



MINUTES

Cumberland County Finance Meeting

May 11, 2022 at 1:30 p.m.
Commissioners' Hearing Room
Courthouse, Carlisle, PA

Phone (717) 240-6150 Website: www.ccpa.net

Present: Commissioners Jean Foschi and Vincent T. DiFilippo.

Staff Present: Stacy Snyder, Chief Clerk; Tamie Hershey, Deputy Chief Clerk; Brigid O'Neill, Executive Assistant; Hunter Gibson, Shane Henry, IMTO; Dana Best, Finance; Toye Smith, Warrant Collections; Melissa Calvanelli, Jessica Brewbaker, Court Administration; Denny Lebo, Clerk of Courts.

Staff Present Via Zoom: Commissioner Gary Eichelberger; Jessica Flachsmann, IMTO; Samantha Krepps, Communications.

Call to Order: Commissioner Eichelberger called the meeting to order.

Public Comment: None.

Motion to take Approval of the Minutes of April 20, 2022 off the table: Commissioner DiFilippo made a motion to take approval of minutes of April 20, 2022 off the table. Commissioner Foschi seconded the motion and it unanimously carried.

Approval of Minutes of April 20, 2022: Commissioner Foschi made a motion to approve the minutes of April 20, 2022. Commissioner DiFilippo seconded the motion and it unanimously carried.

Approval of Minutes of May 4, 2022: Commissioner DiFilippo made a motion to approve the minutes of May 4, 2022. Commissioner Eichelberger seconded the motion. A discussion ensued regarding the presence of a quorum. Guidance was provided from Solicitor Breneman. Commissioner Eichelberger rescinded his second. Commissioner Foschi seconded the motion and it unanimously carried.

Topics of Discussion:

Warrant Collections Unit – 2021 Statistics : Toye Smith presented the data and statistical analysis for the Warrant Collections Unit. (See Attached) Stacy Snyder, Melissa Calvanelli, and Dana Best discussed changes that factored into the statistics. Stacy Snyder indicated that one of the biggest changes has been that the use of outside collection agencies ceased since the statute changed and made the use of outside collection agencies very prohibitive. Toye Smith explained the Warrant Collections unit is now in charge of collecting payments and there is no processing fee charged to the defendant. Dana Best indicated the accounts receivable balance is a snapshot in time and changes are due to charges being paid in full.

Other Business: None.

Adjourn: There being no other business to come before the board, Commissioner DiFilippo made a motion to adjourn.

Respectfully Submitted,

Brigid O'Neill
Executive Assistant

2021

Warrant Collections Unit
Data and Statistical Analysis

Collections Advisory Group

May 11, 2022

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Section One – Glossary/Definition of Terms

Administrative Hearings – Hearings held with the caseworkers of the Warrant Collections Unit with the objective to collect payment so the defendant can avoid coming to the hearing or to discuss next steps with the defendant.

Collections Court – Collections Court is a regularly scheduled court with a Common Pleas Judge presiding. It is used when payment plans, dunning letters, and administrative hearings have been unsuccessful. The Common Pleas Judge who presides has more tools to ensure defendants pay.

Constable – Constables are public officers elected or appointed to their positions. In Pennsylvania, a constable is a sworn Law Enforcement/Peace Officer who can make arrest for felony crimes and breaches of the peace committed in his/her presence or by warrant anywhere in the state. Cumberland County Warrant Collections Unit uses constables to serve and enforce failure to pay warrants only.

Collections Advisory Group (CAG) – Collections Advisory Group was formed in 2013 as an inter-departmental group tasked with reviewing collections practices in Cumberland County. The group reviewed past practices and recommended creating positions that would focus solely on collections practices and how to improve our process. These positions became the Warrant Collections Unit (WCU). The ongoing goal of the group is to ensure the successful collections of cost, fees, fines, and restitution on Cumberland County cases by lending support and expertise to the WCU. It is comprised of Court Appointed, Court-Related, and County Officials. The group meets bi-monthly with ad hoc meetings common as needs arise. The group was formed in 2013 as a result of lackluster collections performance in previous years.

Common Pleas Case Management System (CPCMS) – All criminal, miscellaneous, summary appeal, dependency, and delinquency court cases are managed in the statewide system. Financials for criminal and miscellaneous cases are also managed in the system. State mandates on strict reporting requirements from CPCMS make CPCMS use mandatory.

Cost, Fees, and Fines – These types of assessments are most often added to cases after sentencing but some are added at any time as they are assessed. Some costs, fees, and fines are costs associated with case management and tracking and are added during the lifecycle of the case as they are incurred. Others are set by the county or the state and are added uniformly across all cases while a subset of assessments are offense related. Offense related assessments are, in many instances, statutorily set with minimum and maximum values. The amount assessed in any given year is directly related to the number of cases filed, the severity of the cases, and the number of cases with what could be a high amount of restitution. For more information, see the Restitution definition.

DL Suspension – Pennsylvania statutes allow for the suspension of driver’s licenses of those whose payments are in arrears. In Cumberland County, it is used for defendants who refuse any and all attempts to discuss their ability to pay. Suspension of driving privileges as well as the threat of suspension are both useful tools to ensure compliance with the payment plan and/or communications if there is an inability to pay. Please note there is a process by which PennDOT will allow for some driving privileges so a defendant can drive to and from work.

