



## COUNTY ADMINISTRATOR

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TO: Barbara Levin Bergman, Chair  
Ways & Means Committee

THROUGH: Robert E. Guenzel  
County Administrator

FROM: K. Kent Batty  
County Court Administrator

Linda Edwards-Brown  
Family Division Administrator

DATE: June 17, 1998

SUBJECT: Creation of an Intake Unit for the Family Division of the Circuit Court,  
Juvenile Center

### **BOARD ACTION REQUESTED:**

To support the creation of an Intake Unit for the Family Division of the Circuit Court, Juvenile Division, authorizing and eliminating the necessary positions.

### **BACKGROUND:**

In 1997, the Family Division Planning and Implementation Committee on court services recommended, and the bench approved, the Family Division move to recreate an Intake Unit suited to the needs of today's youth. The Family Division, Intake Unit as conceived by the court, while guided by statute, court policy, public safety and the best interest of the child, will serve to receive, screen, and direct all complaints involving youth presented to the court.

## **DISCUSSION:**

The intake function serves as a control valve for deciding which complaints warrant or require full system response versus a lesser option. It employs a differentiated case management approach to route individual cases through those processes best suited to each case. Beyond fulfilling the philosophy of the juvenile system - individualized justice - the intake function assures the system operates with cost-effectiveness through selective decision making. The ability to apply discretion through controlled gradations of response allows for the court to respond wisely and in a balanced manner. The court may respond to complaints in one of the following manners at this stage of the proceedings:

- Rule 5.932 (1) Deny authorization of petition after full review.
- (2) Refer the matter to a public or private agency providing available services pursuant to the Juvenile Diversion Act, 1988 PA 13.
- (3) Direct that the juvenile and parent be notified to appear for further formal inquiry on the petition.
- (4) Proceed on the consent calendar as provided in subrule (B).
- (5) Place the matter on the formal calendar as provided in subrule (C).

We are projecting that after one full year of operation, this unit will reduce the number of delinquency matters set for the formal docket by 20% or approximately 300 cases. By processing cases in the most efficient and cost-effective manner, we will enhance customer service and reduce the cost of conducting the County's business. As the unit gains experience and improves in efficiency, projections can be made regarding the actual and anticipated monetary savings to the court.

## **IMPACT ON HUMAN RESOURCES:**

This action will necessitate the creation and elimination of the following positions:

Position # Position Title Grade Group Create Eliminate

7742-0001 Casework / Intake Supervisor 77 24 1.0

3167-0001 Intake Referee 31 32 1.0

3044-0001 Family Division Referee 30 32 1.0

2057-0001\* Intake Specialist 20 14 1.0

2057-0002\* Intake Specialist 20 14 1.0

2257-0001\* Intake Caseworker 22 14 1.0

2257-0002\* Intake Caseworker 22 14 1.0

2424-0001\*\* Substance Abuse Specialist 24 14 .80

\* reclassification of current occupant

\*\* effective 9/1/98

**IMPACT ON BUDGET:**

No budget adjustment is necessary in 1998. The General Fund will have a net savings of approximately \$16,882 due to the position modifications and attrition that has occurred during the first half of the year. The Child Care Fund will have personnel savings of approximately \$26,861 due to the position modifications but this savings will be used to cover over expenditures in other operating line items.

Annual savings of approximately \$7,500 are projected due to the position modifications.

**IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:**

The intake function would provide a cost-effective, gate-keeping function, assuring that a timely, fair, and just response is given to all complaints presented to the court. Not all complaints require the full exposure to the legal process. The Family Division has the unique

quality, responsibility, and latitude to respond to each complaint balancing the needs of the community and those of the youth and his/her family.

**CONFORMITY TO COUNTY POLICIES:**

This request conforms to County policy.

Preparer:

Attachments: Job Descriptions

Budget Attachment

**A RESOLUTION ESTABLISHING A FAMILY DIVISION, JUVENILE CENTER, INTAKE UNIT  
AND CREATING AND ELIMINATING POSITIONS**

**WASHTENAW COUNTY BOARD OF COMMISSIONERS**

July 1, 1998

WHEREAS, the effectiveness and productivity of the Family Division, Juvenile Center can be enhanced by the formation of an Intake Unit; and

WHEREAS, the Intake Unit will employ a differentiated case management approach to route individual cases through those processes best-suited to each case; and

WHEREAS, the continuum of services provided by the court will enhance customer service and reduce the cost of conducting the County's business; and

WHEREAS, the creation of an Intake Unit will assure a timely and just response to all delinquency matters presented to the court; and

WHEREAS, there will be a net savings of approximately \$16,882 in 1998 and an annual savings of approximately \$7,500 due to the position modifications; and

WHEREAS, this matter has been reviewed by the County Administrator, Chief Judge of the Circuit Court, Chief Judge of the Family Division, County Court Administrator, Finance Department, Human Resources Department and Ways and Means Committee;

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby authorizes the creation and elimination of positions for the Intake Unit for the Washtenaw County Circuit Court, Family Division, Juvenile Center as follows::

Position # Position Title Grade Group Create Eliminate

7742-0001 Casework / Intake Supervisor 77 24 1.0

3167-0001 Intake Referee 31 32 1.0

3044-0001 Family Division Referee 30 32 1.0

2057-0001\* Intake Specialist 20 14 1.0

2057-0002\* Intake Specialist 20 14 1.0

2257-0001\* Intake Caseworker 22 14 1.0

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2424-0001\*\* Substance Abuse Specialist 24 14 .80

\* reclassification of current occupant

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BE IT FURTHER RESOLVED that the Board of Commissioners approves the job descriptions for the Intake/Casework Supervisor, Intake Referee and Intake Caseworker as attached.

[.Return to the BOC Ways and Means June 17, 1998 Agenda](#)