

INGHAM COUNTY COURTS

30TH JUDICIAL CIRCUIT COURT – 54-A DISTRICT – 54-B DISTRICT – 55TH DISTRICT- INGHAM COUNTY PROBATE

JURY BOARD

Mike Severino, Member
Theodore Seitz, Member

ADMINISTRATION

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

Tracy Baldwin, Jury Coordinator
e-mail: juryboard@ingham.org

MINUTES INGHAM COUNTY JURY ADMINISTRATION January 17, 2017

MEMBERS PRESENT: Ted Seitz, Mike Severino

OTHERS PRESENT: Shauna Dunnings, Rhonda Swayze, Tracy Baldwin, Mike Brandt, Cindy Brundage, Cindy Barrett, Nicole Evans, Mindy Chubb, Kevin Tatroe

CALL TO ORDER

The meeting was held in Conference Room D and E at the Human Services Bldg., 5303 S. Cedar St., Lansing, Michigan and called to order by Ted Seitz at 3:07 p.m.

APPROVAL OF MINUTES

Move to approve May 9, 2016 minutes - granted

CHANGES TO THE AGENDA

To add to number 1 - c. Appoint new Chairperson

PUBLIC PRESENT

None

BUSINESS

1. **Changes to the Jury Board** – Ted Seitz introduced Mike Severino as a new board member. Mike talked a little about himself and his job at Sparrow Hospital and as Vice President of the nursing union there.

Shauna Dunnings talked about the vacancy that is open due to Pat Curran no longer living in Ingham County. It was discussed that a letter from Pat Curran resigning from her position was not received; however, Shauna Dunnings had talked to Becky Bennett and Becky Bennett verified that Pat Curran's address is now Eaton County. Becky Bennett was going to be posting the open position. Shauna Dunnings also mentioned that if anyone knew of someone who would want to join the board they should go to the Board of Commissioners' website to check out how to apply.

Mike Severino nominated Ted Seitz as the Chairperson – approved.

2. **Introduction to the Jury Coordinator – Tracy Baldwin** – Tracy Baldwin introduced herself and gave a little background about her employment with the 30th Circuit Court.
3. **Courthouse Technologies Updates**
 - A. **Demo on New Jury System** – The demo started at 2:10 p.m. with John Arnsten from CHT giving the presentation. There were questions asked and John provided answers. Tracy Baldwin handed out the Summons/Questionnaires that will be used for the 30th Circuit Court. There was discussion about this Summons/Questionnaire. Rhonda Swayze talked about our old township coding and how we went to Ingham County Equalization Department and they were able to make a GEO Coding Program to help resolve jurisdictional issues such as the annexation of Eaton and Clinton counties. Ted Seitz asked about hosting other counties. Rhonda Swayze confirmed that we could and that she had talked with Eaton County, however, they are not ready yet.
4. **54B District Court Amended 2016-2017 Jury Order** – Tracy Baldwin spoke about how 54B District Court wanted to lower their numbers of drawn Jurors for the rest of the year. There was discussion about the amended order that was signed by Judge Andrea Larkin on January 4, 2017. That order indicates that the new date would start in February 14, 2017. However, to allow jurors enough time to respond to the summons the new jury draw numbers would not be in effect until March. This resulted in a new order being drafted. Cindy Brundage stated that the new order was prepared and was waiting for Judge Larkin to sign. Ted Seitz moved to approve the new order as soon as it is signed. – Granted.
5. **2017 Jury Budget** – Tracy Baldwin handed out the 2017 Jury Budget. Rhonda Swayze talked about the budgets and amounts. Ted Seitz asked if this

was increase or decrease from 2016 budget. Rhonda Swayze stated this was a decrease. Mike Severino moved to adopt the 2017 Jury Budget – Approved.

B. Next Meeting – To be on Tuesday, April 11, 2017 at 2 p.m. at the Veterans Memorial Courthouse, Lansing

Meeting adjourned at 3:37 p.m.

Submitted by:

Tracy Baldwin, Jury Administration Coordinator

Mike Severino, Member

Ted Seitz - Member

IN THE 54-B DISTRICT COURT FOR THE CITY OF EAST LANSING

IN RE:

AMENDED
ORDER FOR DRAWING JURORS

INGHAM COUNTY JURY ADMINISTRATION

At a session of said Court held
in the City of East Lansing, on
the 17th day of January, 2017

PRESENT: HONORABLE ANDREA ANDREWS LARKIN
CHIEF JUDGE

TO: INGHAM COUNTY JURY ADMINISTRATION

Pursuant to the provision of MCLA 60.1324, you are ORDERED to draw
petit jurors for jury service in the 54-B District Court for the 2016-2017 term.

- (a) Drawings shall be completed periodically throughout the term beginning on or about September 1, 2016.
- (b) Panels shall be summoned for the dates indicated on attached Exhibit A.
- (c) The number of jurors drawn shall be a total of 1350 in panels of 100 according to attached amended Exhibit A.
- (d) Jurors summoned shall be instructed on the summons to appear at 12:30 p.m. on their jury selection date.
- (e) The term of jury service will be the jury selection day and any trials selected for, with a two trial maximum.

