

DEPARTMENT OF **ATTORNEY GENERAL**



JENNIFER M. GRANHOLM, ATTORNEY GENERAL

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The attorney general is a constitutional officer, an elected member of the executive department of state government, the chief law enforcement officer of the state, and head of the Department of Attorney General. His or her duties are prescribed by constitution, statute, court decisions, and tradition.

By virtue of the office, the attorney general is a member of numerous state boards and commissions, including the State Administrative Board, State Employees' Retirement Board, Judges Retirement Board, and the Michigan Law Enforcement Officers Training Council.

The attorney general is legal counsel for the legislature and for each officer, department, board, and commission of state government. He or she also assists in the conduct of official hearings held by state officers, departments, boards, and commissions.

The attorney general may intervene in any lawsuit, criminal or civil, which the interests of the people of the State of Michigan require. The attorney general advises the prosecuting attorneys throughout the state and may exercise supervisory powers over them. The attorney general may request the institution of grand jury proceedings to investigate crime, to investigate complaints for the removal of public officials, and to inquire into election frauds.

The attorney general appoints, from the civil service roster, assistant attorneys general, subject to budget appropriations, to assist in the discharge of the myriad functions of the department. Assistant attorneys general must be members of the State Bar of Michigan. Many of the assistant attorneys general have been admitted to practice before federal courts and agencies and most are specialists in a particular field of law. All of the legal work performed, opinions drafted, documents drawn, or proceedings instituted by the assistant attorneys general is done in the name of the attorney general and with his or her approval, or the approval of his or her designees.

There are 40 legal divisions in the department, providing a variety of legal services. For instance, the Consumer Protection and Charitable Trusts Division assists in solving consumer complaints. The legal divisions are Agriculture, Appellate, Casino Control, Child and Youth Services, Civil Rights and Civil Liberties, Collections, Consumer Protection, Corrections, Criminal, Economic and Career Development, Education, Environmental Protection, Finance, Freedom of Information, Habeas Corpus, Health Care Fraud, Health Professionals, Highway Negligence, Insurance and Banking, Labor, Liquor Control, Lottery and Racing, Mental Health, Native American Affairs, Natural Resources, Occupational Regulation, Prosecuting Attorneys Appellate Service, Public Administration, Public Employment and Elections, Public Health, Public Service, Retirement, Revenue, Social Services, Special Litigation, State Affairs, Tort Defense, Transportation, Unemployment, and Worker's Compensation.

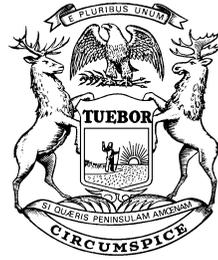
The attorney general maintains an office in Detroit and branch offices in Escanaba, Grand Rapids, and Petoskey. The attorney general also appoints special assistant attorneys general to handle special matters such as local highway condemnation cases. The solicitor general is an

assistant attorney general who supervises appellate proceedings in the Michigan Supreme Court, U.S. Circuit Court of Appeals, and the Supreme Court of the United States. The position of solicitor general was created by Act 144 of 1939.

The attorney general also recommends one of the assistant attorneys general to the governor for appointment as state public administrator, as originally provided for by Act 15 of 1923. The state public administrator is charged with the duty of administering all estates of decedents leaving no spouse or next of kin entitled to share in the estate. The state public administrator also may appoint, in any county of the state where deemed necessary, county public administrators.



DEPARTMENT OF CAREER DEVELOPMENT



BARBARA BOLIN, DIRECTOR

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The Michigan Department of Career Development was created by Executive Order 1999-1 to increase the state's focus on career preparation and training. The department provides resources and supports efforts to increase the skill levels of Michigan's workforce. The department is responsible for a variety of job training programs, including the Workforce Investment Act, Work First, Welfare-to-Work, Michigan Rehabilitation Services and Michigan Talent Bank, which are delivered through a statewide network of Michigan Work! Service Centers. In addition, the department provides students and residents with information about job opportunities and career pathways.