Dunning Letters – letters which can be generated from data entered and payments recorded in CPCMS (see below). The purpose of the letters is to inform a defendant that he or she is delinquent and provides the number of days delinquent and the amount owed to bring the account up to date. It is also possible to include hearing information on the letter.

Outside Collection Agency – A private company used by lenders, or creditors, to recover funds that are past due, or from accounts that are in default. Often, a creditor will hire a collection agency after it has made multiple failed attempts to collect its receivables. Cumberland County previously used three collection agencies. (1) MSB-Municipal Service Bureau, (2) CMC-Credit Management Company, & (3) NBC-National Bond and Collection Associates, Inc. The referral process ceased approximately two years ago when a court decision was handed down stating before a defendant’s cases could be referred to a collection agency, the defendant must have an ability to pay hearing. For 2021, there were 881 cases “owned” by the collection agencies. During 2022, all cases will be returned from collections and will be worked locally by the case managers.

Payment Plan – A CPCMS tool that allows for a plan to be established that sets the amount owed and the due date for regular payments. The information can be generated, printed, and provided to the defendant once costs, fees, fines, and restitution are assessed. There are related tools in CPCMS to monitor the payment or lack thereof on payment plans and reports which provide eligible cases not on a payment plan. It is important to note that a defendant may have more than one case included in a payment plan. There are strict rules related to how monies are applied and disbursed. For more information, see the Uniform the Disbursement Schedule (UDS) definition. Because of these strict rules, when analyzing outstanding balances, it is important to analyze balances by payment plan as all cases for a defendant are added to the same payment plan.

Restitution – Restitution is monies assessed to a defendant to make a crime victim whole. These monies may be paid directly to a crime victim, they may be subrogated to an insurance company or to the crime victims compensation fund. Subrogation occurs when a crime victim is compensated so that the defendant must make the payor whole instead. Due to subrogation, the amount of restitution ordered may appear less than the original amount of restitution assessed in CPCMS. For more information, see the Cost, Fees, and Fines Definition or the Uniform Disbursement Schedule (UDS) definition.

Restitution Percentage – The percentage of each payment applied to restitution is set by each court. The Cumberland County Bench has determined crime victims are important and, therefore, has set the percentage of payments disbursed to restitution at 100%. That means that almost all monies collected will be applied to restitution until it has been paid in full.

Specialty Courts – Specialty Courts in Cumberland County are designed to provide support to individuals as they navigate the criminal justice system. While assessed costs, fees, fines, and when applicable, restitution, there are no attempts to collect monies until the defendant has reached or completed a certain phase of the specialty court. See Appendix VI – Specialty Court Overview for more information.

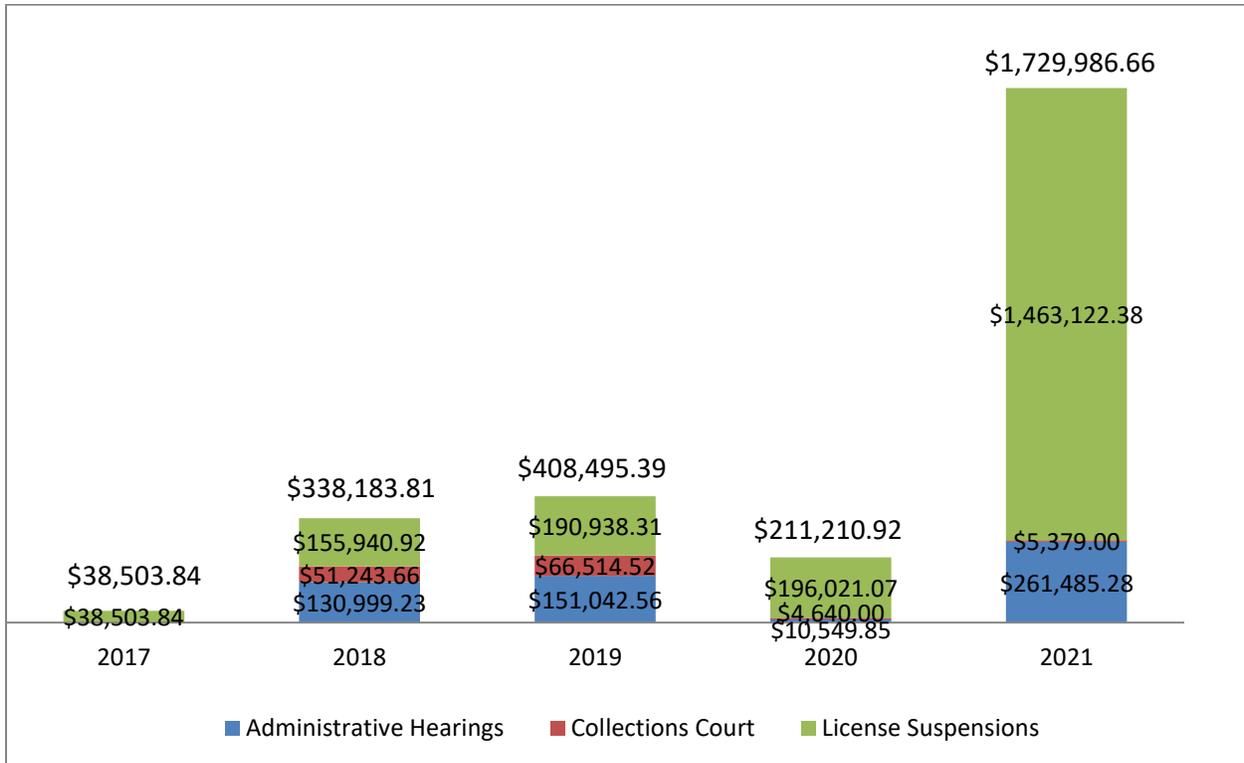
Uniform Disbursement Schedule (UDS) – The UDS was established by the Pennsylvania Supreme Court and governs how payments from defendants are collected and disbursed. While there are a few fees which are prioritized before restitution, the UDS is designed to ensure victims are made whole first and foremost. Each county has the option to order anywhere from 50% to 100% of payments be applied to restitution. In Cumberland County, the restitution percentage is ordered at 100% for individuals and 50% for businesses. When a defendant has more than one case on a payment plan, payments are applied to cases per the UDS with monies applied to the oldest case first. Because of the UDS, collections of costs, fees, fines, and restitution do not adhere to the traditional accounts receivable expectations. For more information, see the Costs, Fees, and Fines definition, the Payment Plan definition, and the Restitution definition.

