

SUCCESSION PLAN - PUBLIC

This document is to be updated annually, preferably in October or November.

CONTACTS

General

NAME	POSITION	PHONE NUMBER
Doug Van Epps	Executive Director of SCAO	517.373.4839, x 1
Michelle Hilliker	Financial & Statistical Management Analyst for SCAO	517.373.4839, x 2
Gabriella Simon-Lake	Administrative Assistant for SCAO	517.373.4839, x 3
Cheryl Levine	Training & Communication Coordinator for MSEMP	517.485.2274
David Gruber	Dispute Resolution Education Resources, Inc.	517.485.2274
CDRP Centers	18 executive directors	Document Attached
Robyn Rebec	Handles payroll & related financials. Mason & Kammermann	231.547.4911
Vel Kammermann	Handles yearly financial review. Partner in Mason & Kammermann	231.547.4911
Marcie Wolfe	Website & internet access	231.373.8414
Dan McGuire	Technician	231.675.6558
Mike Pennanen	The 501 Alliance (unemployment insurance)	248.353.9130, x209
David Jones	Executive Director of PHSACF	231.348.5820
Chip Hansen	Executive Director of CCCF	231.536.2440
Candace Eaton	Executive Director of Bay Harbor Foundation	231.439.2700
Anora O'Connor	Executive Director of United Way	231.487.1006
Pam Gibson or Kelly Moses	Revenue Sharing Board	231.348.1714
Kari Manthei	Secretary for HSCB	231.348.8393
Ron Moore or Bruce Herbert	Charlevoix Lions	231.547.4182 or 231.547.0457
Annette Wells	Board President of the Michigan Community Mediation Association	313.561.3500
Maureen Hollocker	Great Start Collaborative	877.866.3714
Ben Hicks	Char-Em ISD Director of Special Education	231.547.9947
Carlin Smith	Petoskey Chamber of Commerce	231.347.4150
Jim Baumann	Harbor Springs Chamber of Commerce	231.526.7999
Sarah Hagen	Charlevoix Chamber of Commerce	231.547.2101
Mary Faculak	East Jordan Chamber of Commerce	231.536.7351
Kim Akin	Boyne City Chamber of Commerce	231.582.6222

Local Charlevoix County

NAME	POSITION	PHONE NUMBER
Joe Hayes	33 rd Circuit Court Judge	231.547.7243
	90 th District Court Judge	231.547.7227
Valerie Snyder	7 th Probate Judge	231.547.7214
Gerry Mayes	Friend of the Court	231.547.7265
Tom Crowe	Family Court Registrar	231.547.7214
Cheryl Potter Browe	County Clerk	231.547.7200
Allen Telgenhof	Prosecuting Attorney	231.547.7207
Carrie Zahner	Chief Assistant Prosecuting Attorney	231.547.7207
Caitlin Borchard	Assistant Prosecutor	231.547.7207
Katrina Martin	District Magistrate	231.547.7227
Tim Smith	Probate Court Administrator	231.547.7216
Christine James	Probate Financial Officer	231.547.7214
Kathy Froysaa	Deputy Clerk – Civil	231.547.7254
Kirk Raymond	Deputy Court Clerk – Criminal	231.547.7254
Dean Viles	Court Administrator	231.547.7254
Jim Alton	Veterans Affairs	231.348.1780

Local Emmet County

NAME	POSITION	PHONE NUMBER
Charles Johnson	57 th Circuit Court Judge	231.348.1748
	90 th District Court Judge	231.348.1750
Valerie Snyder	7 th Probate Judge	231.348.1764
Maurine Watts	Friend of the Court	231.348.1719
Pete Wallin	County Sheriff	231.347.2032
Jim Linderman	Prosecuting Attorney	231.348.1725
Angela Lasher	Assistant Prosecuting Attorney	231.348.1725
Marilyn May	County Treasurer	231.348.1715
Pam Gibson	Finance Director	231.348.1714
Lisa Muneio	Probate Court Administrator	231.348.1750
Katrina Martin	District Court Magistrate	231.348.1750
Wendy Viles	District Court Deputy Clerk – Civil	231.348.1751
Kate Stolarski	Probate Financial Officer	231.348.1764
Hannah Buell	Deputy Clerk – Civil	231.348.1753
Lisa Smith	Court Administrator/Clerk	231.348.1754
John Hess	Veterans Affairs	231.547.7220