The **Office of Workforce Development** administers the state's worker training programs, including federal Job Training Partnership Act programs for dislocated and older workers and youth training programs. The office also includes Work First, the state's welfare-to-work program and the school-to-work initiative.

Michigan Rehabilitation Services (MRS) provides job training, vocational counseling, placement, and accommodation services to eligible persons with disabilities. Direct services are available through offices throughout the state. Accommodation and disability management services are also available to Michigan employers through the MRS Offices.

Michigan's **Career Preparation System**, an initiative announced by Governor John Engler in the 1997 State of the State address, is a system of programs and strategies providing students with greater choices to prepare for success. The system is intended to ensure that each graduate will receive world-class skills and training that prepares them for higher education and their first job in today's competitive market.

The **Employment Service Agency** administers the state's federally funded Employment Service, Trade Adjustment Assistance, North American Free Trade Agreement Trade Adjustment Assistance, and Federal Bonding programs operated by the locally based Michigan Works! Service System. The agency also operates the federally funded Labor Market Information, Alien Labor Certification, and Veterans Employment and Training Programs, and worker recruitment and targeted employment services for migrant and seasonal farm workers.



GOVERNOR'S WORKFORCE COMMISSION

Members Serve at the Pleasure of the Governor

JUANITA L. PIERMAN, Troy, Chairperson
MARK O. ALEXANDER, Lansing (Organized Labor)
BARBARA ATKINS, Central Lake
JAMES BARRETT, Lansing (Member-at-Large)
NORMAN C. BRADDOCK, Saginaw
JOSEPH D. CRUMP, Grand Rapids
DOYLE A. HAYES, Battle Creek
JOSE A. INFANTE, Muskegon
RALPH F. LOESCHNER, Greenville
ALBERT L. LORENZO, Warren
WILLIAM J. PETERSON, Detroit
IGNACIO SALAZAR, Detroit
DOUGLAS E. STITES, Charlotte
CURTIS J. TOMPKINS, Houghton
FRANK VENEGAS, Jr., Hambug
DOUG ROTHWELL, Michigan Economic Development Corporation
BARBARA BOLIN, Department of Career Development
DOUGLAS E. HOWARD, Director, Family Independence Agency
KATHLEEN M. WILBUR, Director, Department of Consumer and Industry Services
ARTHUR E. ELLIS, Superintendent of Public Instruction, Department of Education

The **Governor's Workforce Commission** was created by Executive Order 1994-26. The commission advises the governor and the department on overall workforce policies, reviews all state agency job training plans, and monitors job training programs. It serves as the state's Human Resource Investment Council, in accordance with the federal Job Training Partnership Act.



MICHIGAN REHABILITATION COUNCIL

Centers for Independent Living

CECILY CAGLE, KALAMAZOO

Disability Advocates

LISA GIGLIOTTI, Lansing
ILENE HARTMAN-ABRAMSON, Novi
JEANNIE INMAN, Jackson
GERRY LUTZ, Ann Arbor
LAURIE THOMAS, Lansing
MARCIA WITTIG, Lansing

Deaf and Hard of Hearing Persons

ANN LIMING, Lansing

Michigan Protection and Advocacy Services Client Assistance Program

AMY MAES, Lansing

Business, Labor and Industry

MICHAEL PANYARD, Muskegon
LARRY PATTON, Troy
NANCY SIWIK, Westland

Parent Training Programs

SUE PRATT, Kentwood

Community Rehabilitation Programs

DAVE PRICE, Lansing

Vocational Rehabilitation Counselors

ROBERT SROMALSKI, Marquette

MICHIGAN REHABILITATION COUNCIL *(Cont.)*

ex officio

BRENDA BROOKS, Vocational Rehabilitation Counselors
PATRICK CANNON, Michigan Commission for the Blind
LOUIS MAROT, Michigan Career and Technical Institute
ROBERT DAVIS, Michigan Rehabilitation Services State Director
GLENN STANTON, Department of Community Health
WALLACE SIEBERT, Department of Community Health
DEB WIESE, Michigan Rehabilitation Services Ombudsperson

