommendation.

Chair Collins moved that the staff recommendation be adopted and that the compliance plans for the 11 systems listed above be approved and that the cost analyses for these systems be disapproved. Commissioner Swor seconded the motion. Commissioner DeLeeuw disclosed a conflict with respect to Washtenaw County and abstained from the vote. The motion carried.

The Commission recessed for 10 minutes.

The Chair requested a roll call vote to confirm a quorum was still present. A roll call vote was taken, the following members were present: Collins, Blanchard, Brame, DeLeeuw, Green, Jones, Krizan, McAvoy, McMillin, Puerner, Judge Robinson Garrett, Shea, Swor and Walker.

MIDC staff recommends that both the compliance plans and cost analyses for the systems listed below be approved:

- Clinton County
- 46th District Court - City of Southfield
- 50th District Court - City of Pontiac
- Lapeer County
- Arenac County
- Barry County
- 48th District Court - City of Birmingham
- Gratiot County
- Huron County
- Schoolcraft County
- Allegan and Van Buren Counties
- Antrim County
- Cass County
- Ionia County
- Livingston County
- Montcalm County
- Muskegon County
- Roscommon County
- 16th District Court - City of Livonia
- 19th District Court - City of Dearborn
- 20th District Court - Dearborn Heights
- 21st District Court - City of Garden City
- 22nd District Court - City of Inkster
- 23rd District Court - City of Taylor
- 24th District Court - Cities of Allen Park and Melvindale
- 27th District Court - Cities of Wyandotte and Riverview
- 30th District Court - City of Highland Park
- 31st District Court - City of Hamtramck
- 33rd District Court - Cities of Trenton and Woodhaven
- 34th District Court - City of Romulus
- 35th District Court - City of Plymouth
- Grosse Pointe City
- Grosse Pointe Farms and Shores
- Grosse Pointe Park
- Clare and Gladwin Counties
- Lake County
- Mason County
- Mecosta County
- Newaygo County
- Oceana County
- Osceola County
- 41a1 District Court - City of Sterling Heights
- 51st District Court - City of Waterford
- Kalkaska County
- Leelanau County
- Monroe County
- Benzie and Manistee Counties
- Kent County
- Shiawassee County
- Berrien County
- Calhoun County
- Ingham County
- Oscoda County
- Ottawa County
- Bay County
- Cheboygan County
- Genesee County
- Gogebic County
- Grand Traverse County
- Iosco County
- Isabella County
- Luce County
- Sanilac County
- St. Clair County

Ms. McCowan provided an overview of the plans. Ms. Wangler, Ms. McDoniel, Ms. Klimaszewski and Ms. Smithson provided background about the plans in their respective regions and answered questions from Commissioners.

Commissioner Swor moved that the staff recommendation be adopted and that the compliance plans and cost analyses for the systems listed above be approved. Commissioner Walker supported. Commissioner McAvoy disclosed a conflict and abstained from the vote with respect to Isabella County. The motion carried.

Ms. McCowan provided an overview of the systems that have requested reimbursement for planning costs under section 13.2 of the MIDC Act.

Alger County	\$2,879.90
19 th District Court - Dearborn	\$14,936.62
61 st District Court - Grand Rapids	\$12,000.00
16 th District Court - Livonia	\$615.53
41-a-1 District Court - Sterling Heights	\$2,622.00
17 th District Court - Redford	\$923.00
Delta County	\$471.10
Dickinson County	\$2,000.00
Gogebic County	\$1,190.28
Iosco County	\$1,305.00

Judge Collins moved that, pursuant to MCL 780.993(2), the systems listed above be reimbursed for the costs associated with compliance planning, pending approval by staff of supporting documentation for the requests. Commissioner DeLeeuw seconded the motion. The motion carried.

The next meeting is August 18, 2021, the location will be determined.

Commissioner Puerner moved to adjourn. Commissioner Shea seconded. The meeting was adjourned at 12:58 pm.

Respectfully submitted,
Marcela Westrate



MICHIGAN INDIGENT DEFENSE COMMISSION

Position Available:

Executive Director Michigan Indigent Defense Commission

Salary will be established by the Commission commensurate with a candidate's experience and civil service position classification.

The Michigan Indigent Defense Commission (MIDC) is looking for qualified applicants to serve as Executive Director. The position is appointed and supervised by the MIDC, and is responsible for developing and overseeing reforms to Michigan's public defense system consistent with the Michigan indigent defense commission act, MCL 780.981, *et. seq.*

The MIDC was established in 2013 to ensure access to effective assistance of counsel for all adults charged with criminal offenses in Michigan. The Commission's 18 members are appointed by the Governor and represent the diverse stakeholders in the criminal legal system. The Commission's statewide work is supported by a staff of 14.