ACRONYMS

ACRONYM	MEANING
SCAO	State Court Administrative Office
MSEMP	Michigan Special Education Mediation Program
VORP	Victim Offender Reconciliation Program
CDRP	Citizen Dispute Resolution Program
CA/NR	Child Abuse/Neglect Central Registry
DHHS	Department of Health & Human Services
HSCB	Human Services Coordinating Body
YTD	Year to date
VOE	Victim Offender Reconciliation Program for Emmet
VOE1	Victim Offender Reconciliation Program for Emmet for first-time offender
VOC	Victim Offender Reconciliation Program for Charlevoix
VOC1	Victim Offender Reconciliation Program for Charlevoix for first-time offender
ACVS	Access & Visitation
CDP	Child Protection
PHSACF	Petoskey-Harbor Springs Area Community Foundation
CCCF	Charlevoix County Community Foundation
MADTrac	Statewide database

ACCESS INFORMATION

ACCOUNT	USER NAME	PASSWORD
First Community Bank (checking)		
MADTrac (local)		
MADTrac (state)		
Jane's Computer		
Caroline's Computer		
Karen's Computer		
Kristy's Computer		
Quick Books (financials)		
iCHAT (state police background check)		
State Budget Office – SIGMAVSS (state deposits to checking account)		
Special Education		
CDRP Admin Site		
Human Services Coordinating Body		
Federal ID#		
Dun & Bradstreet		
Website		
AT&T		

Pitney Bowes		
mSecure on Jane's iPhone		
MADTrac Karen		
MADTrac Laura		
MADTrac Jane		
MADTrac Kristy		
E-Mail Karen		
E-Mail Kristy		
E-Mail Kirstyn		
E-Mail Laura		
E-Mail Jane		
E-Mail Myra		
E-Mail Myra		
Laptop Computer #1 for Restorative Practices Coordinator Jim Raber		
Laptop Computer #2 for Restorative Practices Coordinator Jim Raber		
Wi Fi		
EFTPS		

CREDIT CARD

TYPE	BANK	NAME	PERSON	NUMBER	CODE
Master Card	Chemical	NCM	Dr. Jane Millar		

FINANCIAL ACCOUNTS

Statements are in bottom right-hand drawer of the Executive Director's desk.

INSTITUTION	ACCOUNT #	APPROXIMATE VALUE
CD – Chemical Bank		\$6,665.32
CD – Chemical Bank		\$6,327.32
CD – Chemical Bank		\$6,503.22
CD – Charlevoix State Bank		\$6,063.46
CD – Charlevoix State Bank		\$12,397.99
CD – First Community Bank		\$7,940.10
CD – First Community Bank		\$5,665.47
Savings – 4Front		\$29,960.81
Savings – Chemical		\$20,324.22
Checking – First Community		\$44,372.04
Money Market – Fifth Third		\$5,001.55
Money Market - PNC		\$5,006.91
Petoskey Foundation		\$17,239.43
Charlevoix Foundation		\$12,894.68

LOCATION OF KEYS AND DOCUMENTS

- Keys
 - Located in the middle drawer of the Executive Director's desk
- Documents
 - Individual mediator folders, including background checks, in file cabinet to the right of the Executive Director's desk on which computer sits
 - All 2015-2019 documents relating to Executive Director's job in file cabinets in her office
 - All 2012-2014 documents relating to Executive Director's job in file cabinets in her office
 - Hard copy 2015-2019 case reports in file cabinets in work room
 - Hard copy of 2012-2014 case reports in boxes in Brother Dan's Room

REGULAR RESPONSIBILITIES

Daily/Weekly

- Monitor MADTrac entries*

Twice a Month

- Pay bills on payday Fridays*
 - Find invoices in Bills to be Paid folder on Executive Director's desk to the left of the computer monitor
 - Use electronic payments whenever possible