The **Michigan Rehabilitation Council (MRC)** has been in existence since Governor John Engler signed an Executive Order in July of 1994. This action resulted from the 1992 amendments to the Rehabilitation Act of 1973, which created a state advisory council whose purpose was to advise and offer input to the vocational rehabilitation agency in each state. Since that time, this act was incorporated into the Workforce Investment Act of 1998. This federal legislation mandates that the state rehabilitation advisory councils act in strategic partnership with the state agency. The MRC is composed of at least 18 members appointed by the governor. There are quarterly meetings held around the state, in an effort to gather public comment, while pursuing the annual strategic business plan. An active committee structure, designed from the legislative guidelines, drives the achievement of the council's goals. A continuous effort is made to ensure that the membership represents the disability, ethnicity, and geographic diversity of Michigan, as well as meeting the composition mandates of the 1998 amendments. Duties include the review, analysis, and monitoring of Michigan Department of Career Development, Michigan Rehabilitation Services' policies, practices, and procedures which impact on the lives of Michigan residents with disabilities who desire meaningful employment opportunities.



MICHIGAN STATEWIDE INDEPENDENT LIVING COUNCIL

Council Members

MARCIE ALLING	JEAN GOLDEN
MARCIA BOEHM	GEORGE ILLINGWORTH
JACKIE BOOMSTRA	ALAN ISQUITH
BRUCE CHARGO	MANNI KAJARIA
JOYCE CHIN	VIVIAN PARKER
MARGE CHMIELEWSKI	JUDY ROSEMERGY
KAREN DUCKWORTH	ERIC SEYFERTH
JANET ELLIS	RICK WEBSTER
FORREST FYNEWEVER	MIKE ZELLEY

ex officio

SHERYL AVERY-MEINTS
ROBERT CECIL
VIRGINIA HARMON
DOUGLAS E. STITES
BOB UTRUP
ROSE ANN WARD

The **Michigan Statewide Independent Living Council (SILC)**, established in accord with Title VII of the federal Rehabilitation Act, is an organization of 18 individuals who represent the interests of people with disabilities across Michigan. Council members are appointed by the governor, a majority of whom must be people with disabilities who are not employed by Centers for Independent Living or state agencies. In addition, 6 nonvoting, ex officio members provide a vital link to state agencies which provide services for people with disabilities. The SILC collaborates with the Michigan Commission for the Blind and the Michigan Department of Career Development — Rehabilitation Services to develop and submit the State Plan for Independent Living (SPIL). The SILC also monitors, evaluates, and reports on implementation of the SPIL.

DEPARTMENT OF CIVIL RIGHTS



**DR. NANETTE LEE REYNOLDS,
DIRECTOR**

Lansing Office

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Lansing, MI 48913
Phone: (517) 335-3165
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Detroit Office

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1200 Sixth Avenue, Detroit, MI 48226
Phone: (313) 256-2663
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The Department of Civil Rights is headed by the Civil Rights Commission. The 8-member commission was established by the Constitution of 1963. Members of the commission are appointed by the governor, with the advice and consent of the senate, for 4-year terms.

CIVIL RIGHTS COMMISSION

Term expires

GEORGE E. BROWN, Southfield	Dec. 31, 2003
ALBERT CALILLE, Plymouth	Dec. 31, 2001
EVELYN L. CRANE, Detroit	Dec. 31, 2002
RICHARD J. GARCIA, East Lansing	Dec. 31, 2001
YAHYA MOSSA-BASHA, West Bloomfield	Dec. 31, 2003
VALERIE P. SIMMONS, Grand Rapids	Dec. 31, 2000
GARY H. TORGOW, Oak Park	Dec. 31, 2000
FRANCISCO J. VILLARRUEL, Livonia	Dec. 31, 2002

The **Civil Rights Commission** appoints the director of the department who develops and administers programs under its direction. The Department of Civil Rights, in implementing the mission of the commission, investigates alleged discrimination against any person in employment, public accommodations, public service, education, or housing, as prohibited by the state constitution, civil rights laws, and the governor's executive directives. The department also seeks to secure and protect equal opportunity and equal treatment by providing activities to prevent discrimination and by assisting in the development of affirmative action programs.



