

# INGHAM COUNTY COURTS

30<sup>TH</sup> JUDICIAL CIRCUIT COURT – 54-A DISTRICT – 54-B DISTRICT – 55<sup>TH</sup> DISTRICT- INGHAM COUNTY PROBATE

## **JURY BOARD**

Theodore Seitz, Chairperson  
Mike Severino, Member  
Rebecca Bahar-Cook, Member

## **ADMINISTRATION**

Shauna Dunnings, Circuit Court Administrator  
313 W. Kalamazoo Street  
Lansing, Michigan 48933  
<http://ja.ingham.org>

Tracy Baldwin, Jury Coordinator  
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## **MINUTES INGHAM COUNTY JURY ADMINISTRATION October 10, 2017**

**MEMBERS PRESENT:** Ted Seitz, Mike Severino, Rebecca Bahar-Cook

**OTHERS PRESENT:** Shauna Dunnings, Rhonda Swayze, Tracy Baldwin, Mary Kelly

### **CALL TO ORDER**

The meeting was held in Board of Commissioners room at the Veterans Memorial Courthouse, 313 W Kalamazoo St, Lansing MI 48933 and called to order by Ted Seitz at 3:35 p.m.

### **APPROVAL OF MINUTES**

Move by Rebecca Bahar-Cook to approve May 19, 2017 minutes supported by Mike Severino – approved

### **CHANGES TO THE AGENDA**

None

### **PUBLIC PRESENT**

None

## **BUSINESS**

- 1. Courthouse Technologies Update:** Rhonda Swayze stated that we are off and running with CHT. We are resolving the issues as they come along but most of the difficult ones have been dealt with. Rebecca Bahar-Cook asked what some of those issues were. Tracy Baldwin indicated that some of the issues are reports such as: Financial Reports – out standing checks report and reconciling bank account. We are still having the difficulty with zip code mileage. If you live in a zip code that is the same as the courts zip code jurors are not getting paid any mileage. If jurors move we must change the addresses before we scan them in or

they will not get the correct mileage from their new address. Rebecca Bahar-Cook wanted to know if we are going to get tagged during audit time if we do not have financial reports. Rhonda Swayze said that at this time we are working with a excel spread sheet until CHT can get something working for us.

Ted Seitz asked about feedback regarding text messaging. We haven't really sent any text messages out to jurors yet. Tracy Baldwin spoke about sending emails or text messages to jurors to get more information that might be needed and that is working well. Rhonda Swayze stated that we were asked by 54B District Court to send out an email and text messages last night, October 9, 2017; to all 54B jurors to report the next day because their voicemail system was saying that the court was closed due to the holiday. We cannot run reports to see how many jurors actually got an email or text message because 54B District Court does not use IVR at this time.

Ted Seitz inquired about the Jury Utilization Report. Shauna Dunnings stated that this is a statistical report that we will be reporting to SCAO and they are trying to capture things like: how many jurors were summonsed, had to report, sent to the courtroom and were actually seated.

Ted Seitz wanted to know how CHT customer service is now that we have gone live. Tracy Baldwin said that one big problem is that CHT can't just automatically get into our server. In order for them to get in we have to put in a ticket to Ingham County IT Department then CHT has to call the Help Desk before they can gain access to the server. We also have a four hour time difference between us and CHT that also has been a problem. Rebecca Bahar-Cook suggested we check with the controller about asking if there is any overtime for the IT Department if we needed them to stay over.

Ted Seitz asked about how many counties are using CHT at this time in Michigan. Rhonda and Shauna did not know how many counties were using CHT at this time. Shauna discussed most of our judges wanting to use numbers instead of names for identification purposes during trials. The 30<sup>th</sup> Circuit Court will be adding the pool sequence number to the summonses for those judges who want to use this procedure.

- 2. House Bill 4209** – House Bill 4209 was passed to increase the jury compensation effect April 1, 2018. Changes are \$15 for the first half day and \$30 for first full day and each subsequent day will be paid at \$25 for half day and \$45 for full day. Jurors will also be paid 20 cents per mile. Mike Severino asked who picks up this difference in costs. Shauna and Rhonda both stated that the state picks up any increase and that our costs will not change at this time.

Rhonda Swayze discussed that we will have to revise our summons to correct the new rates and to also make the change from pool number to pool seq. number.

3. **2018 Budget** – Rhonda Swayze indicated that basically the 2018 Budget was status quo now that we have made the change to CHT. We had asked for funding for CHT to host the program but that was denied. We asked for additional money for Presort (postage) which also was denied. This money would have covered sending out non-responded and excusal postcards. We asked that the text messaging be extended for the next 2 years which was granted. When we submitted the budget we had thought that the two-years of text messaging provided for free under the contract expired in 2018, but we learned that it does not expire until 2019. Rhonda will be asking that we take \$2000 from the \$8750 that was approved for text messaging to be used for postage.
4. **Discussion Item** – Temporary/Permanent - Physical/Mental condition. Rhonda Swayze stated that at our last jury clerks meeting this was a big discussion item. Mary Kelly, 54A District Court, stated that there is a disqualification question of “Are you physically and mentally able to carry out the functions of a juror?” Concerns are that each jury clerk is looking at doctor notes differently when they are disqualifying or excusing Jurors from jury duty. So after discussion with the jury board it was decided that Tracy Baldwin will look at all doctor notes that comes with the questionnaires from jurors to make a determination if they should be permanently disqualified. If she cannot make the determination regarding permanent disqualification then she will scan a copy of the doctor’s note to each court’s jury clerk for review. There was also discussion about permanently disqualifying jurors who had multiple doctor statements. More discussion will be held during the next meeting.

Mary Kelly also wanted to let the board know that Tracy Baldwin, Gloria McGruder and Rhonda Swayze have been wonderful during the migration into the new program.

5. **Next meeting** – Tuesday, February 6, 2018 @ 3:30 pm.
6. **Meeting adjourned at 4:30 pm.**

Submitted by:

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Tracy Baldwin - Jury Administration Coordinator

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Ted Seitz – Chairperson

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Mike Severino – Member

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Rebecca Bahar-Cook – Member