The last eight years have brought significant transformation of trial-level public defense in Michigan. In accordance with its authorizing statute, the Commission develops and adopts, and oversees the implementation, enforcement, and modification of, minimum standards, rules, and procedures to ensure that all indigent defendants in Michigan receive constitutionally effective legal representation. The Commission is responsible for securing, distributing and monitoring funding to support compliance with minimum standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Providing leadership and direction to achieve MIDC's immediate and long-term goals and objectives consistent with its mission and statutory duties.
- Leading the MIDC's efforts to preserve, protect, and, where appropriate, advance the right to counsel for indigent persons.
- Developing and maintaining clear and effective communication with the MIDC, local systems of government, leadership of the executive, legislative, and judicial branches, bar associations, associations of lawyers that provide representation to indigent defendants, the media, criminal legal system reform advocates, clients served by public defense systems and the public.

- Advocating for legislative appropriations required to fund implementation of standards adopted by the MIDC.
- Facilitating a process for the Commission’s review of local compliance plans implementing the minimum standards adopted by the MIDC.
- Leading the research, development and drafting of new standards, policies, and procedures for the provision of indigent defense services in Michigan and presenting these to the MIDC for its approval.
- Hiring, supervising and directing the personnel of the MIDC. Evaluating the organizational chart and making changes and recommendations regarding staffing consistent with the Commission’s ability to accomplish its mission.
- Ensuring an organization-wide commitment to diversity, equity and inclusion through internal recruitment and hiring practices, training and education and support of local partners.
- Working in partnership with the Commission’s Executive Committee to develop meeting agendas, support the Commission Chair in facilitating meetings and engaging with commissioners between meetings as appropriate to accomplish the mission of the Commission.
- Managing an operational budget of over \$2.5 million, including preparing and presenting an annual operational budget to the MIDC for approval, making recommendations regarding staffing and infrastructure needs to support the Commission’s mission, working with LARA financial staff to facilitate annual budget proposals to the State Budget Office and the legislature.
- Overseeing the distribution and monitoring of over \$160 million in funding provided to support 120 local public defense systems’ compliance with MIDC minimum standards. Preparing and presenting annual grant funds approved by MIDC to LARA, the State Budget Office and the Michigan Legislature. Working with executive branch and legislative leadership to ensure that appropriation requests are secured by the MIDC.
- Developing, implementing and monitoring of whatever additional procedures and policies are necessary to effectuate the MIDC Act, including, but not limited to, each of the following:
 - At least annually, collecting accurate data from local units of government and other sources, summarizing that data, and preparing reports for the MIDC, stakeholders, and the public, including reports required by the Act.

- Implementing and overseeing rules and procedures for indigent criminal defense systems to apply to the MIDC for grants to bring a system's delivery of services into compliance with the minimum standards established by the MIDC.
- Annually reporting to the Governor and the Michigan Legislature.
- Ensuring that policies, budgets, indigent defense data, and other information for the public are available on the MIDC website.
- Developing and overseeing a process for evaluating local systems' compliance with approved standards and recommending corrective actions if a system is not in compliance.
- Establishing procedures for the receipt and resolution of complaints and the implementation of recommendations from the courts, other participants in the criminal justice system, clients and members of the public.

Engaging regularly and building and maintaining relationships with state and local government and organizational partners to support MIDC's ability to accomplish its statutory mandate and mission.

EDUCATION AND EXPERIENCE:

A juris doctor degree from an ABA approved school is preferred. Applicants with an advanced degree or experience in public administration, court administration or related administrative field, plus management experience will be considered.

The ideal candidate should have significant experience in the representation of or other advocacy for indigent clients, significant commitment to this priority, public sector leadership experience and be highly skilled in personnel management, public policy advocacy and budget development. A demonstrated ability to inspire and lead people is essential.

All applicants must have or demonstrate the ability to quickly acquire competent knowledge of Michigan's criminal legal system and its statutes and rules; the statutes creating the MIDC; and be comfortable working with individuals from a variety of organizations. Preference given to applicants with knowledge of the issues surrounding indigent defense, Michigan's system for providing public defense and experience with the legislative process in Michigan.

WORK LOCATION:

The Commission is based in Lansing, Michigan. The Executive Director will be based in Lansing with the discretion to work remotely, consistent with department policy and the needs of staff and the Commission. The Executive Director will travel throughout the state periodically.