Regional offices are located in Detroit, Grand Rapids, and Lansing.

The department offers the following services:

Education and Outreach efforts, which include conducting educational workshops and conferences, and building coalitions to resolve community conflicts.

The Business and Economics Services Team works to prevent litigations through education and outreach; meet its regulatory reduction goal; serve as a business liaison; and provide strong and fair enforcement when voluntary compliance fails.

Complaint Resolution, which involves investigating and resolving complaints of unlawful discrimination based on religion, race, color, national origin, age, sex, height, weight, marital status, arrest record, and handicap.

The **Office of Public Information** prepares and distributes brochures, pamphlets, videos, and other materials on civil rights laws and programs.

The **Office of Legal Affairs** interprets civil rights laws and court decisions.

The **Research Division** analyzes census data and emerging civil rights issues. The staff also maintains one of the largest civil rights libraries in the world.

The Commission on Indian Affairs, Commission on Spanish Speaking Affairs, and the Michigan Women's Commission were transferred to the Department of Civil Rights from the Department of Management and Budget by Executive Order No. 1991-29.



COMMISSION ON INDIAN AFFAIRS

[Editor's Note: Pursuant to Executive Reorganization Order No. 1999-6, effective October 20, 1999, all the statutory authority, powers, duties, functions, and responsibilities of the Indian Affairs Commission were transferred to the Director of the Department of Civil Rights by a Type III transfer, as defined by Section 3 of Act No. 380 of the Public Acts of 1965, as amended, being Section 16.103 of the Michigan Compiled Laws.]

The **Commission on Indian Affairs** was created by Act 195 of 1972. The commission works with federal, state, and local agencies to assist tribal governments, Indian organizations, and Indian individuals with problems concerning education, employment, civil rights, health, housing, treaty rights, and any other right or service due Indian people of this state.



COMMISSION ON SPANISH SPEAKING AFFAIRS

[Editor's Note: Pursuant to Executive Reorganization Order No. 2000-5, effective May 10, 2000, all the statutory authority, powers, duties, functions, and responsibilities of the Commission on Spanish Speaking Affairs were transferred to the Director of the Department of Career Development by a Type I transfer, as defined by Section 3 of Act No. 380 of the Public Acts of 1965, as amended, being Section 16.103 of the Michigan Compiled Laws.]

The **Commission on Spanish Speaking Affairs** was created by Act 164 of 1975. The commission and staff work with federal, state, and local agencies to assist Hispanic persons with problems of education, employment, civil rights, health, and housing needs. Specifically, the commission develops recommendations concerning programs, policies, and statutes affecting the 250,000 Hispanics in the state.



MICHIGAN WOMEN'S COMMISSION

	<i>Term expires</i>
BARBARA CABLE, Grand Rapids	July 15, 1998
CLAIRE L. CORRIVEAU, Hersey	July 15, 2000
BEVERLY J. DEVYAK, Dearborn Heights	July 15, 1999
LYNDA EGBERT-EVERS, Kalamazoo	July 15, 1999
PATTI GARRETT, Kingsford (Chair)	July 15, 1998
ELHAM JABIRU-SHAYOTA, Bloomfield Hills	July 15, 1998
MYRAH L. KIRKWOOD, Detroit	July 15, 1998
MELANIE J. MYERS, Lathrup Village	July 15, 2000
ANNE B. NORLANDER, Battle Creek	July 15, 1999
CAROL S. NORTHCOTT-UTCHEN, Rogers City	July 15, 2000
SHIRLEY A. OKERSTROM, Traverse City	July 15, 1998
ELIZABETH M. PEZZETTI, Bloomfield Hills	July 15, 2000
SUZANNE SAREINI, Dearborn	July 15, 1999
MARTHA THUEMMELE, Port Austin	July 15, 2000
VACANCY	July 15, 1999

ex officio

MAURA CAMPBELL, Department of Consumer/Industry Services
MARIA CANDY, Family Independence Agency
DEANNA HOPKINS, Department of Civil Service
CAROLYN LOGAN, Department of Education

