

**Washtenaw County
Police Services Steering Committee
Committee Charter**

**SECTION I
GENERAL**

1.1 Committee Name

Washtenaw County Police Services Steering Committee

1.2 Authorization

Washtenaw County Board of Commissioner Resolution (06-0091) April 19, 2006 and (07-0015) January 17, 2007

1.3 Background

A Steering Committee comprised of local jurisdictions, members of the Washtenaw County Board of Commissioners and Washtenaw County staff and Administration was convened in September 2005 to define the issues and information available on funding of Law Enforcement Services for 2008/09 in preparation for a dialogue with local officials.

The first committee's work was successfully completed in March 2006 with the adoption of the new methodology and contract pricing for 2008/09. The committee had raised a number of on-going issues that would benefit from having an on-going committee to continue to discuss, offer feedback and raise awareness of issues. This committee was officially adopted as a committee of the Board of Commissioners under Resolution 06-0091.

1.4 Purpose

The purpose of the Washtenaw County Police Services Steering Committee is to foster on-going dialogue between the local jurisdictions, the Board of Commissioners, the Sheriff's Department and County Administration. To create a better understanding of issues facing the Contracting and Non-Contracting jurisdictions in providing for law enforcement in their communities and to provide input into decisions that are made by the Board of Commissioners and/or the Sheriff's Department that will impact the local jurisdictions. The Steering Committee acts in an advisory capacity and has no authorization to create, delete or amend Washtenaw County policies.

1.5 Amendment of Committee Charter

This charter may be amended, added to or repealed by the affirmative vote of a majority of the members of the Committee at any regular or special meeting, provided notice of the amendments is given, are subject to the approval of the County Board of Commissioners and conform to such guidelines or policies as may be from time to time established by said Board of Commissioners.

SECTION II COMMITTEE COMPOSITION

2.1 Membership

Membership includes representatives from:

- Chief Elected Officials of local jurisdictions who contract with the Washtenaw County Sheriff's Department for Law Enforcement services or their appointed designee
- Members of the Board of Commissioners
- Chair of the Board of Commissioners
- Supervisors from non-contracting local units of government
- Representative from the Police Chiefs
- Washtenaw County Sheriff and designated representatives

2007 Current membership

Chief Paul Bunten – City of Saline
Supervisor Ruth Ann Jamnick – Ypsilanti Township
Supervisor Pat Kelly – Dexter Township
Commissioner Karen Lovejoy Roe -
Supervisor William McFarlane – Superior Township
Under Sheriff Herb Mahony representing Sheriff Dan Minzey
Supervisor Michael Moran – Ann Arbor Township
Commissioner Mark Ouimet
Chair of the Board, Jeff Irwin
Clerk Brenda Stumbo – Ypsilanti Township
Commissioner Kenneth Schwartz
Supervisor Kenneth Unterbrink – Lima Township
President Pat Vaillencourt – Manchester Village

The membership of this committee shall not exceed 15 total members

2.2 Term of member

Members of this committee serve for a two year term beginning at the time of appointment and expiring on December 31 of the even calendar years. Nominations for appointments representing the local jurisdictions may be obtained from the County Chapter of the Michigan Township Association.

2.3 Vacancies

When a vacancy occurs on this committee the vacancy shall be filled by the County Board for the unexpired term in the same manner as the original appointment.

2.4 Communication Responsibilities

Members of the Steering Committee are also members of other organizations and groups. As such there may be opportunities to share the work of the committee with others. This is conducted in an informal way and is not a formal expectation of the committee members. Any communication that is expected to go out to a broader audience will be written and approved by the committee and sent from the County Administration on behalf of the committee to the intended audience.

SECTION III TEAM MEETINGS

3.1 Meeting Date/Time/Location

The Police Services Steering Committee meets on the 1st Wednesday of each month from 4:30 pm – 6:00 pm. The Police Services Steering Committee will comply with the Michigan Open Meetings Act MCLA 267 of 1976.

3.2 Record of Meetings

Minutes of the meetings will be taken at each meeting and made available to the committee members within 1 week of the meeting date. The Washtenaw County Clerks office receives the official approved minutes within 1 week of the approval date.

3.3 Quorum

A majority of the members shall constitute a quorum for the transaction of the business of this Committee.

3.4 Voting

Each appointed member or his or her designee shall have the right to one (1) vote. Additional members representing the same jurisdiction shall not be granted an additional vote. Voting by proxy or voting by telephone is not allowed. Except as otherwise provided in this Charter, all questions shall be determined by the vote of a majority of the members present.

3.5 Officers

There are currently no officers for this committee
Washtenaw County Organizational Development acts as the communication contact for the committee, the facilitator and recorder for the meetings

3.6 Norms for Operating

- Attend all meetings and be on time
- Contact Mary O'Hare in Organizational Development if unable to attend meeting
- Keep the discussion focused
- Members are expected to participate

- Opinions of all members should be expressed openly
- Represent all interests, not just those of a specific jurisdiction
- Respond to committee requests for information outside of meetings
- Share all relevant information
- Test assumptions and inferences

3.7 Citizen Participation

Any citizen may comment upon Agenda items prior to the taking of a vote thereon. Citizens, after being recognized, shall identify themselves by name and address and shall limit their presentation to 3 minutes, unless time is extended by the Facilitator or by vote of the Committee.