TO APPLY:

All applicants are required to submit a separate, detailed and concise narrative statement addressing each of the following items. These statements will be used to distinguish the best-qualified candidates for the position. Please discuss and explain the following:

1. Commitment to quality, zealous legal representation to indigent people facing a loss of liberty;
2. Management and/or supervisory experience;
3. Knowledge of Michigan's criminal legal system and criminal defense experience, if applicable;
4. Ability to work collaboratively with diverse partners;
5. Knowledge of the State of Michigan's appropriations process.

SUBMISSION DEADLINE: August 15, 2021

The Michigan Indigent Defense Commission is an equal opportunity employer and is committed to diversity, equity, and inclusion. The Commission values the contributions that candidates bring with respect to their education, culture, ethnicity, race, sex, gender identity and expression, experience with the criminal legal system, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs.

DRAFT

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

SENIOR EXECUTIVE SERVICE

JOB DESCRIPTION

Employees in this job are part of the Senior Executive Service (SES) authorized and defined by Civil Service Commission Rule 4-6. Appointments are limited to a term not to exceed two years. Incumbents may be re-appointed to additional terms. Additional conditions of employment specific to the SES are addressed in the SES rule.

There are seven classifications in this job.

Position Code Title - Senior Executive Asst Dpty Dir

Senior Executive Assistant (Deputy Director) 15

The employee in this job is responsible for advising and assisting with the direction of activities in major programmatic areas of a principal department or agency by participating in the formulation and implementation of policies and programs critical to the mission of the department or agency. The employee functions as an assistant to the deputy director of a principal department or agency or to the chief deputy director of a principal department.

Position Code Title - Senior Executive Assistant Dir

Senior Executive Assistant (Director) 16

The employee in this job is responsible for advising and assisting with the direction of activities in a principal department or agency by participating in the formulation and implementation of policies and programs critical to the mission of the department or agency. The employee functions as an assistant to the director of a principal department.

Position Code Title - Senior Policy Executive

Senior Policy Executive 18

The employee in this job is responsible for directing the activities of office-level programmatic areas of a principal department or agency by participating in the formulation and implementation of policies and programs critical to the mission of the department or agency. The employee functions as a member of the department's top policy advisory staff, committee, or council and reports directly to a chief deputy director or deputy department director.

Position Code Title - Senior Management Executive

Senior Management Executive 19

The employee in this job is responsible for directing the activities of bureau-level programmatic areas of a principal department or agency by participating in the formulation and implementation of policies and programs critical to the mission of the department or agency. The employee functions as a member of the department's top policy advisory staff, committee or council and reports directly to a state department director, chief deputy director, or deputy department director.

Position Code Title - Senior Deputy Director

Senior Deputy Director 20

The employee in this job is responsible for directing the activities of major programs in a principal department or agency by participating in the formulation and implementation of policies and programs critical to the mission of the department or agency. The employee functions as the classified deputy director of a principal department or agency and reports directly to a state department director, other deputy director, board, or commission.

Position Code Title - Senior Chief Deputy Director

Senior Chief Deputy Director 21

The employee in this job is designated by a principal department director as the sole Chief Deputy Director of the department. The position is responsible for directing the activities of all employees and programs in a principal department, with the exception of job functions that are legislatively mandated to be under the direction of the department director or approved by the State Personnel Director to be under other authority. The employee assists the department director in the formulation and implementation of policies and programs that are critical to the mission of the department. Agencies with more than 10,000 employees may establish additional Chief Deputy Directors with the approval of the State Personnel Director.

Position Code Title - Senior Director

Senior Director 22

The employee in this single position serves as the State Personnel Director reporting directly to the Civil Service Commission. The employee formulates and implements the policies and programs that are critical to the mission of the Commission.

NOTE: The duties below are not intended to fully describe any one position or to distinguish essential or nonessential job functions. Essential and position-specific job functions are found in the individual position descriptions.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Organizes and administers the operations of a principal state department, agency, region, bureau or office.

Formulates and establishes overall department policies, priorities, perspectives, and philosophy.

Confers with legislators, governor's aides, and officials of federal, regional, state, and local agencies, professional organizations, citizens, and special interest groups on matters relating to the department's mission, policy, and operation.

Directs the activities of departmental employees in the implementation of programs and policies.

Establishes program objectives, goals, and priorities and determines operating policies and implementation methods within the context of overall agency policies and guidelines.

Reviews progress and activity reports, assesses effectiveness of operations, and determines need for improvement.

Develops budget recommendations for capital outlay, personal services, equipment, and materials.

Selects and assigns staff, assuring equal opportunity in hiring, promotion, and other employment practices; identifies staff development needs and assures that training is obtained; assures that proper labor relations and conditions of employment are maintained.

Reviews legislative analyses and proposed legislation and determines or recommends department position and course of action; interprets legislation to staff, other agencies, and the public; assures conformance of agency and operating policies, rules, guidelines, and procedures with legislative mandates.