The **Michigan Women's Commission** was created by Act 1 of 1968. The functions of the commission are as follows: to stimulate and encourage, throughout the state, the study and review of the status of women; strengthen home life by directing attention to critical problems confronting women as wives, mothers, homemakers, and workers; to recommend methods of overcoming discrimination against women in public and private employment and civil and political rights; to promote more effective methods for enabling women to develop their skills, continue their education, and be retrained; to make surveys and appoint advisory committees in the fields of, but not limited to, education, social services, labor laws and employment policies, law enforcement, health, new and expanded services, legal rights, family relations, and volunteer services; and to secure appropriate recognition of women's accomplishments and contributions to the state.

There are 19 voting members of the commission. Fifteen commission members are appointed by the governor, with the advice and consent of the senate, to serve 3-year terms. Upon expiration of a term, a member may continue to serve until a successor is appointed. The 4 ex officio voting members of the commission are appointed by the departments they represent.



DEPARTMENT OF CIVIL SERVICE



JOHN F. LOPEZ, DIRECTOR

Capitol Commons, 400 South Pine Street
P.O. Box 30002, Lansing, MI 48909
Phone: (517) 373-3020, TDD: (517) 373-3030

The Department of Civil Service is the central personnel agency for state government, with overall responsibility for regulating conditions of employment for classified civil service workers in all of the departments of the executive branch of state government.

A 4-member commission heads the department. The governor appoints the commission members to serve for terms of 8 years. The **Civil Service Commission**, in turn, appoints the director of the department who serves as the state personnel director.

CIVIL SERVICE COMMISSION

	<i>Term expires</i>
DAVID ADAMANY, Detroit	Dec. 31, 1998
RAE LEE CHABOT, Franklin	Dec. 31, 2000
ROBERT PETTIGREW HUNTER, Midland	Dec. 31, 2002
SUSAN GRIMES MUNSELL, Brighton	Dec. 31, 2004



The state civil service merit system was introduced into state government by Act 346 of 1937, provided for in 1941 by an amendment to the Constitution of 1908, and currently provided for in article XI, section 5, of the Constitution of 1963. The department is responsible for examining candidates for state jobs on the basis of merit, efficiency, and fitness; classifying all positions in the classified service; and establishing rates of pay for these positions.

One of the department's responsibilities is to maintain a trained corps of career workers who carry on the work of state government regardless of changes in political leadership. The objective is to assure all Michigan citizens of a work force competent to perform the business of state government with nonpartisan efficiency.

The provisions of the Constitution of 1963, effective January 1, 1964, define the state civil service as ". . . all positions in the state service except those filled by popular election, heads of principal departments, members of boards and commissions, the principal executive officer of boards and commissions heading principal departments, employees of courts of record, employees of the legislature, employees of the state institutions of higher education, all persons in the armed forces of the state, eight exempt positions in the office of the governor, and within each principal department, when requested by the department head, two other exempt positions, one of which shall be policy-making. The civil service commission may exempt three additional positions of a policy-making nature within each principal department."

The Department of Civil Service is organized into the following: the Executive Office, Merit Systems Services, and Employment Relations and Management Services.

The **Executive Office** is headed by the state personnel director. The state personnel director is hired by the civil service commission to administer the department of civil service. Many of the administrative functions of the commission are effectively delegated to the state personnel director.

The Executive Office includes the Office of the General Counsel, which serves as legal counsel to the Department and the Civil Service Commission, issues and maintains official publication of the Civil Service rules and regulations, and supports the Employment Relations Board.

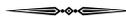
Merit Systems Services is responsible for the development and administration of processes for classifying and selecting state employees. Cross-trained teams are assigned to service specific agencies in the areas of recruitment, classifications, evaluation, performance management, student programs and employment list processing.

