

Michigan Commission on Law Enforcement Standards  
Michigan Justice Training Fund  
**2021 GRANT APPLICATION SUMMARY**

APPLICANT AGENCY: Michigan Judicial Institute		COMMISSION #: ADJ-01
PROJECT TITLE: Court Support: Supervisors and Staff Training		
PROJECT PERIOD: 1/1/2021 – 12/31/2021		REQUESTED AMOUNT: \$45,000.00
PROGRAM ANALYSIS: Joe Kempa		FISCAL ANALYSIS/RECOMMENDATION: Deb Thelen

**PROJECT SUMMARY**

**PRIORITY PROGRAM AREAS:**

The training proposal meets the Commission’s priority programs for Adjudication in the areas of Court Support Personnel Training and Immediate Supervisors of court Support Personnel Training.

**PRIORITY APPLICANTS:**

The training is for court support personnel and their immediate supervisors.

**PROPOSED TRAINING (summary of application):**

This grant application seeks funding to develop an interactive, e-learning training curriculum for court support personnel (front line counter staff and their immediate supervisors). First, the MJI seeks to convert the in-person Court Support Staff Certification Training (CSSCT) to an interactive e-learning format. The training consists of four 2.5-hour segments of general purpose and responsibilities, professionalism, records policy and procedure, and customer service.

The next MJI proposed is for immediate supervisors. The training topics consist of hiring considerations, training considerations, routine supervision, addressing performance issues, and an overview of statute and case law,

**TRAINEES (# of trainees per session; # of sessions, total # trainees):**

This grant application is for training development. The requestor is not able to provide specific number of trainees or sessions.

**INSTRUCTORS (summary of instructor credentials, # of instructors, agency affiliation):**

This grant application is for training development. The instructor cadre has not been identified; however, a robust list of highly qualified subject matter experts is provided in the grant application. In addition, MJI articulated a strong instructional design process for this grant project.

**TRAINING SITE (list locations):**

Distance learning, trainees will train from there residence or workplace location.

## **PROGRAM ANALYSIS**

The Problem Identification section is comprehensive and contains a justification for the training, which is an updated version being converted an e-learning training delivery platform. The Michigan Judicial Institute articulated how the training is relevant to their job responsibilities. This program builds on previous training, which has been administered through the competitive grant program for the past several years.

The Training Objectives section includes overall objectives and sub-objectives, written primarily in terms of behavioral outcomes. This section also includes a training agenda for the 3-day program, which is consistent with the training specifications. The training objectives are linked to the information provided in the problem identification section, which creates conceptual consistency throughout the proposal.

The Training Methods section contains a good blend of instruction focusing on a wider range of issues. This wide range of topics assist staff to better position themselves to appreciate the significance of their job, and how it contributes to the greater good.

The program evaluation consists of feedback from the students under the ADDIE model of instructional design. The grant discusses a type of evaluation similar to the Kirkpatrick Model of evaluation.

Overall, the grant application is well-written and provides a justification for the proposed training topics.

## FISCAL SUMMARY AND ANALYSIS

A total of \$45,000 in grant funding is being requested by the Michigan Judicial Institute for the contractual costs of an Instructional Designer to convert the in-person Court Support Staff Certification Training (4 modules) to an effective interactive e-learning format and also to develop an e-learning first-level supervisor Human Resources Management training curriculum (5 modules). The application indicates that developing an e-learning module will take an Instructional Designer between 100 and 400 hours based upon industry standards. Grant funds are being requested using the most conservative number of 100 hours per module. MJI staff and subject matter experts will be utilized for the development of these e-learning programs with 100% of their costs covered by the match share. 60% of the total cost for the Court Support Staff Certification Training and 55% of the total cost for the Human Resources Management Training is being covered by the match share. The per module cost, including match share costs, is \$7,752.13 for the Court Support Staff Certification Training and \$6,088.38 for the Human Resources Management Training for First-Line Supervisors. The e-learning format for these training programs allows for an unlimited number of participants to be trained. The applicant verified that both development of the courses and actual training would occur during calendar year 2021, and there are no training costs indicated in the application or budget proposal once the development is completed.

There are no administrative costs to be reviewed in this funding request, and all costs outlined in the application are reasonable and within the guidelines. The 25% minimum match requirement has been met in the proposed budget with \$61,450.38 in match share funds, which is 57.7% of the total costs. This grant program has been funded a total of 22 times in the past. The application states that without grant funding to develop training in an e-learning format, training for court personnel may cease to exist due to the uncertainty of when live on-site training will be allowed. Even if allowed, anticipated budget and staff reductions in the local courts will make it difficult for staff to participate in on-site training events.

### Funding History:

The following contains data for the past five grant awards of this program.

Grant #	Start Date	End Date	Requested	Awarded	Expended	% Expended
64105-18T11	01/01/2012	12/31/2012	\$18,409.00	\$14,921.00	\$12,346.43	82%
64105-19T12	01/01/2013	12/31/2013	\$25,502.16	\$24,891.80	\$18,712.39	75%
64105-20T13	01/01/2014	12/31/2014	\$30,248.55	\$14,870.00	\$11,112.30	75%
64105-21T14	01/01/2015	09/30/2016	\$11,477.10	\$11,477.10	\$3,630.97	32%
17ADJ-0494-01	01/01/2017	12/31/2017	\$7,623.50	\$7,100.00	\$2,955.21	42%

### Delinquencies:

No delinquencies are noted for this grant program. The quarterly grant reports for the most recent grant award were submitted on or before the deadline for all quarters.

**Priorities:**

The application indicated that the first training priority is the Court Support Staff Certification Training, which has a grant funding request of \$20,000.00. The second priority is the Human Resource Management Training for First-Line Supervisors, which has a grant funding request of \$25,000.00.

**PRELIMINARY RECOMMENDATION:**

Grant funding is being recommended in the amount of **\$45,000.00** pending approval by the Commission and final determination of available funds.