Warrant – A document issued by a legal or government official authorizing the police or some other body to make an arrest, search premises, or carry out some other action relating to the administration of justice.

Warrant Collections Unit – Warrant Collections Unit (WCU) is a Court Appointed Office with the sole purpose to ensure the successful collections of costs, fees, fines, and restitution from defendants on Cumberland County cases. They work with the Bench, other Court Appointed Offices, Court Related Offices, and County Departments to fulfill their task.

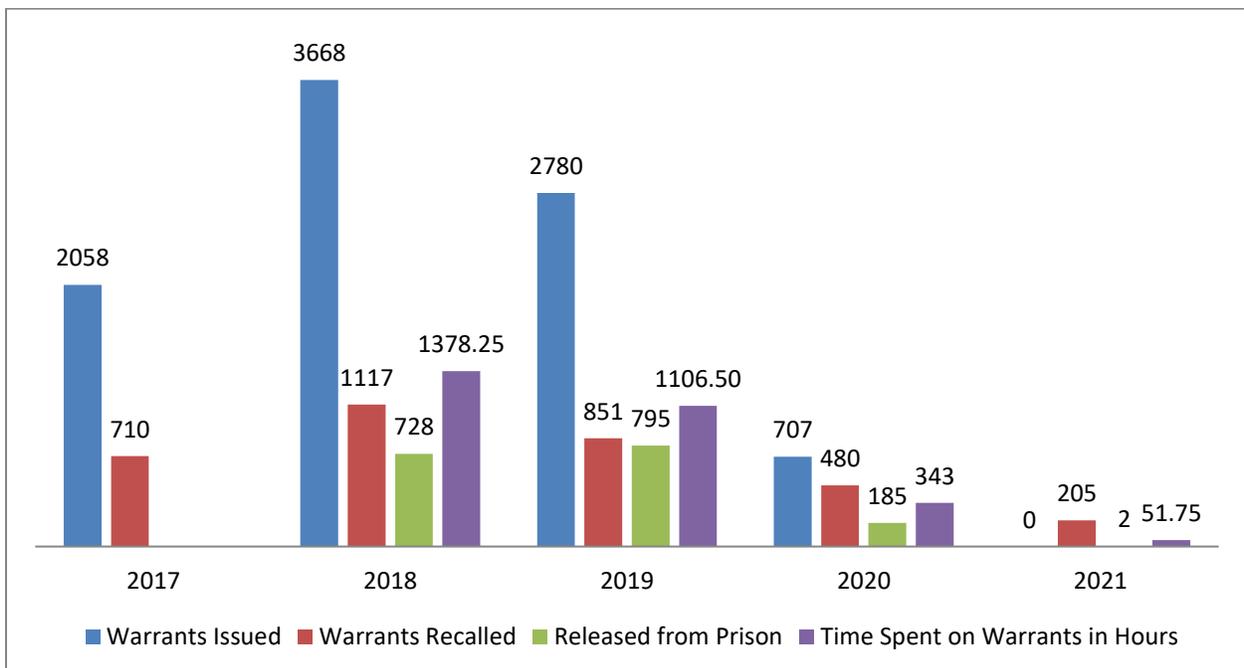
Section Two – Statistics

Overview of Collection Tools Utilized



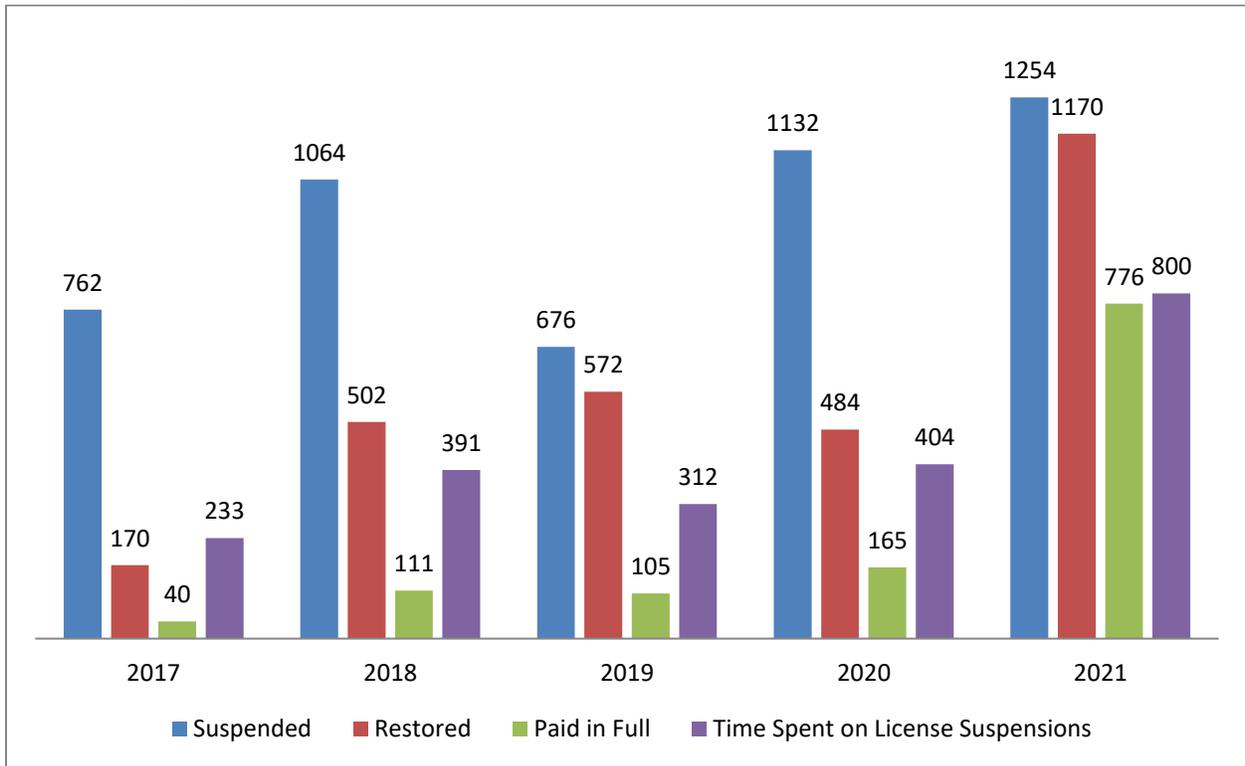
NOTE: Administrative hearings & collections court were not operational in 2017 & were curtailed in 2020.

