



**ANNUAL REPORT  
FOR  
FISCAL YEAR 2004**

**Reimbursement Division  
Department of Management and Budget**

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OAKLAND COUNTY RESERVATION LEASING  
1200-N. TELEGRAPH ROAD DEPT. 400  
ROBESIA, MICHIGAN 48311-0400

For Review

**2004 FISCAL YEAR ANNUAL REPORT  
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**County Executive  
Department of Management and Budget  
Reimbursement Division  
October 1, 2003 through September 30, 2004**

**SERVICE STATEMENT:**

The Reimbursement Division is responsible for collecting all monies ordered by the courts. It is responsible for assisting the Circuit, Family, and Probate Courts in determining ability to pay for various court services. In addition to the regular collection process, this office processes tax intercepts and garnishments, conducts administrative Order to Show Cause hearings, reviews return of bond monies, and disburses restitution checks to crime victims. The Division is also responsible for managing collections for services and care provided by the Medical Care Facility.

**GOALS:**

The goals of the Reimbursement Division are to operate an efficient collections process, assess fees in an accurate and timely manner, ensure maximum recovery of costs to the courts and the County, and operate within the confines of the resources allocated to the Division.

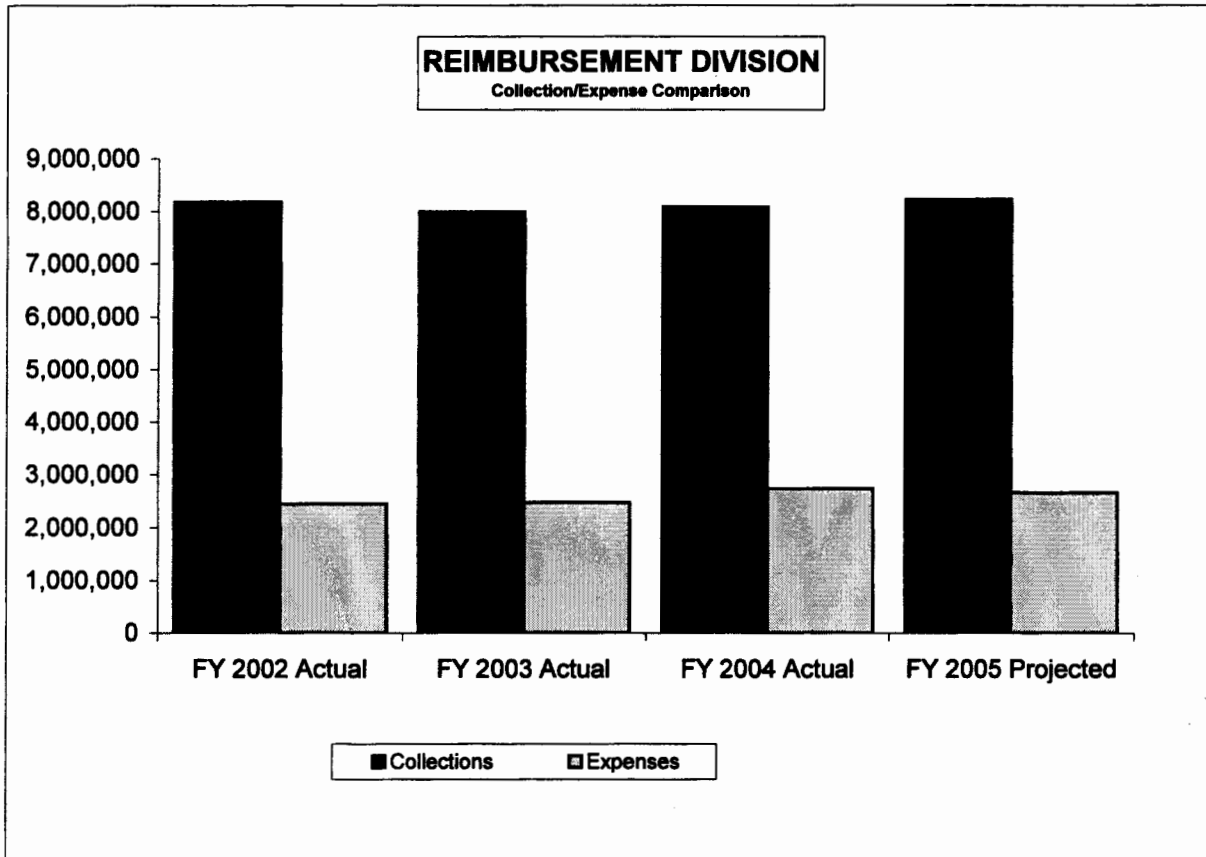
**ACCOMPLISHMENTS:**

- **\$7,844,165 collected for Circuit, Family, and Probate Courts.**
- **\$2,453,541 collected on behalf of crime victims.**
- **Continued analysis of current processes and procedures for Reimbursement staff responsible for collections for the Medical Care Facility. Began implementation of changes to increase efficiency and collections.**
- **Continued researching various avenues to obtain information about software systems available to replace the current computer system used by the Division.**
- **Continued on-going analysis of current processes and procedures for Reimbursement staff responsible for court collections and implementation of changes.**

**REIMBURSEMENT DIVISION  
FISCAL YEAR 2004 ADOPTED BUDGET  
COLLECTION / EXPENSE COMPARISON STATEMENT**

	<u>FY 2002 Actual</u>	<u>FY 2003 Actual</u>	<u>FY 2004 Actual</u>	<u>FY 2005 Projected</u>
Salaries & Fringes*	\$ 1,811,989	\$ 1,877,828	\$ 1,999,824	\$ 2,095,133
Operating Expenses	639,746	603,304	695,641	575,263
Total Expenses*	\$ 2,451,735	\$ 2,480,932	\$ 2,695,465	\$ 2,670,396
Total Collections	\$ 8,019,738	\$ 7,768,431	\$ 7,844,165	\$ 8,011,840
Community Service	160,397	225,895	248,804	225,000
Total Collections & Service	\$ 8,180,135	\$ 7,994,326	\$ 8,092,969	\$ 8,236,840
Collection/Expense Ratio*	\$ 3.34	\$ 3.22	\$ 3.00	\$ 3.08

\*Salary and fringe benefit expenses commencing with FY 2004 for administrative staff have been adjusted to reflect responsibilities in the Medical Care Facility Business Office. M.R. #01294 authorized the transfer of the Medical Care Facility billing function from Fiscal Services to the Reimbursement Division.