Monthly

- Publish newsletter
 - Send out beginning of the month
 - Send out via e-mail to "Newsletter" in e-mail address book
 - Send out via snail mail to listing under labels in Newsletter folder (on computer)
- Reconcile check book with bank statement prior to running financials*
- Run financials*
 - Income & expense report in Finances folder
 - Profit loss, profit loss YTD, vendor summary, vendor summary YTD & balance sheet previous year comparison from Quick Books
 - Merge documents via Primo PDF or by scanning
 - Post on website
- Pay monthly rent a month-and-a-half in advance*
 - St. Francis Xavier \$650/month
 - City of Charlevoix \$100/month
- Run Case/Client Snapshot from MADTrac for VORP for previous month*
 - Send full report to Judge Snyder
 - Send VOC & VOC1 to Tim Smith
 - Send VOE & VOE1 to Lisa Muneio
 - Send VOC1 to Carrie Zahner
 - Send VOE1 to Angela Lasher
- Send special education activity report to Cheryl Levine*
 - Go to Documents on computer of Executive Director. Go to Special Education folder for appropriate year for template. Use this for appropriate payment voucher and date accordingly.

- Send signed scanned copy, which serves as an invoice (Cheryl Levine 517.220.4181)
- Send VORP invoice for present month in the middle of the month*
 - Go to VORP folder to invoices folder to appropriate year
 - Use previous month as a template for each of the counties
- Run case/client snapshot from MADTrac for small claims and general civil cases for previous month*
 - Send small claims and general civil cases for Emmet county to Wendy Viles
 - Send small claims and general civil cases for Charlevoix county to Dean Viles and Kathy Froysaa
- Run case/client snapshot from MADTrac for Child Protection Mediation for previous month for Charlevoix county and Emmet county using Program Code of CDP coupled with individual county*
 - Send Charlevoix county to Tim Smith
 - Send Emmet county to Lisa Muneio
- Follow-up on School attendance Mediation cases by calling the individual schools that had related mediations two months prior, i.e. beginning of December, call about cases mediated in October)
- Run case/client snapshot from MADTrac for School Attendance Mediation for previous month for Charlevoix county and Emmet county using Program Code TRU coupled with appropriate county plus Program Code of RP coupled with appropriate county and sub-type of SCH:TRU*
 - Send Charlevoix county to Tim Smith
 - Send Emmet county to Lisa Muneio
- Run School Attendance Mediation report for previous month
 - Go to School Attendance Mediation folder to ISD folder to Referral Chart to appropriate school year
 - Use latest report as a template
 - Send to Ben Hicks, Vikki Hennard & Todd Derenzy at the ISD, Tim Smith & Lisa Muneio
- Attend HSCB meetings
- Run case report year-to-date from MADTrac and post on website
- Write press release
 - Send to Jeremy McBain at the *Petoskey News-Review*
jmcbain@petoskeynews.com
- Arrange for meetings*
 - Board meetings in January, March, May, July, September & November
 - Board meeting in December if needed to approve budget
 - Executive committee meetings in February, April, June, August, October & December

Quarterly

- Run SCAO reports from MADTrac for Michelle Hilliker and Gabriella Simon-Lake*
 - Send electronically CDRP cases quarterly, CDRP courts quarterly, CDRP A/V quarterly, CDRP A/V case detail, & CDRP weighted case type by disposition
 - Send CDRP A/V case detail via snail mail
 - Run case/client snapshot for NCM records
- Send Access & Visitation invoice to Michelle Hilliker and Gabriella Simon-Lake at SCAO*
 - Go to Access & Visitation folder, to appropriate year, & use previous invoice as template
 - Include hard copy of CDRP A/V case detail
- Send invoice to counties*
 - Go to Invoices folder to appropriate year
 - Use previous quarter's invoice as a template for each of the counties
 - Pam Gibson – Emmet county
 - Cheryl Potter Browe – Charlevoix county
- Send quarterly contribution report from 501 Alliance to Robyn Rebec from Mason & Kammermann*
- Run case/client snapshot from MADTrac for each of the four judges for their courts*

Semi-annually

- Consider applying for a CCCF grant
- Consider applying for a PHSACF grant
- Send invoice to Karen Jarema at Boyne City High School for reimbursement for Restorative Practices Coordinator Myra Bryant in December and June*
- Submit three SCAO reports to Michelle Hilliker by using templates from CDRP folder of previous year*
 - 2nd or 4th quarter program activity report CDRP06
 - 2nd or 4th quarter financial status report CDRP08
 - 2nd or 4th quarter financial status report CDRP08, Part II