WCU Warrants Overview

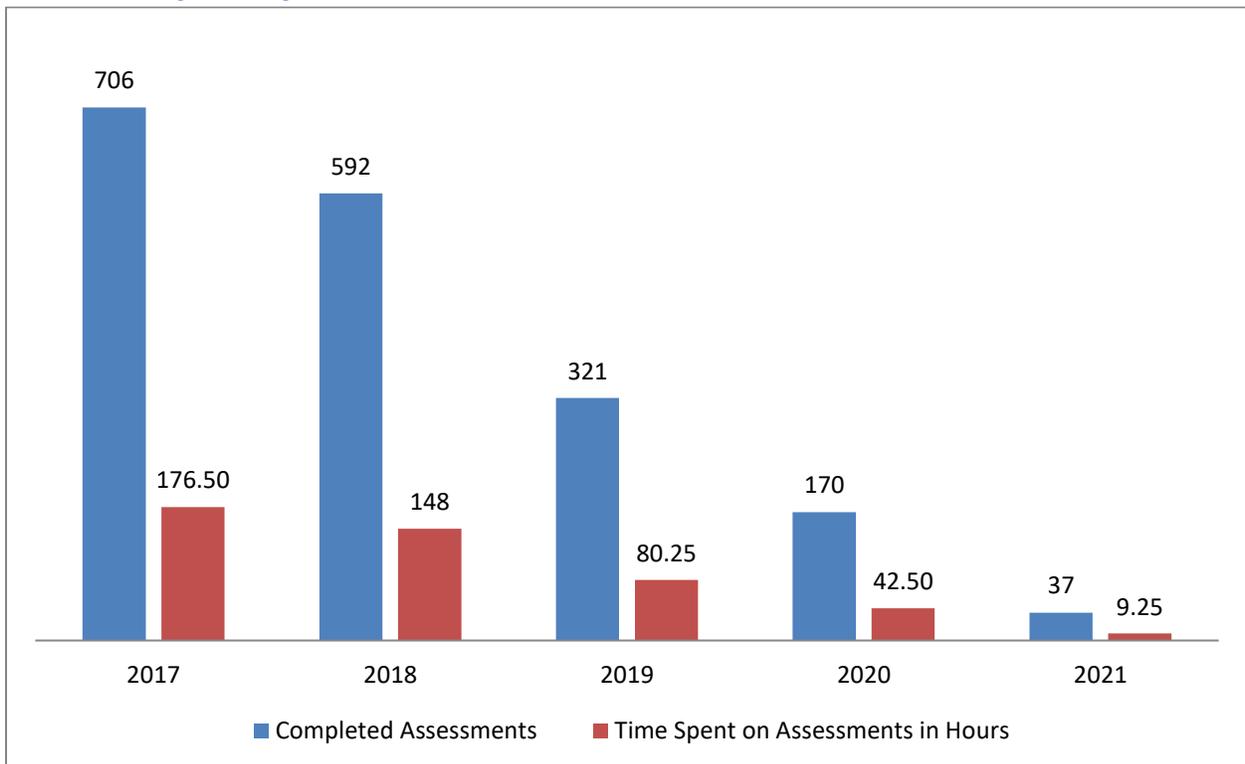


NOTE: Not all data was tracked in 2017 & no warrants were issued or pursued due to covid in 2021.