**Three-Year Summary Comparison Statement  
FY 2002 - 2004  
Collections vs. Expenses**

	Collections		
	FY 2004	FY 2003	FY 2002
<b>Circuit Court-General Jurisdiction Division:</b>			
Restitution	\$ 2,335,107	\$ 2,329,006	\$ 2,437,636
Court Costs	1,208,813	1,305,974	1,194,426
Attorney Fees	719,590	653,610	755,536
Inmate Board and Care	472,313	443,793	465,961
Crime Victim's Rights Fees	209,897	221,348	209,729
Fines	285,994	266,710	320,558
Forensic Lab Fees*	111,472	135,286	147,164
Extradition Fees	6,418	14,676	6,468
Community Service Fees	3,235	18,455	28,861
State Minimum Costs*	114,296	-	-
DNA*	56,965	66,407	24,176
Fingerprinting Fees**	850	-	-
Total	<u>\$ 5,524,950</u>	<u>\$ 5,455,265</u>	<u>\$ 5,590,515</u>
<b>Circuit Court-Family Division:</b>			
Board and Care (Juvenile Maintenance)	\$ 824,245	\$ 774,042	\$ 837,260
Collection Offset (Board and Care)	303,922	284,470	302,535
Governmental Benefits (Juvenile Maintenance)	153,364	161,501	224,963
Probation Service Fees	181,981	168,925	190,168
Attorney Fees	223,332	219,043	207,287
State Juvenile Maintenance	154,043	162,559	146,741
Restitution	118,434	111,643	113,830
Clinical Evaluations	42,357	68,402	71,246
Court Costs	18,149	17,350	18,561
Traffic Service Fees	10,172	14,523	13,195
Crime Victim's Rights Fees	5,280	6,397	10,365
State Minimum Costs*	23,181	-	-
Ordinance Violations	1,735	1,150	2,455
Forensic Lab Fees*	565	621	1,154
Children's Village Aftercare	1,278	4,445	12,730
Traffic Service Fees-State Share	2,100	1,727	810
DNA*	300	680	1,140
Probate Support	565	612	508
Family Court-Other	-	698	1,044
Total	<u>\$ 2,065,003</u>	<u>\$ 1,998,788</u>	<u>\$ 2,155,992</u>
<b>Administration/Probate Court:</b>			
Clerk Fees	\$ 42,907	\$ 77,228	\$ 98,051
Domestic Evaluations	57,177	68,315	66,262
Domestic Guardian Ad Litem	10,693	13,065	9,349
Mental Health Attorney Fees	69,616	79,963	50,485
Total	<u>\$ 180,393</u>	<u>\$ 238,571</u>	<u>\$ 224,147</u>
<b>Miscellaneous:</b>			
Tax Intercept Fees	\$ 53,105	\$ 50,357	\$ 22,007
Witness and Mileage Fees/Service Fees	12,533	12,121	15,101
Recovery Fees for Returned Checks	2,708	6,411	6,025
Filing Fees	3,870	3,349	3,697
Miscellaneous	375	27	1,091
Reimbursement of Postage Expense	1,060	1,637	1,150
Lien Interest	168	1,905	13
Total	<u>\$ 73,819</u>	<u>\$ 75,807</u>	<u>\$ 49,084</u>
<b>TOTAL COLLECTIONS</b>			
	<u>\$ 7,844,165</u>	<u>\$ 7,768,431</u>	<u>\$ 8,019,738</u>
