

POLICE SERVICES STEERING COMMITTEE

Wednesday, March 4, 2009

4:00pm – 5:30pm
705 North Zeeb Road

Members Present:

Paul Bunten	Chief of Police, Saline
Jerry Clayton	County Sheriff
Jeff Irwin	County Commissioner
Pat Kelly	Dexter Township
Karen Lovejoy Roe	Ypsilanti Township
William McFarlane	Superior Township
Michael Moran	Ann Arbor Township
Mark Ouimet	County Commissioner
Kenneth Schwartz	County Commissioner
Rolland Sizemore	County Commissioner, Chair of Board
Brenda Stumbo	Ypsilanti Township
Kenneth Unterbrink	Lima Township
Patricia Vaillencourt	Village of Manchester

Members Absent: None

Staff Present: Mary O’Hare (Facilitator), David Behen, Scott Patton, Jennifer Watson, Linda Wicks (Recording Secretary)

Sheriff Leadership Present: Lt. Jim Anuskiewicz, Director Greg Dill, Commander Dieter Heren

Others Present: Kristin Judge (BOC), Wes Prater (BOC), Mike Radzik

1. Call to Order

The meeting was called to order by Facilitator O’Hare, 4:05 pm, at the Washtenaw County Western Service Center Building, 705 North Zeeb Road, MSU Conference Room.

2. Approval of Minutes

Moran moved for approval of the January 7, 2009, *PSSC* meeting minutes; Ouimet seconded; all in favor. The February 4, 2009, *PSSC* meeting was canceled due to lack of a quorum.

3. Citizen Participation

None.

4. Committee Check-In

None.

5. 2009 PSSC Calendar of Meetings

Ouimet moved that the revised 2009 *PSSC* meeting calendar be adopted; Kelly seconded; all in favor. These meetings have been scheduled on Outlook calendars and are posted on the [PSSC Website](#). A PDF copy of this schedule will be sent to *PSSC* members.

6. Committee History

A “Police Services Timeline” document was distributed, highlighting some of the history/milestones achieved during the duration of the *PSSC*. O’Hare noted that this document was originally shared as an “orientation” for new *PSSC* members, indicating that it has been very briefly updated to capture some 2008 activity (e.g., policies adopted and contract price action taken in December). *PSSC* members noted that the date (11/06) listed for millage elections to

support police/fire is not reflective of all jurisdictions – dates varied and were unique to the jurisdictions that were holding elections. O’Hare noted that this can be updated to reflect actual dates for the jurisdictions that did hold millage elections.

7. **Glossary of Terms**

A “List of terms used in Police Services discussions” document was distributed, created early in the development of the *PSSC* to provide a common term use for *PSSC* members. O’Hare stated the value of bringing this back for review, to remind group members of what they have already agreed upon as conversations around the new contract begin. She asked *PSSC* members to review these definitions to see if, based now on a few years of *PSSC* members working together, the *PSSC* may find value in modifying or adding any terms.

- ***Mandated County Law Enforcement Services - PSSC*** members agreed that this term was defined at a general level, referencing the statutorily required functions of Sheriff services (This term does not include any required Road Patrol. Moran stated that there has been no agreement regarding how much Road Patrol is mandated)
- ***Clarification around costing model terms***
Watson stated that:
 - **Incremental** is a focus on direct and indirect costs
 - **“Cost recovery”** is a combination of direct, indirect and overhead costs
 - **“Full”** or **“Total”** is a combination of direct, indirect, overhead and “County-wide”
- ***Mutual Aid*** – this term references mutual aid in a general sense, not specific to a mutual aid agreement between jurisdictions
- ***County-Wide Use/Coverage*** and ***County-Wide Law Enforcement Services*** – Kelly asked what differentiates these two terms, suggesting that one be eliminated. Clayton recommended that both be retained, as either may be referenced as a term.

Ouimet asked that the “List of Terms” document be dated (origin date and revised date); it will then be posted on the [PSSC Website](#). O’Hare noted the value in having this document available when meeting with community members.

8. **Adopt PSSC Charter**

Ouimet moved that the updated *PSSC Committee Charter* be adopted, with a change in meeting time to 4pm; Sizemore seconded; all in favor. The updated *PSSC Committee Charter* will then be posted on the [PSSC Website](#).

It was noted that this Committee Charter does not offer any norms for establishing subcommittees. It does not reference how these are to be formed, but it does not exclude the use of subcommittees. O’Hare noted that the *PSSC* has used subcommittees in the past (e.g., Online Data Report Subcommittee).

9. **Adopt PSSC Workplan and Identify Financial Committee**

O’Hare stated that she had worked with Scott Patton (Administration) to review the Workplan suggestions offered by the *PSSC* at their January meeting, grouping these into like options and presenting some sequencing, sharing this draft with the Sheriff’s Office for review/input. Patton stated that this workplan represents key dialogue that needs to take place for *PSSC* members to reach the target of a new contract recommendation to the BOC by the end of the year.

Financial Subcommittee

Clayton suggested that a “*Financial Subcommittee*” be formed to review financial information, methodology and “line by line” detail ; bringing this information to the *PSSC* for consideration in their discussions for a new contract recommendation. He suggested that this committee could reflect a “workable” 6-8 person membership, with representation from all the critical stakeholders.

PSSC members discussed what this “Financial Subcommittee” should look like, and how it might operate.