License Suspension Overview

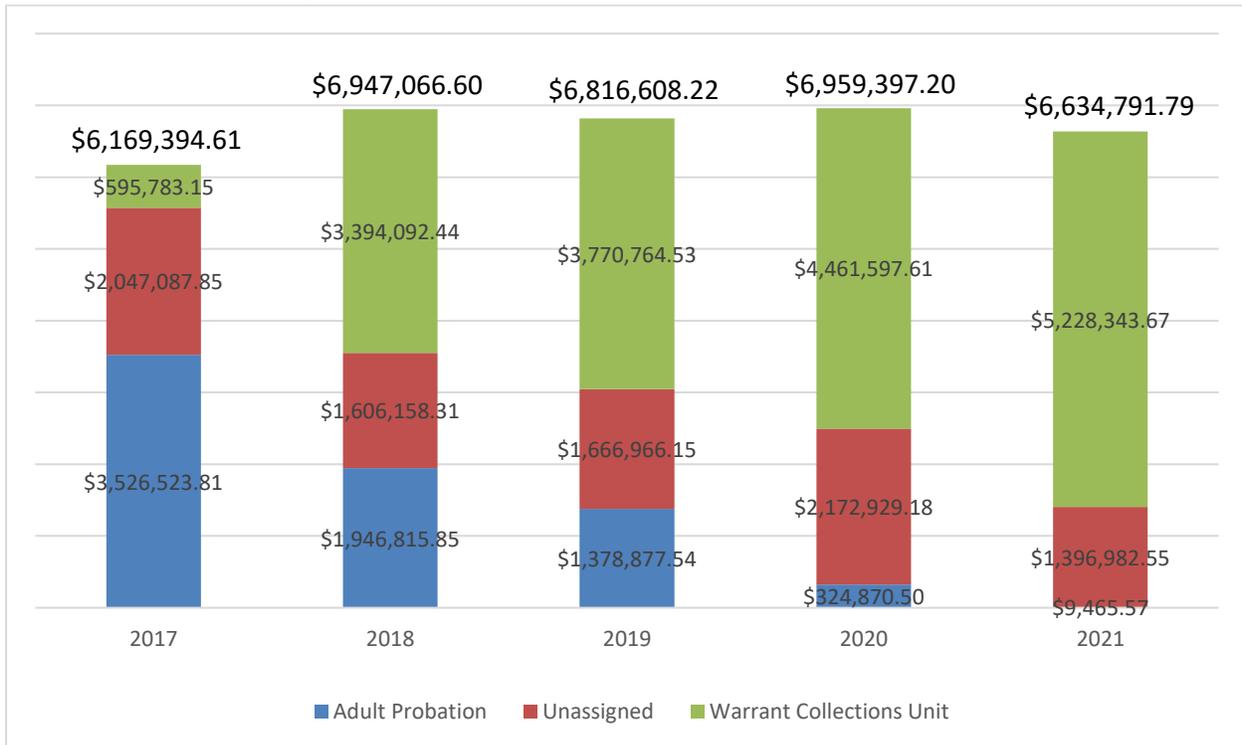


WCU Ability to Pay Assessment Overview



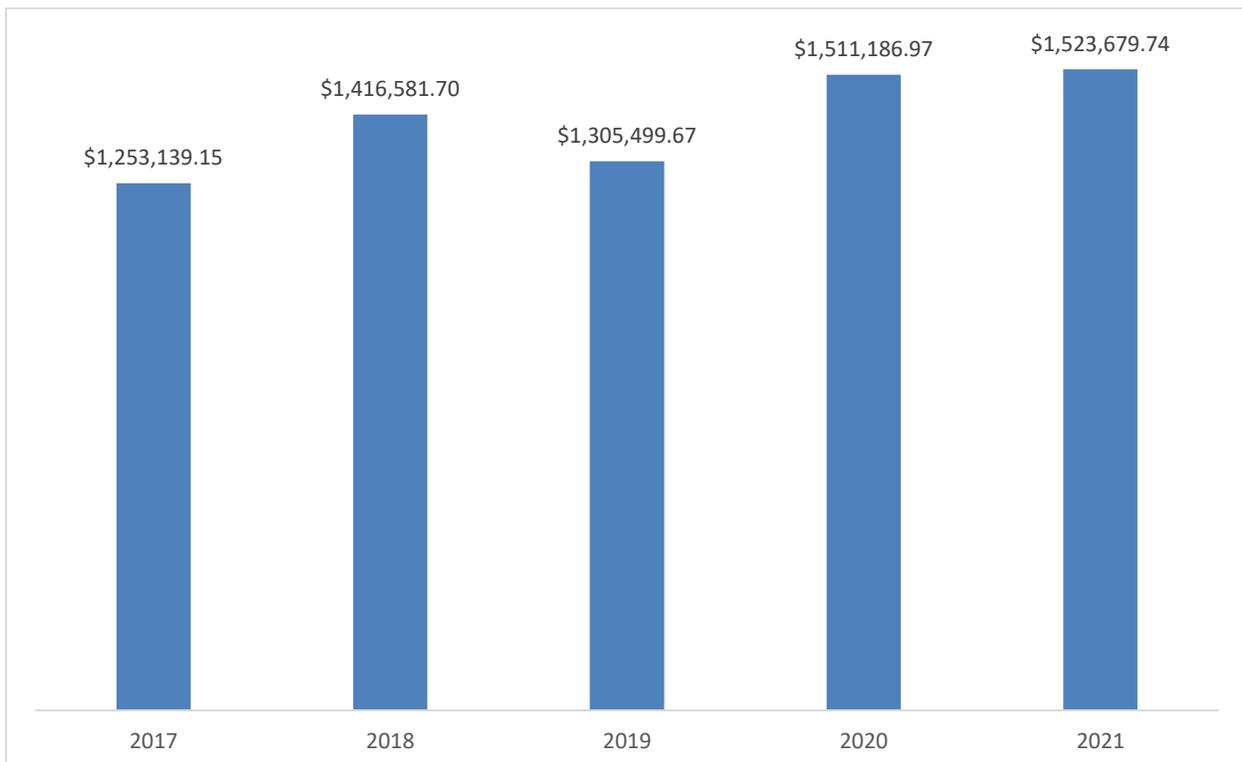
NOTE: Assessments, on average, take 15 minutes to complete.

Total Criminal and Juvenile Division Collections