Community Service Credits	<u>\$ 248,804</u>	<u>\$ 225,895</u>	<u>\$ 160,397</u>
<b>GRAND TOTAL</b>			
	<u>\$ 8,092,969</u>	<u>\$ 7,994,326</u>	<u>\$ 8,180,135</u>
Reimbursement Division Expenses:	\$ 2,695,465	\$ 2,480,932	\$ 2,451,735
Collection/Expense Ratio:	\$ 3.00	\$ 3.22	\$ 3.34

\*DNA Fees and Forensic Lab Fees ceased being ordered and were replaced, by statute, with State Minimum Costs effective October 1, 2003. (2003 Public Act 70-79, 95-102, and 138)

\*\*Fingerprinting Fees for PPO/FPO violations became effective January 1, 2004. (MCL 28.243, MCL 764.29, MCL 769.1)

## REPORT OF TRANSACTION ACTIVITY

	Transactions		
	FY 2004	FY 2003	FY 2002
<b>Circuit Court-General Jurisdiction Division:</b>			
Restitution	12,605	11,882	12,347
Court Costs	15,959	18,014	17,971
Attorney Fees	8,974	8,919	13,426
Inmate Board and Care	5,438	5,479	5,566
Crime Victim's Rights Fees	11,726	11,881	14,495
Fines	1,966	2,874	4,010
Forensic Lab Fees*	5,883	10,233	5,016
Extradition Fees	58	77	81
Community Service Fees	78	459	688
State Minimum Costs*	3,324	-	-
DNA*	5,823	10,236	1,086
Fingerprinting Fees**	17	-	-
Total	71,851	80,054	74,686
<b>Circuit Court-Family Division:</b>			
Board and Care (Juvenile Maintenance)	11,659	11,791	12,260
Collection Offset (Board and Care)	11,659	11,809	12,293
Governmental Benefits (Juvenile Maintenance)	616	723	979
Probation Service Fees	2,147	2,331	2,514
Attorney Fees	2,966	3,232	3,040
State Juvenile Maintenance	1,705	1,710	1,559
Restitution	863	937	1,014
Clinical Evaluations	469	879	1,013
Court Costs	541	533	613
Traffic Service Fees	265	350	342
Crime Victim's Rights Fees	263	330	526
State Minimum Costs*	421	-	-
Ordinance Violations	76	46	102
Forensic Lab Fees*	33	45	9
Children's Village Aftercare	29	98	284
Traffic Service Fees-State Share	96	88	44
DNA*	18	42	24
Probate Support	48	55	44
Family Court-Other	-	19	34
Total	33,874	35,018	36,694
<b>Administration/Probate Court:</b>			
Clerk Fees	573	1,017	1,446
Domestic Evaluations	526	790	774
Domestic Guardian Ad Litem	144	157	67
Mental Health Attorney Fees	736	824	588
Total	1,979	2,788	2,875
<b>Miscellaneous:</b>			
Tax Intercept Fees	1,052	1,125	464
Witness and Mileage Fees/Service Fees	812	864	1,046
Recovery Fees for Returned Checks	133	265	293
Filing Fees	693	589	687
Miscellaneous	5	2	6
Reimbursement of Postage Expense	225	346	272
Lien Interest	1	1	1
Total	2,921	3,192	2,769
<b>GRAND TOTAL</b>			
	110,625	121,052	117,024