This area also maintains state classified work force data and manages compensation programs for all classified employees. State department requests for personal service contracts are evaluated in Merit Systems Services, as well as Technical Appeals of those decisions and the department's selection and classification decisions. Also in Merit Systems Services, the Office of Compliance conducts department compliance audits to ensure that Civil Service merit principles and rules are followed. Additionally, Merit Systems Services provides staff support for the State Board of Ethics and the State Officers' Compensation Commission.

Employment Relations and Management Services administers other ongoing Civil Service functions. Hearings, Employee Relations and Mediation provides neutral dispute resolution services for many different aspects of labor and management relations. Such services include adjudicating employee grievances and unfair labor practice charges, conducting representation elections to determine exclusive representation rights, and providing mediation to assist in resolving collective bargaining disputes, employee grievances, and unfair labor practice disputes.

Employment Relations and Management Services also performs certain staff functions for the Civil Service Commission and is responsible for legislative liaison, departmental communications, and policy analysis and development. The Office of Technical Services is also part of this larger entity, and is responsible for enabling, supporting, and setting the standards for information technologies deployed within the Department of Civil Service.

Also under Employment Relations and Management Services is the Personnel Office, which provides personnel management and payroll services to departmental employees. In addition, the Human Resource Development Division, which administers a comprehensive training and development program for state employees, is housed in this area. The Management Services Division is responsible for all budget, accounting, purchasing, facilities management, and printing and mailing and stores operations, acting as a liaison for interdepartmental activities in these fields.



STATE BOARD OF ETHICS

Term expires

WENDY S. ANDERSON, Commerce Township	Feb. 7, 2000
ROBERT JAREMA, Saginaw	Feb. 7, 2003
THOMAS KERN, Reese	Feb. 7, 2001
CHRISTOPHER M. MURRAY, Grosse Pointe Farms.	Feb. 7, 2001
REV. BERNARD J. O'CONNOR, Ypsilanti	Feb. 7, 2000
JOHN D. PIRICH, East Lansing	Feb. 7, 2001
LISA MASINI POPKE, Canton	Feb. 7, 2003

ex officio

JENNIFER M. GRANHOLM, Attorney General
JOHN F. LOPEZ, State Personnel Director

The **State Board of Ethics** was created by Act 196 of 1973. The board is authorized to receive complaints concerning alleged unethical conduct by a public officer or employee from any person or entity; inquire into the circumstances surrounding the allegation; and make recommendations concerning individual cases to the appointing authority with supervisory responsibility for the person whose activities have been investigated. The function of the board is advisory and the board is not empowered to take direct action against any person or agency. State officers and employees may request advisory opinions from the board concerning whether specific factual situations are in harmony with the act.

The 7 members of the board are appointed by the governor, with the advice and consent of the senate, to serve for terms of 4 years. Upon expiration of a term, a member may continue to serve until a successor is appointed.

STATE OFFICERS' COMPENSATION COMMISSION

Term expires

YVONNE BLACKMOND, Southfield	June 30, 2000
ARTHUR BLACKWELL, Detroit	June 30, 2002
SONYA K. FRIEDMAN, Birmingham	June 30, 2002
RUSSELL MAWBY, Augusta	June 30, 2000
MATTHEW MCLOGAN, Grand Rapids	June 30, 2000
ROBERT B. WEBSTER, Birmingham	June 30, 2002
RONALD N. WEISER, Ann Arbor	June 30, 2002

The **State Officers' Compensation Commission** was created by a 1968 amendment to article IV, section 12, of the Constitution of 1963 and implemented by Act 357 of 1968. The commission is assigned to the Department of Civil Service for purposes of administration, budgeting, procurement, and related management functions. The commission determines the salaries and expense allowances of the governor, lieutenant governor, justices of the supreme court, and the members of the legislature. The legislature, by concurrent resolution adopted by a 2/3 vote of the members elected and serving prior to February 1 of the year following the filing of the determinations, may reject either the entire determinations or specific determinations for specific positions.

The 7 members of the commission are appointed by the governor to serve for terms of 4 years. Members of the commission cannot be employees of the executive, judicial, or legislative branch of government. Upon expiration of a term, a member may not be reappointed to the commission.