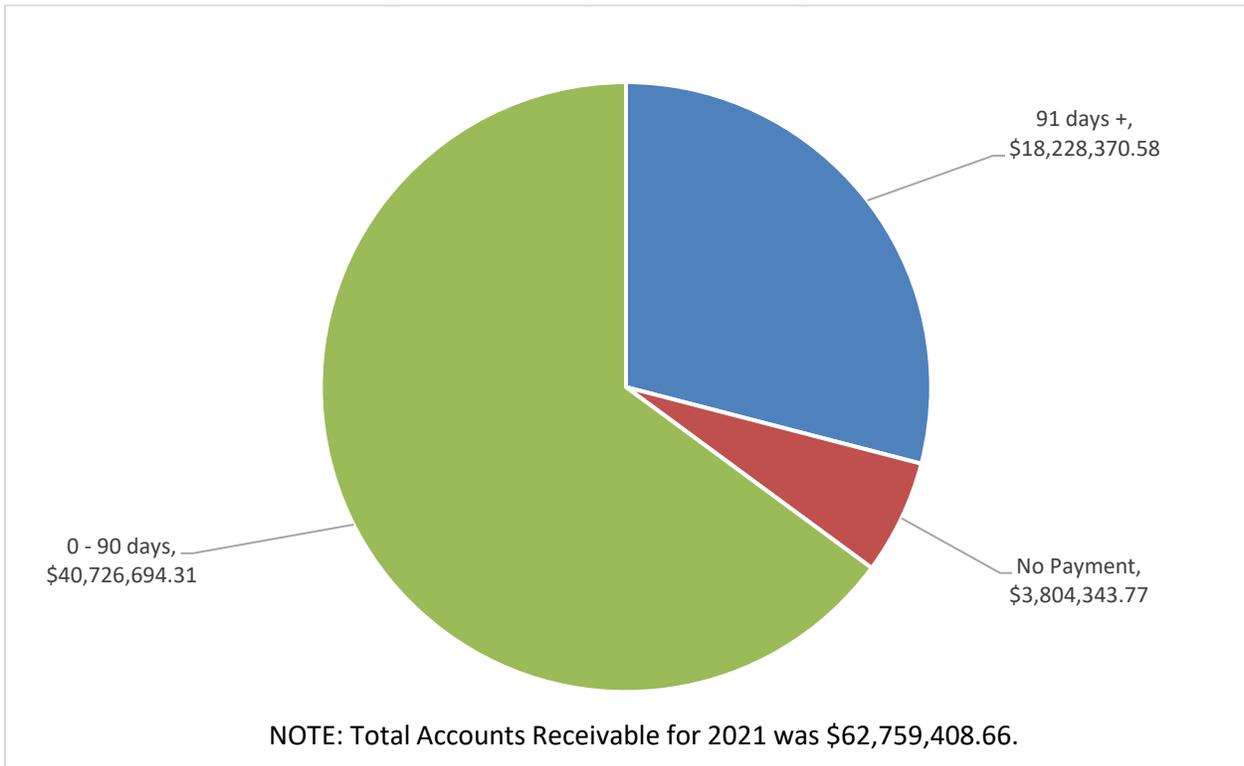


NOTE: This includes all collected monies, even monies collected and escrowed to be applied at a later date. The amount is calculated on the first working day of the next year.