Advises staff in the resolution of sensitive, complex, or precedent-setting situations; determines appropriate course of action; assigns responsibilities and monitors actions and responses.

Directs and reviews research in such areas of program operations as management systems development, target audience needs assessment, and program evaluation.

Advises Executive Office and governing boards or commissions of policy issues and program accomplishments.

Generates public and staff confidence, interest, and participation in departmental programs; motivates staff toward the accomplishment of program objectives; influences authorities to favorable actions regarding departmental operations.

Drafts statements, prepares reports, press releases, and speeches on program and policy issues.

Addresses citizen groups, legislative committees, members of the press, and others regarding program and policy issues.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Competencies-

Competencies are applied knowledge, skills, abilities, or behaviors that contribute to success in a job. They represent a blend of behavioral-based factors with traditional knowledge-based factors that are important to a particular job. The following list is not intended to cover all possible competencies, since functions and responsibilities will vary from position to position. Rather, they provide guidance for the development, expansion, and enhancement of position-specific requirements.

Strategic Vision: Includes knowledge of the nature and impact of applicable legislative, administrative, and regulatory requirements pertaining to strategic planning; knowledge of how strategic and change management planning relates to customer focus and budget formulation; and the ability to identify problems and potential concerns, to develop creative and innovative solutions and provide leadership, involving others in the decision-making process.

Resource and Program Management: Includes knowledge of the nature and impact of applicable legislation, administrative, and regulatory requirements pertaining to resource management; knowledge of the structure and management of appropriations and funds supporting the department's mission and programs; ability to implement management control and evaluation systems, and to use performance measurement to achieve objectives and results; and the ability to use management methods and systems to improve program effectiveness and customer service.

Human Resource Management: Includes knowledge of how human resource policies, procedures, and practices (e.g., reward and recognition systems) support the department's mission and functions; ability to engage in planning, recruitment, and selection to acquire and maintain a diverse and skilled work force; and the skill to delegate responsibility, build teams, and foster cooperation throughout the organization, and to optimize workforce potential to meet the department's strategic vision.

General: Includes knowledge of the basic mission of the principal department; ability to advocate positions, communicate ideas and information, and work effectively on teams in support of common objectives; and the ability to identify key internal and external contacts and maintain networks in support of departmental needs and interests, and the ability to generate understanding and support from the Executive Office, legislators, professional organizations, and governing boards or commissions!¹⁹

Working Conditions

None

Physical Requirements

None

Education

Possession of a bachelor's degree in any major.

Experience

Senior Executive Assistant (Deputy Director) 15, Senior Executive Assistant (Director) 16

Two years of professional, P11-level experience or one year of professional 12-level experience as a senior-level worker, a manager, or a staff/program specialist (includes administrative assistant) or equivalent.

Senior Policy Executive 18

Two years of professional experience as a manager or program/staff specialist or equivalent experience.

Alternate Education and Experience

Education level typically acquired through completion of high school and three years of safety and regulatory or law enforcement experience at the 14 level; or, two years of safety and regulatory or law enforcement supervisory experience at the 15 level, may be substituted for the education and experience requirements.

Senior Management Executive 19

Two years of professional, managerial experience.

Senior Director 22, Senior Chief Deputy Director 21, Senior Deputy Director 20

Two years of experience as a director of a division.

Special Requirements, Licenses, and Certifications

None

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

SENIOREXC

Job Code Description

SENIOR EXECUTIVE SERVICE

Position Title

Senior Executive Asst Dpty Dir

Senior Executive Assistant Dir

Senior Policy Executive

Senior Management Executive

Senior Deputy Director

Senior Director

Position Code

SENXDEP

SENXDIR

SENPLEXC

SENMGEXC

SENDPDIR

SENRDIR

Pay Schedule

NERE-069P

NERE-070P

NERE-072P

NERE-073P

NERE-074P

NERE-075P

Senior Chief Deputy Director

SENCHEDEP

NERE-116P

JZ

01/27/2019

Position	Pay Scale	Minimum	Fixed control point
Senior Policy Executive 18	NERE-072P	\$98,590	\$143,010
Senior Management Executive 19	NERE-073P	\$98,590	\$150,808
Senior Deputy Director 20	NERE-074P	\$125,265	\$158,062
Senior Director 22	NERE-075P	\$137,914	\$191,170
Senior Chief Deputy Director 21	NERE-116P	\$125,265	\$165,964
Senior Executive Attorney 21	NERE-116P	\$125,265	\$165,964

<https://mcsc.state.mi.us/MCSCCompensationManual/CompPlanSectionC.aspx>