Dated: JAN 17 2017

Judge: *A Larkin*
Chief Judge
54-B District Court

54-B DISTRICT COURT**AMENDED ORDER FOR SUMMONING JURORS, MARCH 1, 2016****EXHIBIT A****JURY PANELS TO BE DRAWN FOR THE 2016-2017 YEAR**

<u>DATE</u>	<u>NO. OF JURORS TO BE SUMMONED</u>
SEPTEMBER 13, 2016	125
OCTOBER 11, 2016	125
NOVEMBER 08, 2016	125
DECEMBER 13 2016	125
JANUARY 10, 2017	125
FEBRUARY 14, 2017	125
MARCH 14, 2017	100
APRIL 11, 2017	100
MAY 09, 2017	100
JUNE 13, 2017	100
JULY 11, 2017	100
AUGUST 08, 2017	100
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12 DATES	1350 JURORS

INGHAM COUNTY GL

FOR 2017 13

ACCOUNTS FOR: ORIGINAL TRANFERS/ REVISSED YTD EXPENDED ENCUMBRANCES AVAILABLE PCT
0101 GENERAL FUND APPROP ADJUSTS BUDGET BUDGET BUDGET USED

10115500 JURY SELECTION

10 PERSONNEL SERVICES

10115500	704000	SALARIES & WAGES-P	40,716	0	40,716	.00	.00	40,716.00	.0%
10115500	705000	SALARIES & WAGES-T	0	0	0	.00	.00	.00	.0%
10115500	706000	SALARIES & WAGES-O	0	0	0	.00	.00	.00	.0%
10115500	713000	MISC FRINGES	577	0	577	.00	.00	577.00	.0%
10115500	714000	INSURANCE COST - U	216	0	216	.00	.00	216.00	.0%
10115500	715000	FICA COUNTY SHARE	3,307	0	3,307	.00	.00	3,307.00	.0%
10115500	715050	INSURANCE COST - L	70	0	70	.00	.00	70.00	.0%
10115500	716020	INSURANCE COST - P	0	0	0	.00	.00	.00	.0%
10115500	716030	HLTH WAIVER	0	0	0	.00	.00	.00	.0%
10115500	716035	RETIREE HLTH INS C	1,514	0	1,514	.00	.00	1,514.00	.0%
10115500	716040	RETIREE HEALTH INS	3,347	0	3,347	.00	.00	3,347.00	.0%
10115500	716090	MCLAREN HLTH INS	1,945	0	1,945	.00	.00	1,945.00	.0%
10115500	716100	INSURANCE COST - D	904	0	904	.00	.00	904.00	.0%
10115500	716200	INSURANCE COST - V	124	0	124	.00	.00	124.00	.0%
10115500	716450	SEPARATION BUYOUT	0	0	0	.00	.00	.00	.0%
10115500	717000	INSURANCE COST - L	79	0	79	.00	.00	79.00	.0%
10115500	717100	INSURANCE COST - D	56	0	56	.00	.00	56.00	.0%
10115500	718000	RETIREMENT PROGRAM	6,558	0	6,558	.00	.00	6,558.00	.0%
10115500	718500	RTMT DEFINED CONTR	0	0	0	.00	.00	.00	.0%
10115500	720000	LONGEVITY BONUS	1,000	0	1,000	.00	.00	1,000.00	.0%
10115500	722000	INSURANCE COST - W	86	0	86	.00	.00	86.00	.0%
10115500	722600	INSURANCE COST - E	33	0	33	.00	.00	33.00	.0%
TOTAL PERSONNEL SERVICES			60,532	0	60,532	.00	.00	60,532.00	.0%

10 CONTROL LABEL EXPENSE

10115500	726010	SUPPLIES	2,000	0	2,000	.00	.00	2,000.00	.0%
10115500	727000	COMPUTER SUPPLIES	0	0	0	.00	.00	.00	.0%
10115500	729000	POSTAGE	340	0	340	.00	.00	340.00	.0%
10115500	735100	CONTROLLED CAPITAL	0	0	0	.00	.00	.00	.0%
10115500	818000	CONTRACTUAL SERVIC	64,000	0	64,000	.00	.00	64,000.00	.0%
10115500	826000	DATA PROCESSING	0	0	0	.00	.00	.00	.0%
10115500	861100	TRVL PROF DEVELOP	0	0	0	.00	.00	.00	.0%
10115500	932010	EQUIPMENT MAINT -	0	0	0	.00	.00	.00	.0%

INGHAM COUNTY GL

FOR 2017 13

ACCOUNTS FOR: 0101 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL CONTROLLABLE EXPENSE	66,340	0	66,340	.00	.00	66,340.00	.0%
NON-CONTROLLABLE EXP							
10115500 915050 INSURANCE COST - L	0	0	0	.00	.00	.00	.0%
TOTAL NON-CONTROLLABLE EXP	0	0	0	.00	.00	.00	.0%
TOTAL JURY SELECTION	126,872	0	126,872	.00	.00	126,872.00	.0%
TOTAL GENERAL FUND	126,872	0	126,872	.00	.00	126,872.00	.0%
TOTAL EXPENSES	126,872	0	126,872	.00	.00	126,872.00	.0%