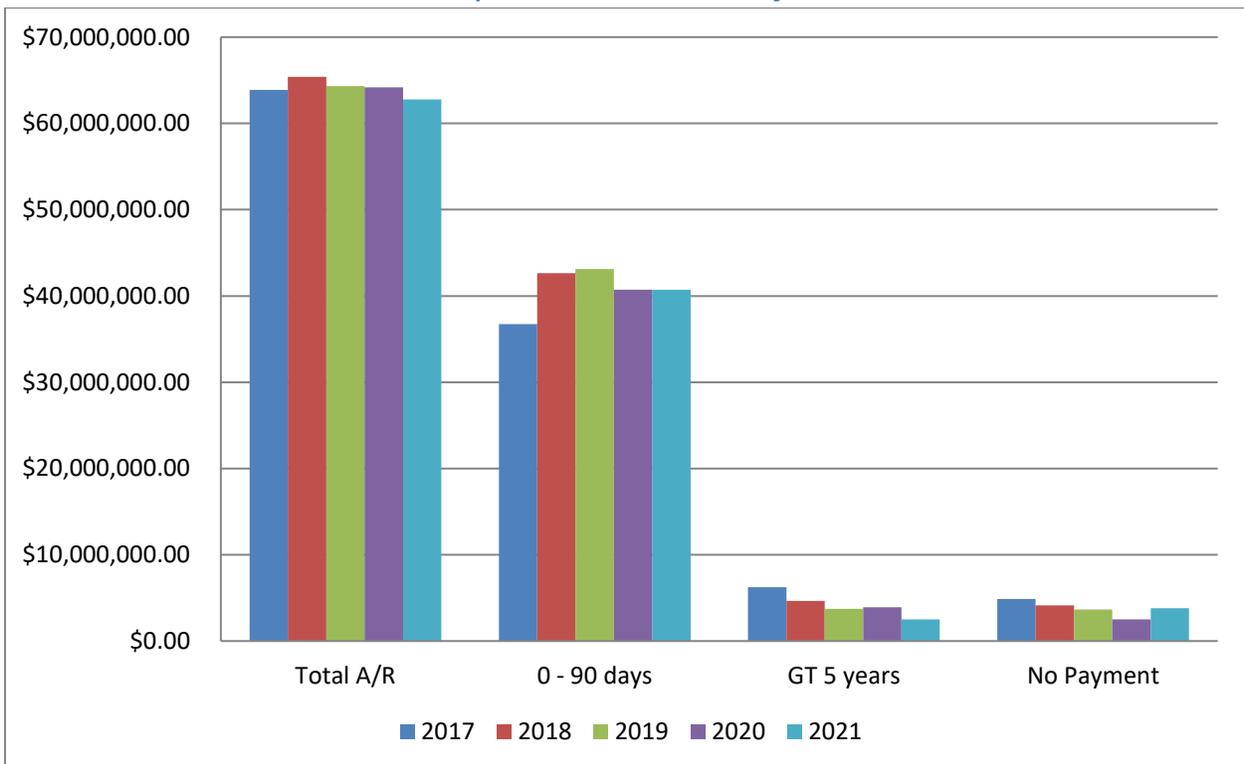
Restitution Collections



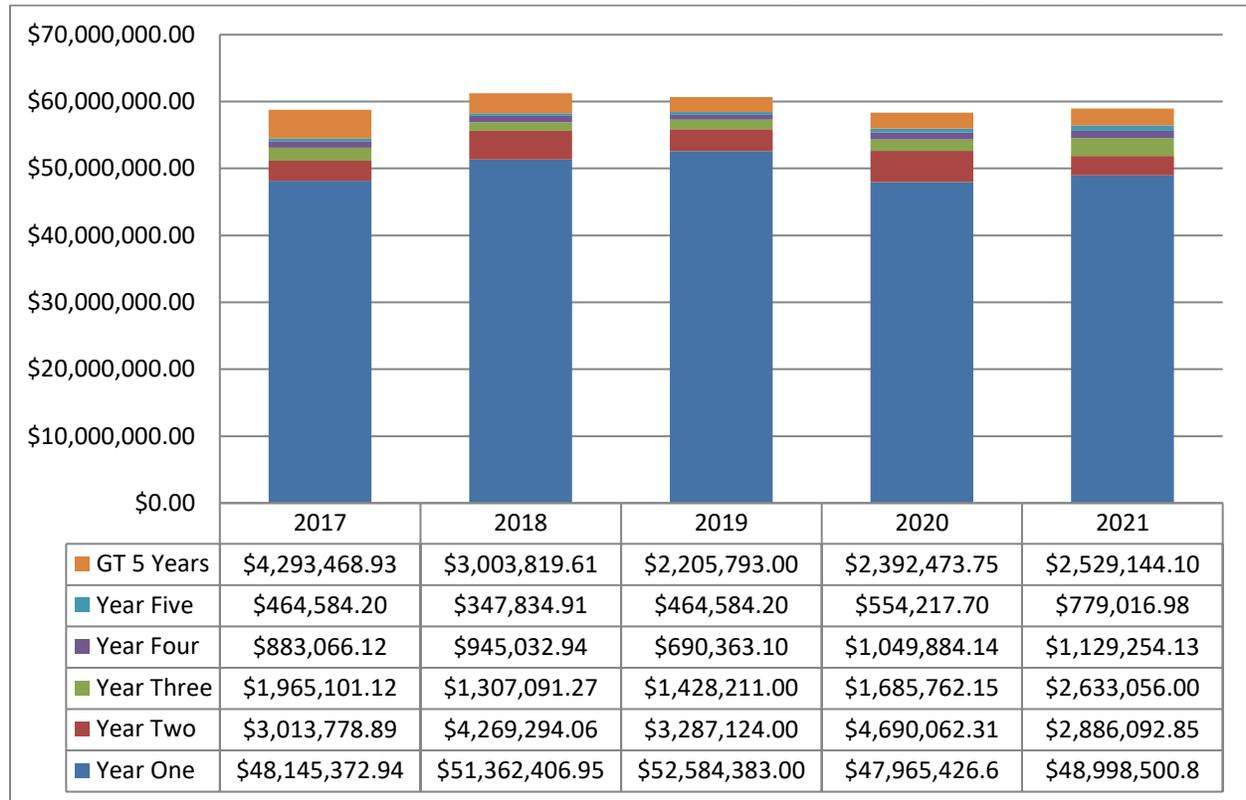
Accounts Receivable – Age of