\*DNA Fees and Forensic Lab Fees ceased being ordered and were replaced, by statute, with State Minimum Costs effective October 1, 2003. (2003 Public Act 70-79, 95-102, and 138)

\*\*Fingerprinting Fees for PPO/FPO violations became effective January 1, 2004. (MCL 28.243, MCL 764.29, MCL 769.1)

## CIRCUIT COURT ACCOUNTS

### STATEMENT OF RECEIPTS

	<u>FY 2004</u>	<u>FY 2003</u>	<u>FY 2002</u>
<b>Accounts:</b>			
Court Costs	\$ 1,208,813	\$ 1,305,974	\$ 1,194,426
Attorney Fees	719,590	653,610	755,536
Inmate Board and Care *	472,313	443,793	465,961
Fines	285,994	266,710	320,558
Extradition Fees	6,418	14,676	6,468
Community Service Fees	3,235	18,455	28,861
Forensic Lab Fees-County Share	5,573	6,764	7,357
Forensic Lab Fees-Prosecutor	5,573	6,764	7,357
DNA-Court Share	5,696	6,641	2,418
Fingerprinting Fees	850	-	-
Total	<u>\$ 2,714,055</u>	<u>\$ 2,723,387</u>	<u>\$ 2,788,942</u>
<b>Trust Accounts:</b>			
Restitution	\$ 2,335,107	\$ 2,329,006	\$ 2,437,636
Crime Victim's Rights Fees	209,897	221,348	209,729
State Minimum Costs	114,296	-	-
DNA-State Share	37,028	43,165	15,714
DNA-Municipalities Share	14,241	16,601	6,044
Forensic Lab Fees-State Share	100,326	121,758	132,450
Total	<u>\$ 2,810,895</u>	<u>\$ 2,731,878</u>	<u>\$ 2,801,573</u>
<b>TOTAL FUNDS RECOVERED</b>	<u>\$ 5,524,950</u> **	<u>\$ 5,455,265</u>	<u>\$ 5,590,515</u>

The Circuit Court Unit of the Reimbursement Division is responsible for collection of all funds ordered by the Circuit Court. The Unit also collects inmate board and care charges as well as fees associated with the Community Service Program.

For fiscal year 2004, there were 6,333 restitution payments made to the victims of crime for a total of \$2,372,619.82.

On October 30, 1989, Public Act 196 became effective requiring each defendant to pay a fee for the Crime Victim's Rights Fund. These funds are collected on behalf of the State; the County is authorized to retain an administrative fee. The County retains 10% of the amount collected for administrative costs.

\*MCLA 801.83 allows the County to seek reimbursement for board and care from inmates. In May 1995, the County began billing inmates for time served in the Oakland County Jail. Inmates are billed at a rate that does not exceed \$60 per day. The rate can be adjusted based on ability to pay.

\*\*A program requiring a defendant's bond to be applied toward costs assessed by the Court resulted in the recovery of \$317,312. In addition, \$33,696 of the above funds was collected from defendants on the Work Release Program with the assistance of the Oakland County Sheriff's Office.

