

**AGENDA**  
**COURTS & PUBLIC SAFETY COMMITTEE**  
111 S. Michigan Ave., Room 200, Saginaw MI 48602  
**Tuesday, September 3, 2024 – 4:00 p.m.**

Members: Jack Tany - Chair, Sheldon Matthews – Vice-Chair, Rich Spitzer, Mark Piotrowski, Christopher Boyd

Others: Administrator, Finance Director, Civil Counsel, Board Staff, *Media*

- I. Call to order
- II. Welcome/Roll-call
- III. Correction/Approval of Minutes (***August 6, 2024 – Attached***)
- IV. Public comment
  - *Speakers limited to 3 minutes*
- V. Agenda
  1. **Hon. Julie A. Gafkay, Circuit Court Chief Judge and Michael Yelsik, Circuit Court Administrator, re:**
    - **9-17-1** Submitting a request to establish a Saginaw County Legal Self-Help Center
  2. Any other matters to come before the committee
- VI. Miscellaneous
- VII. Adjournment

# MINUTES

## COURTS & PUBLIC SAFETY COMMITTEE

**DRAFT**

111 S. Michigan Ave., Room 200, Saginaw MI 48602

**Tuesday, August 6, 2024 – 4:00 p.m.**

Present: Jack Tany - Chair, Sheldon Matthews – Vice-Chair, Rich Spitzer, Mark Piotrowski, Christopher Boyd  
Others: Mary Catherine Hannah, Koren Thurston, Dave Gilbert, Jaime Ceja, Darcie Totten, Kelly Suppes, Rachel Horton, Mary McLaughlin, Lt. Mark Przybylski, Chris Izworski, Undersheriff Gomez, Suzy Koeplinger, Renee Sharkey and Catherine Hicks

- I. Call to order ---**Tany at 4:00 p.m.**
- II. Welcome/Roll-call
- III. Correction/Approval of Minutes (**June 4, 2024**)  
---**Moved by Matthews, seconded by Piotrowski, to approve. Motion carried.**
- IV. Public comment ---**None**
  - *Speakers limited to 3 minutes*
- V. Agenda
  1. **Chris Izworski, 9-1-1 Executive Director, re:**
    - **8-20-7** Submitted its FY 2025 Budget and Resolution for approval  
---**Moved by Matthews, seconded by Spitzer, to approve. Motion carried. (Board Report)**
  2. **Mike Gomez, Undersheriff, re:**
    - **8-20-8** Undersheriff Gomez updated the Board with the following information:
      - They are in the process of determining cadet wages. Discussed starting pay being \$1.00 less than new hires and beginning them on Step 00 until they are licensed/certified. They will discuss further at Labor Committee. Cadets must be paid a wage.
      - Discussion was held regarding the use of the public elevator to transport inmates. The west elevator will be inaccessible to the public. No more than 5 inmates will be transported on the elevator at a time. There will be 2 Transport Deputies, and 2 deputies on the floor to “catch.” They will begin dry runs Friday, August 9<sup>th</sup> and expect the elevator to be reopened in 4 to 5 weeks or when the inmate elevator repairs are complete.
      - The department has begun red dot firearm training. This allows for both eyes to be open when firing, preventing the loss of the ability to use peripheral vision. Marksmanship has improved. After the transition, any remaining firearms will be sold in bulk once the deputies, in possession of them now, are given the opportunity to purchase them.
      - There were 12 ballistic shields purchased. Weighing 11.5 lbs. each allowing deputies to use their other hand while carrying it.  
---**Moved by Matthews, seconded by Boyd, to receive and file.**
  3. Any other matters to come before the committee  
---Chairman Boyd discussed an email commissioners received from a former employee of the Medical Examiner’s office. It was decided no action will be taken regarding this email as the incident was 14 years ago and Saginaw County is not involved. Commissioner Matthews pointed out that the incident happened before any of the present commissioners were on the Board. The individual’s lawsuit against Macomb County is pending in Federal Court.
- VI. Miscellaneous ---**None**
- VII. Adjournment ---**Moved by Matthews, seconded by Piotrowski, to adjourn. Motion carried; time being 4:28 p.m.**

Respectfully Submitted,  
Jack Tany, Committee Chair  
Suzy Koeplinger, Committee Clerk

# COURTS & PUBLIC SAFETY

To: Courts and Public Safety Committee  
From: Julie A. Gafkay, Circuit Court Chief Judge  
Re: Saginaw County Legal Self-Help Center  
Date: August 28, 2024

9-17-1

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## Background

Across Michigan, there are vast unmet civil legal needs. The Michigan Supreme Court, Justice for All Commission, reports that 70-80% of people who appear in civil court are not represented by a lawyer and must represent themselves, creating a justice gap in our system. The Justice for All Commission believes access to personal legal self-help services is essential to meeting the civil legal needs of the public. Legal self-help services make available legal information, forms, resources, guidance, and referrals.

