

# 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 February 6, 2018**

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

**OTHERS PRESENT:** Shauna Dunnings, Rhonda Swayze, Tracy Baldwin, Cindy Brundage (54B District Court Jury Clerk)

### **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 3:37 p.m.

### **APPROVAL OF MINUTES**

Move by Rebecca Bahar-Cook to approve October 10, 2017 minutes supported by Mike Severino – approved

### **CHANGES TO THE AGENDA**

Add a number Four – Update Comment on the Jury System - E-Response System

### **PUBLIC PRESENT**

None

## **BUSINESS**

- 1. House Bill 4209 – CORRECTION:** Tracy Baldwin explained that at the last meeting that she presented that the second day, half day pay rate was going to be \$25.00 but the rate should have been only \$22.50. Mike Severino wanted to know if this money comes out of the State Judicial Budget. Shauna Dunnings stated that the funds come out of the Jury Fund under the Statue that states the State will pay for jurors per diem

and mileage as long as there is a sufficient funds available in the juror compensation reimbursement fund that was created. If there was a shortage of funds then it would come back to the courts to be paid. But the last time she looked at the jury fund it was doing well. Rhonda Swayze also stated that we have always received reimbursement for what we have requested other than for meals or parking. Ted Seitz asked if this new rate was going to be on the notices (questionnaires). Tracy Baldwin stated the information will be on the new questionnaires. Courts have approved their new summons/questionnaires that will be going out in a couple of weeks for the April 2, 2018 mailings.

2. **30<sup>TH</sup> Circuit Court Amended 2017-2018 Jury Order** – Tracy Baldwin stated that the reason why we are amending the 2017 -2018 Jury Order is that Judge Collette has asked to bring in criminal cases during his civil docket weeks to clean up some of his criminal cases. He has asked to increase the pools by 55 jurors for the weeks of April 16, 2018, April 23, 2018, April 30, 2018 and May 7, 2018 from 115 to 170 jurors. Judge Garcia signed the first page of the order but not the 2<sup>nd</sup> Supplemental Order but will be signed tomorrow morning. Mike Severino moved to approve the Amended Jury Order and supported by Ted Seitz – approved.
3. **Discussion Item** – Temporary/Permanent - Physical/Mental condition. This was continued discussion from the October 10, 2017 meeting on MCL Statue 600.1314. Rebecca Bahar-Cook asked if I have seen any weird stuff come through. Tracy Baldwin stated that she believes that the new process is going good. When Tracy Baldwin gets in a doctor note and is not sure what the illness is she will look it up to see if it should be a permanent excusal. If there are still questions then Tracy Baldwin will email those doctor statements to the jury clerks for those courts. Tracy Baldwin has not heard from any of the courts saying that I have permanently excused someone that should not have been excused. Rebecca Bahar –Cook asked that if someone questions why they were permanently excused and should not have been to let the board know. Mike Severino asked about if someone comes in and wants to serve that has a disability do we have ADA set up to help those jurors. Rhonda Swayze spoke that each court has their own ADA Coordinator that handles all of those types of situations.
4. **ADDED-** Update Comment on Jury System - E-Response – Ted Seitz had received an email from a juror that questioned the language that was

on E-Response. The juror went online to view her status on Monday, January 22, 2018 and it stated "Confirmed – report on Monday, January 22, 2018 at 8:15 am." Then when she checked on Tuesday, January 23, 2018 it said "Panel" with the same date. Juror stated that "Panel" response is one no layperson would understand. The juror checked back on Wednesday and Thursday it then said "Confirmed – report on Monday, January 22, 2018." Juror felt that when it says "Confirmed – report on" is perfect if the date following is the correct date. Rebecca Bahar-Cook stated that the juror got it right as to the wording that we are using as frequently used terminology. She wanted to know if we could change the wording. Tracy Baldwin went on to explain that she started to check on it as soon as she received the email from Ted Seitz. After asking CHT if we could change the wording they said no. If a juror is called to come in on a day that date will stay on E-Response until they are called to come in on a different day.

Tracy Baldwin also explained what each status means.

- A. *Confirmed – Check Back see Summons* means you filled out your questionnaire and are set to be a juror and have not yet been called to come in.
- B. *Confirmed – Report on* means when a juror has been tagged to come in and now has a date and time to report on.
- C. *Panel* – means where the judge has requested the jurors to be sent to their courtroom. The jurors are now on a panel.

Once a juror has been called to come in, put on a panel and sent to the courtroom at the end of the day the jurors should be returned back to the pool to be available should they need to be used again. This is where the language on E-Response gets confusing because it reverts back to says CONFIRMED – REPORT ON – which goes back to the day they were originally scheduled to appear (prior date). We will continue to talk to CHT about somehow changing this information. Rhonda also stated that if it could not be changed then we are thinking about the possibility of changing the title (Reporting Date) to Last Reporting Date, Most Current Reporting Date or Initial Date.

Rebecca Bahar-Cook asked if we could put something on the jury website with frequently used terms. Tracy Baldwin stated that we have frequently asked questions on our website so we could put the terminology there.

Ted Seitz asked about if there were any other things going on with CHT.

Tracy Baldwin stated that she had found out that there were 15 counties in Michigan using CHT right now.

Mike Severino asked did we ever get the addresses corrected (outside of county- annexation). Rhonda spoke that the Ingham County Equalization Department did any excellent job taking all the data that we got from the Secretary of State and then GEO mapped out everything. Our records are now more accurate than they have ever been before. Cindy Brundage, 54B, stated that they are not getting records/jurors that are not in their jurisdiction. She also said she has not had to get out her street maps since we went live with CHT.

Ted Seitz asked about our reporting rate and can we track that information. Tracy Baldwin stated that we are starting to track that information and that we will be turning in our Statistical Reports to the SCAO by the end of March. Rhonda Swayze stated that we are getting a better response to our ten day notices. Tracy Baldwin said she did a seven week study and we were 70% or above on our return rate of getting jurors to fill out their questionnaires after sending the ten day notices. Also we have had a reduction in getting back undelivered questionnaires from the post office. We did a source update from the Secretary of State in December which has also helped because we were working off a list that was a year and half old.

Rhonda Swayze talked about us building our data base with emails and telephone numbers. Tracy Baldwin then told them that last Friday, February 2, 2018 we started using the email/text messaging system to send a message to jurors that they need to report for jury duty. We had a good turn out so far with the messaging.

Cindy Brundage spoke that they have been using the email/text messaging system for a while now. She has been either sending a message telling all confirmed jurors to report or message that says no jurors needs to report. She said it has been working well but the next day she comes in to lots of messages from the jurors saying thank you.

Mike Severino asked about do we have statics about how many jurors go online to register or mail them in. Tracy Baldwin stated she does not know about any report at this time that gives us that information.

Rebecca Bahar-Cook brought up that at the prior meeting we had talked about the budget and wanted to know if there were any surprises. Rhonda Swayze said there were no surprises. We had some additional money from the 2017 budget that we spent wisely by purchasing postage ahead for this year, 2018. Retooling of the summonses for all the courts came in at \$1000. Originally they had told us that it would be \$500 per summons. 30<sup>th</sup> Circuit Court, 55<sup>th</sup> District Court and 54B District Court took the opportunity to revamp parts of their summonses.

5. **Next meeting** - Tuesday, May 22, 2018 at 3:30 pm.

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