## CIRCUIT COURT ACCOUNTS

### REIMBURSEMENT FOR COURT-APPOINTED ATTORNEYS

	<u>FY 2004</u>	<u>FY 2003</u>	<u>FY 2002</u>
<b>Cost to Oakland County:</b>			
Regular Cases	\$ 2,960,530	\$ 2,635,778	\$ 2,393,574
Appellate Cases	309,704	297,696	322,300
<b>Total</b>	<b>\$ 3,270,234</b>	<b>\$ 2,933,474</b>	<b>\$ 2,715,874</b>
<b>TOTAL FUNDS RECOVERED</b>	<b>\$ 719,590</b>	<b>\$ 653,610</b>	<b>\$ 755,536</b>
Percent Recovered	22.0%	21.7%	27.8%

**Defendants represented by a court-appointed attorney are ordered to repay the County for services provided.**

### COURT COMMUNITY SERVICE PROGRAM

	<u>FY 2004</u>	<u>FY 2003</u>	<u>FY 2002</u>
<b>Community Service Credits:</b>			
Attorney Fees	\$ 126,395	\$ 92,971	\$ 79,428
Court Costs	122,409	132,924	80,969
<b>Total Credits</b>	<b>\$ 248,804</b>	<b>\$ 225,895</b>	<b>\$ 160,397</b>
<b>Community Service Fees Collected</b>	<b>\$ 3,235</b>	<b>\$ 18,455</b>	<b>\$ 28,861</b>
<b>TOTAL CREDITS AND FEES</b>	<b>\$ 252,039</b>	<b>\$ 244,350</b>	<b>\$ 189,258</b>

**The Court Community Service Program has provided the courts with an alternative means of enforcing monetary orders against indigent defendants rather than imposing costly jail sentences. Defendants provide labor hours and receive credits which reduce court-ordered fees.**

**In 1996, a community service fee was authorized to be assessed for individuals involved in the program to supplement state and county funding. The Reimbursement Division assisted Community Corrections staff in collecting \$3,235 during fiscal year 2004.**



**FAMILY COURT ACCOUNTS**

**STATEMENT OF RECEIPTS**

	<u>FY 2004</u>	<u>FY 2003</u>	<u>FY 2002</u>
<b>Accounts:</b>			
Board and Care (Juvenile Maintenance)	\$ 824,245	\$ 774,042	\$ 837,260
Collection Offset (Board and Care)	303,922	284,470	302,535
Governmental Benefits (Juvenile Maintenance)	153,364	161,501	224,963
Probation Service Fees	181,981	168,925	190,168
Attorney Fees	223,332	219,043	207,287
Clinical Evaluations	42,357	68,402	71,246
Court Costs	18,149	17,350	18,561
Traffic Service Fees	10,172	14,523	13,195
Ordinance Violations-County Share	1,157	767	1,637
Children's Village Aftercare	1,278	4,445	12,730
DNA-County Share	30	68	114
Forensic Lab Fees-County Share	28	31	58
Forensic Lab Fees-Prosecutor	28	31	58
Juvenile Witness Fees	-	-	210
<b>Total</b>	<u>\$ 1,760,043</u>	<u>\$ 1,713,598</u>	<u>\$ 1,880,022</u>
<b>Trust Accounts:</b>			
State Juvenile Maintenance	\$ 154,043	\$ 162,559	\$ 146,741
Restitution	118,434	111,643	113,830
Crime Victim's Rights Fees	5,280	6,397	10,365
State Minimum Costs	23,181	-	-
Forensic Lab Fees-State Share	509	559	1,038
Ordinance Violations-Municipalities Share	578	383	818
Traffic Service Fees-State Share	2,100	1,727	810
Probate Support	565	612	508
DNA-State Share	195	442	741
DNA-Municipalities Share	75	170	285
Public Library Fund	-	75	-
State of Michigan-Aid to Dependent Children	-	623	834
<b>Total</b>	<u>\$ 304,960</u>	<u>\$ 285,190</u>	<u>\$ 275,970</u>
<b>TOTAL FUNDS RECOVERED</b>	<u>\$ 2,065,003 *</u>	<u>\$ 1,998,788</u>	<u>\$ 2,155,992</u>

The Family Court Unit of the Reimbursement Division is responsible for collection for services provided to children and/or families and any other costs ordered by the Family Court. A financial statement is taken and an order is entered based on the parents' ability to pay according to the State Court Administrator's guidelines.