Currently, across Michigan, 28 counties have self-help centers, located in 58 separate sites. Saginaw County currently has one center at Hoyt Library which consists of two computer terminals with access to Michigan Legal Help. While that is a good start for Saginaw County, it is not enough to meet the needs of our community, especially those accessing the courthouse for their legal needs.

The Supreme Court Administrative Office (SCAO) has grant money available for new legal self-help centers across the state. SCAO has extended the deadline for Saginaw County to apply until September 4, 2024. SCAO has represented it has approximately \$50,400 in grant money available for Saginaw County to apply for to open a legal self-help center.

An advisory committee has been formed to oversee the grant application and implementation of the self-help center, if approved. The committee includes:

Hon. Julie A. Gafkay, Circuit Court Chief Judge  
Hon. Patrick McGraw, Probate Chief Judge  
Hon. Terry L. Clark, District Court Chief Judge  
Michael G. Yelsik, Circuit Court Administrator  
Leslie Willams, Saginaw County Deputy Clerk  
Linda James, District Court Administrator  
LaTecia Cirilo, Probate Register  
Tara Hofmeister, FOC Director  
Nick Coughlin, Saginaw County IT – TSC I  
Melissa Scott, Law Clerk to the Hon. Julie A. Gafkay  
Linda Gleesing, Court Services Director for Underground Railroad  
Lea Alderman, Court Advocate for Underground Railroad  
Amy Meilink, Directing Attorney (Saginaw), Legal Services of Eastern Michigan  
Member, Saginaw County Bar Association

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## **Saginaw County Courthouse Legal Self-Help Center**

The committee is requesting grant money from SCAO for the following to be included in the self-help center:

- Part-time employee (25 hours a week/\$20 an hour)  
Duties: assist patrons with navigating Michigan Legal Help site, assist with access to information regarding community resources, answer questions regarding court locations and directory information

### **Work Station for full or part-time employee (Navigator):**

- Desk
- Chair
- Computer, printer/scanner, phone

### **4 Kiosk Stations:**

- 4 kiosks with Michigan Legal Help, Zoom, Word Suite
- 4 printers/scanners
- 4 adjustable desks and chairs
- 4 partitions
  
- One Copy Machine
  
- Large screen for center for courthouse directory and court hearings
  
- Kids' corner with table, chair, books, toys, rug
  
- 2 small tables with four chairs at each table
  
- 4 waiting room chairs
  
- Adjacent private office with desk, office chair, and two chairs
  
- Signage for center and wayfinding signage
  
- Information for patrons regarding community resources

**Budget for Saginaw County  
Courthouse Legal Self-Help Center**

Budget Category	SHC Grant Funds	Agency Funds	Total Budget:
Personnel - Wages/Salaries	\$26,000.00 <sup>1</sup>		\$26,000.00
Personnel - Fringe Benefits			\$0.00
Contractual			\$0.00
Equipment	\$13,000.00		\$13,000.00
Travel			\$0.00
Operating Expenses - Rent		\$12,000.00 <sup>2</sup>	\$12,000.00
Operating Expenses - Maintenance	\$6,200.00 <sup>3</sup>		\$6,200.00
Operating Expenses - Utilities		\$600.00	\$600.00
Operating Expenses - Phone/Internet		\$1,200.00	\$1,200.00
Operating Expenses - Supplies	\$1,200.00		\$1,200.00
Operating Expenses - Printing			\$0.00
Operating Expenses - Postage			\$0.00
Operating Expenses - Insurance			\$0.00
Other	\$4,000.00	\$2,900.00 <sup>4</sup>	\$6,900.00
<b>TOTAL</b>	<b>\$50,400.00</b>	<b>\$16,700.00</b>	<b>\$67,100.00</b>

<sup>1</sup> Part-time employee at 25 hours a week/\$20 an hour. Depending on the needs of the self-help center, the committee plans to request grant money for a full-time position for FY26. Grant money should cover the full cost of the employee.

<sup>2</sup> Rent (space in Saginaw County Courthouse is currently used for storage of boxes with files from Saginaw County Clerk's Office, which have been scanned and are ready for destruction). Space previously used by Court for pretrial services, which has since moved.

<sup>3</sup> This grant money would be paid to Saginaw County to cover IT services and maintenance fees related to set up and ongoing needs of Center.

<sup>4</sup> Under this category, the grant application includes a request for security for a total of \$5,300, which includes a security camera installation (est. \$500) and patrolling by deputy sheriff (\$4,800 est. annually). The grant money would cover all but \$2,900 of that expense. The County would receive a portion to cover the security from the grant money, if received.