Kelly moved that the a “*Financial Subcommittee*” be established to review and discuss cost details with regular reports to the *PSSC*; Sizemore seconded, amending the motion to include representation by a contracting area Commissioner, Wes Prater. All were in favor of the motion, inclusive of the amendment. The following guidelines were established for this “Financial Subcommittee” by the *PSSC*:

- Meet weekly, at least initially – to commence before April *PSSC* meeting
- 1.5 to 2 hour meeting length

- Representation to include:
 - Sheriff – **Jerry Clayton**
 - Commissioner – **Kristin Judge**
 - Contracting Official – **Michael Moran**
 - Non-Contracting Official – **Kenneth Unterbrink**
 - Contracting Commissioner (Not **PSSC** member) – **Wes Prater**
 - Local Police Services Agency – **Mike Radzik**
 - Local Police Services Agency – **Paul Bunten**
- Additional resource people may be asked to attend, based on need (Admin, Budget, etc.)
- Any **PSSC** member, or public, may attend if desired
- Provide **PSSC** updates monthly at regular **PSSC** meetings
- Sheriff’s Office to setup and schedule meetings – All **PSSC** members will be informed of the meeting dates

Irwin suggested that target dates be developed for the final workplan objective “Demonstrate value of Police Services”. Patton noted that the Sheriff’s Office is taking the lead around this objective, with such action items as a new performance appraisal system.

Kelly moved that the updated **PSSC 2009 Workplan** be adopted; Bunten seconded; all in favor. O’Hare stated that this 2009 **PSSC** Workplan will be used to populate and drive 2009 **PSSC** meeting agendas.

10. Sheriff’s Office Organizational Chart

Sheriff Clayton distributed an Organizational Chart of the Sheriff’s Office. He stressed that, although in separate boxes on the chart, the Sheriff’s Office does not work in silos (e.g., Police Services Commander Heren works very closely with Community Engagement Director Jackson in terms of how community engagement is folded into the overall police services strategy, to maximize the concept of community policing.) He noted that new hire Corrections Commander Rick Kaledas will be joining the County payroll in May, indicating that he is meeting with the office regularly in the meantime. Clayton stated that the Business Manager position is not currently filled, but that it is expected to be involved in the design and implementation of an objective performance appraisal system. This new performance appraisal system would include a comprehensive training plan and an “early warning system” – a compilation of a number of indicators around behavioral problems. Clayton stressed that parts of this Organizational Chart structure may change, stating that the Sheriff’s Office is still in assessment mode.

Stumbo asked for phone numbers to be added to the Org Chart – at least for lead team members. Clayton stated that the Sheriff’s Office would get these contact numbers out to all jurisdictions. Clayton further stated that the Sheriff’s Office Website is currently under redesign.

Clayton stated that the Sheriff’s Office is contemplating pursuing some of the [Cops Grants](#), noting that there is a significant amount of money available through grants for Cops Office, Internet Crimes, etc. He stressed that this is still “contemplation” regarding the grants, stating that they do understand the impacts of adding staff – that conversations would need to take place with the BOC in terms of commitment beyond three years.

Clayton stated that these current grant opportunities do not require a match as prior grant opportunities did, but that there is a commitment needed at the end of the three year grant period. He stated that the Sheriff’s Office is looking at different ways of leveraging the grant dollars to get us through these tough economic times, noting that there may be an opportunity to partner with contracting jurisdictions. He stated that it would be “a serious error for the Sheriff’s Office and the County to not take a serious look at aggressively pursuing those dollars.”

11. Methodology History

A “WC Police Services Methodology” document was distributed. Patton stated that this document offers a good overview of Police Services methodology 2002 to-date, capturing assumptions and major shifts. Patton said that there is no need for any **PSSC** action regarding this document, noting that the “Financial Subcommittee” will want to keep it in mind as they move forward – to better understand history and assumptions that fed into the various costs.

Vaillencourt stated that this document could also be helpful in future Community Forums.

Prater asked that the cost factors established for 2010 be included, to keep current. Patton indicated this would be updated.

Lovejoy Roe inquired if the original methodology should be included (2000 and prior). Radzik indicated that he has this report available.

Lovejoy Roe requested that the number of Deputies represented under each methodology be added, further suggesting financial implications/results of each methodology (cost analysis). Patton stated that this financial analysis piece had been discussed, indicating that it is difficult to do without skewing information toward particular results. *PSSC* members questioned the value of spending time on past cost analysis, adjusting to comparative dollars and looking at levels of service. *PSSC* members stated that there may be more value running calculations for going forward than in spending time running analysis on historical methodology – that any time spent running calculations should add value to understanding and conversations. *PSSC* members indicated that data, information and calculation needs should be determined and requested by the *Financial Subcommittee* as they move forward.

12. Adjournment

The meeting was adjourned by Facilitator O'Hare at 5:10 pm.

Patton stated that this meeting is the last that O'Hare will be facilitating for the *PSSC*, as she moves forward with her new position in the WCHO. *PSSC* members thanked O'Hare for her services over the past years. Sheriff's Office Director Greg Dill will be facilitating the *PSSC* meetings going forward.

Next Meeting

April 1, 2009

4:00pm – 5:30pm

Washtenaw County Western Service Center

705 North Zeeb Road

Lower Level MSU Conference Room

Approved by Committee: _____ April 1, 2009 _____