The Family Division of Circuit Court (Family Court) was established January 1, 1998, in an effort to consolidate the handling of domestic relations and juvenile cases to better serve families.

The Juvenile Code provides for a 25% administrative fee (Collection Offset) to cover the cost of collecting funds as the result of an order for board and care.

Family Court assesses the parents of juveniles charged with delinquent acts a monthly service fee when the child is placed on probation or under supervision in the home.

Effective May 1, 1994, MCLA 780.901 required the courts to order juveniles to pay a \$20 assessment to the Crime Victim's Rights Fund for orders of disposition on juvenile offenses. The Michigan Department of Treasury receives 90% of this fee and the County is entitled to retain 10% of collections.

This unit acts as the collection agent for monies ordered by Family Court for restitution. For fiscal year 2004, there were 803 restitution payments made to the victims of crime for a total of \$130,826.03.

\*A program which requires that a child's bond be applied toward costs assessed by the Court resulted in the recovery of \$33,535 of the above funds.

## FAMILY COURT ACCOUNTS

### BOARD AND CARE COLLECTIONS

	<u>FY 2004</u>	<u>FY 2003</u>	<u>FY 2002</u>
Juvenile Maintenance	\$ 1,281,531	\$ 1,220,013	\$ 1,364,758
State Juvenile Maintenance	154,043 *	162,559	146,741
<b>TOTAL FUNDS RECOVERED</b>	<b>\$ 1,435,574</b>	<b>\$ 1,382,572</b>	<b>\$ 1,511,499</b>

**\*This amount includes \$65,680 which represents one-half of the governmental benefits collected by the Michigan Family Independence Agency and credited to the County for children placed in state facilities.**

### REIMBURSEMENT FOR COURT-APPOINTED ATTORNEYS

	<u>FY 2004</u>	<u>FY 2003</u>	<u>FY 2002</u>
Cost to Oakland County	\$ 1,261,592	\$ 934,415	\$ 872,591
<b>TOTAL FUNDS RECOVERED</b>	<b>\$ 223,332</b>	<b>\$ 219,043</b>	<b>\$ 207,287</b>
Percent Recovered	17.7%	23.4%	23.8%

**If the Family Court appoints an attorney to represent a child, parent, guardian or custodian, an order is entered requiring the responsible individual to repay the funds in accordance with ability to pay.**

## PROBATE COURT-MENTAL HEALTH ACCOUNTS

### REIMBURSEMENT FOR COURT-APPOINTED ATTORNEYS

	<u>FY 2004</u>	<u>FY 2003</u>	<u>FY 2002</u>
Cost to Oakland County	\$ 361,533	\$ 336,962	\$ 213,079
<b>TOTAL FUNDS RECOVERED</b>	<b>\$ 69,616</b>	<b>\$ 79,963</b>	<b>\$ 50,485</b>
Percent Recovered	19.3%	23.7%	23.7%

**Every individual who is the subject of a petition for involuntary hospitalization is required to be represented by legal counsel.**

## MEDICAL CARE FACILITY

	<u>FY 2004</u>	<u>FY 2003</u>	<u>FY 2002</u>
Total Operating Expenses	\$ 10,568,346	\$ 10,686,840	\$ 10,053,430
<b>TOTAL FUNDS RECOVERED</b>	<b>\$ 10,501,825</b>	<b>\$ 10,540,954</b>	<b>\$ 10,437,260</b>

**M.R. #01294 (dated November 8, 2001) authorized the transfer of the Medical Care Facility billing function from Fiscal Services to the Reimbursement Division. The Reimbursement Division has three full-time collection specialists dedicated to Medical Care Facility client billing and patient reimbursement services.**