



LIVINGSTON COUNTY, MICHIGAN
LIVINGSTON COUNTY COURTS CENTRAL SERVICES

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Memorandum

To: Livingston County Board of Commissioners
From: Sara Applegate, J.D., Specialty Courts and Programs Administrator
Date: December 12th, 2022
Re: Resolution Approving the Merger and Reclassification of the Swift and Sure Sanctions/Community Corrections Coordinator – Court Central Services

The Swift and Sure Coordinator and Community Corrections Manager positions are both currently vacant, part-time positions. Upon review of caseloads, duties, and time required to fulfill these duties, the Court has determined that it would be a more effective use of resources to merge the Swift and Sure Coordinator duties with the Community Corrections Manager duties to create a new, combined, full-time (30 hours per week) position. The Court is able to merge these two positions because several duties of the Community Corrections Manager position have been removed. In addition, both of these positions address needs of medium to high risk felony offenders. Lastly, both positions are responsible for managing the day-to-day functions of their respective Programs.

MGT Consulting Services, LLC (“MGT”) reviewed the proposed duties and responsibilities of the new Swift and Sure/Community Corrections Coordinator and recommends the allocation to **Grade 7** of Livingston’s recently updated Salary Schedule.

Both of these positions are currently funded by State grants and will continued to be funded this way with the re-classification into one position.

Thank you for your consideration. If you have any questions regarding this matter, please do not hesitate to contact me.