Annually

- Purge & shred all documents over seven years old
- Review and update succession plan (November)
- Complete & return charity review form from the Better Business Bureau of Western Michigan
- Send in license to solicit form as soon as 990 has been completed*
- Send CDP invoice to Tim Smith
 - Go to Invoices folder to previous year to child protection document
 - Use previous year's invoice as template for present year
- Participate in United Way projects
 - Project Connect in February
 - Day of Caring
 - Campaign Day
 - Awards Breakfast

- Hold NCM annual meeting, usually in January*
- Consider applying for Bay Harbor Foundation grant
- Consider applying for a Revenue Sharing grant
- Offer 40-Hour, general civil mediation training 8-hour, advanced-mediator training in the spring of odd years
- Offer 8-hour, advanced-mediator training in the spring or fall in even years
- Participate in Chamber Expos – Boyne City, Charlevoix, Harbor Springs & Petoskey
- Submit three SCAO reports to Michelle Hilliker by using templates from CDRP folder of previous year*
 - 4th quarter CDRP07 report
 - Year end CDRP10 in kind match
 - Year end CDRP10 revenue sources
- Arrange for yearly holiday party
- Arrange for annual Appreciation Luncheon in May
- Submit annual audit of Agreed Upon Procedures Manual by May 31
- Submit contracts
 - Send CDP to Tim Smith in August. Use previous year's contract as template in Child Protection folder (presently \$8,000/year)*
 - Send funding request letters to counties in June. Discuss with appropriate contacts prior to sending*
 - Use Charlevoix funding request in Finances folder as template for Cheryl Potter Browe for Charlevoix county (presently \$37,000/year)
 - Use Emmet funding request in Finances folder as template for Pam Gibson for Emmet county (presently \$33,420 per year)
 - Send contract for VORP funding to counties in August. Discuss with appropriate contacts prior to sending*
 - Use contract Charlevoix county in VORP folder as template for Dave Rauch for Charlevoix county (presently \$11,000 per year)
- Write donor campaign letter in the fall
- Conduct orientation for new board members
- Arrange for staff retreat
- Arrange for board retreat
- Arrange for Theatre Party in Petoskey
 - Held second Monday in March
 - Find necessary information in Theatre Party folder (hard copy and electronic)
- Arrange for Theatre Party in Charlevoix
 - Held second Monday in October
 - Find necessary information in Theatre Party Petoskey folder (hard copy and electronic)

As Needed

- Offer 40-hour training
- Offer specialized training
- Conduct background checks*
 - Every two years for existing staff and mediators
 - As needed for new staff and mediators

- Use iCHAT & CA/NR through DHHS
- Update website

GRANT CYCLES

- CCCF – February 1 & October 1 due dates
- PHSACF – February 1 & October 1 due dates
- Charlevoix Lions – ongoing
- Rotary Club of Petoskey – March 15
- Bay Harbor Foundation
 - Submit letter of intent by June 1
 - Submit grant application in September if invited to do so
 - Defend grant application in October
- SCAO
 - Funding amount received by center middle of November
 - Application due middle of December

EMERGENCY (UNPLANNED) SHORT-TERM SUCCESSION (less than 3 months)

- Executive Committee meets with staff
 - Identify what is essential to be done
 - Identify who will be responsible for each identified task
- Executive Committee identifies single contact person for the staff

LONG TERM EMERGENCY (UNPLANNED) SUCCESSION (ED not returning)

- Executive Committee appoints an interim
- Interim meets with staff
 - Identify what is essential to be done
 - Identify who will be responsible for each identified task
- Executive Committee appoints a search committee
 - Representation from Charlevoix and Emmet counties
 - Someone with HR experience
 - Someone with financial knowledge
- Get input from staff when down to two or three candidates

LONG-TERM PLANNED SUCCESSION

- Executive Committee appoints a search committee
 - Representation from Charlevoix and Emmet counties
 - Someone with HR experience
 - Someone with financial knowledge
- Get input from staff when down to two or three candidates
- Bring on board one month before final exit of outgoing executive director
 - Outgoing ED on site first week of incoming ED's employment
 - Outgoing ED available as needed next three weeks

* Those items identified with an asterisk must be done. All other tasks can go on hold.