

**DRAFT Minutes**  
**Friend of the Court Bureau**  
**Advisory Committee Meeting**  
**State Court Administrative Office, Lansing, MI**  
**February 11, 2011**

**MEMBERS PRESENT:** Doug Howard, Peter Dever, Lynn Bullard (ex officio), Shauna Dunnings (ex officio), Kelleen Walters, Anita Bilek, John Frasik

**MEMBERS ABSENT:** Lisa Truscott, Karyn Ferrick, Amy Yu

**STAFF PRESENT:** Daniel Bauer, Matthew Reinhardt

**1. Call to Order**

- a. The meeting came to order at 1:02 p.m.

**2. Administrative Matters**

- a. Approval of minutes from August 20, 2010 and May 20, 2010. A motion made by Doug Howard to approve the minutes as submitted. Seconded by Peter Dever. Motion passes unanimously.

**3. Public Comment**

- a. None.

**4. Correspondence**

- a. Dickinson County Grievance
  - Litigant complained about an aspect of FOC service at Dickinson County. Mr. Bauer e-mailed a response with the name and address of the FOC and information about the grievance process.
- b. E-mail Regarding Medicaid
  - A litigant receiving cancer treatment was told that her Medicaid had been denied 2 days before her next regularly scheduled treatment. While not a matter for the bureau, Mr. Bauer contacted OCS and they determined that the recipient should be reinstated.
- c. E-mails Regarding Specific Case Information
  - The Advisory Committee received four (4) separate e-mail requests for case-specific information.
  - The FOCB sent each person a response with information on how to contact the appropriate FOC office to obtain the information.
- d. Bay County Updating Employer Information
  - A payer contacted the Advisory Committee regarding a problem with his IWN. He had taken a new job with a completely separate company that had a very similar name to his previous employer, and the FOC was still attempting to garnish wages from his old employer.

- Mr. Bauer contacted the FOC, informed them of the problem, and the FOC resolved the issue.
- e. Probation Office–FOC Shared Caseload
  - A probation officer contacted the Advisory Committee who is interested in working with the FOC on their shared caseload.
  - Ms. Dunnings noted that the probation office is currently being restructured.
    - i. Currently, the state probation office works with probationers who have felony nonsupport cases. One FOC employee monitors the probationers' cases and contacts to the probation office if payments are missed and a probation violation needs to be reported.
    - ii. This system may need to be changed or updated depending on how the probation office is restructured.
- f. Committee Discussion: Advisory Committee Vacancies
  - There are currently two vacancies on the FOCB Advisory Committee that need to be filled by one (1) attorney and one (1) public member.
  - Lynn Bullard will send out a call for new members on the FOCB listserv.

**5. Old Business**

- a. None.

**6. New Business**

- a. FOC Staffing Study
  - Mr. Bauer is developing an analytical tool that will allow FOCs to track and determine how long it takes for staff members to complete each task.
  - The data can also be used by FOC directors when preparing annual budgets or funding requests.
  - Mr. Bauer showed a prototype and asked for suggestions on how to improve it. Advisory Committee collectively suggested reducing the unit of time used to track the activity to ten minute increments and adding a column for number of cases.
- b. General FOCB Business
  - 1. Out-of-Home Placement Symposium
    - Mr. Bauer will host an out-of-home placement symposium, including barriers to FOC redirections and various funding streams for OOH placements, will be held March 11, 2011 at the Hall of Justice.
  - 2. SCAO Draft Policy: Michigan Court Rule 3.218
    - Mr. Bauer continues to develop recommendations to the Supreme Court regarding Michigan Court Rule 3.218, Access to FOC records.
  - 3. New FOC Management training
    - As a result of early retirement options, several new FOC managers were hired throughout the state. SCAO provided a new FOC management training.

4. Michigan Child Support Formula: Four Year Review
  - Mr. Howard asked what major issues will be addressed in the review. Mr. Bauer will present a summary at the next advisory committee meeting.
5. SCAO Statistical Report (FOC 41)
  - SCAO is revising the spreadsheet used by FOCs to enhance its usefulness for managers.
6. Genesee County PAACT Project
  - FOCB has been working with Genesee County FOC to develop a pilot program designed to expedite the entry of domestic relations orders and connect families with community resources.
  - FOCB sent clerks to two “Blitz Days” in December and February to help FOC staff sign families up to participate in the program. Almost 600 families have enrolled in the program to date.

## 7. Closing

- a. No closing comments from Advisory Committee members.
- b. No final public comments.
- c. Meeting adjourned at 2:07 p.m.
- d. **2011 Meeting Schedule (tentative, expected 1 p.m. start):**
  - May 20
  - August 19
  - November 18
  - February 17, 2012