Case Payment Activity 2021



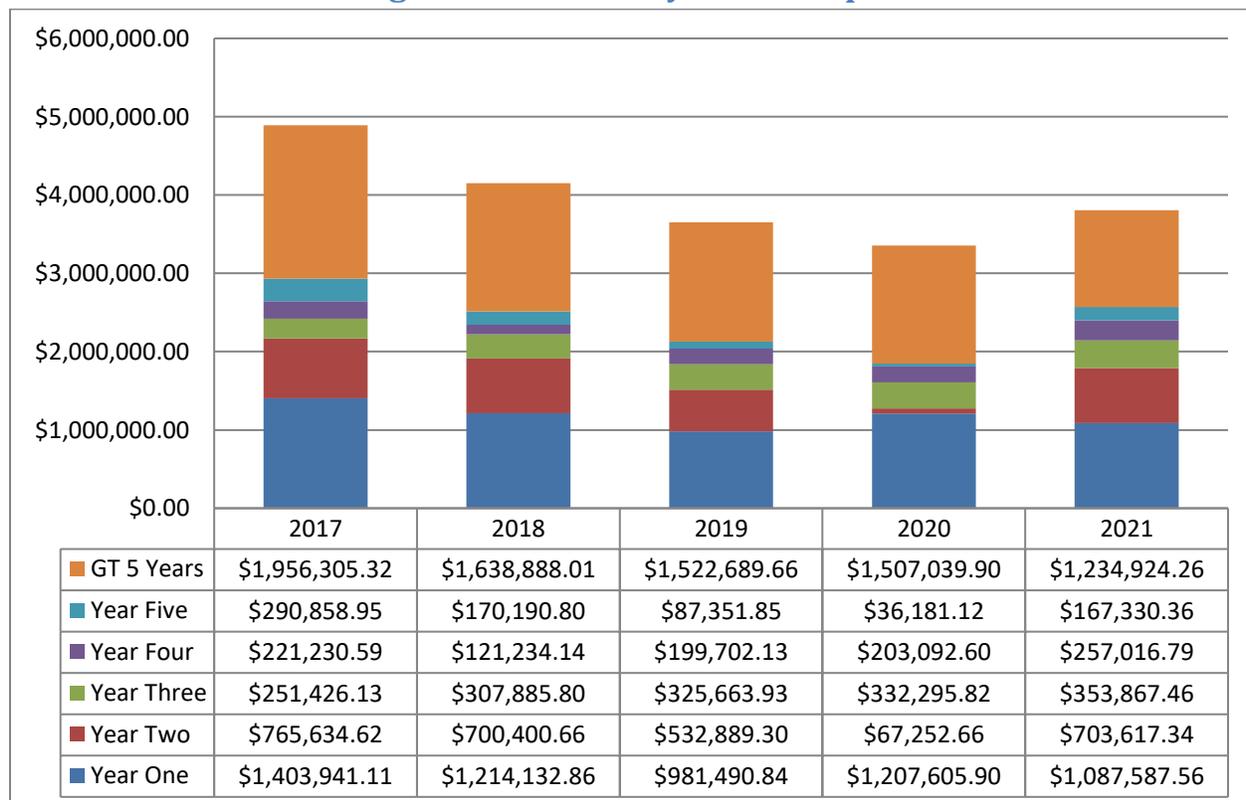
Accounts Receivable – Total A/R and Year Data by Benchmarks for 2021



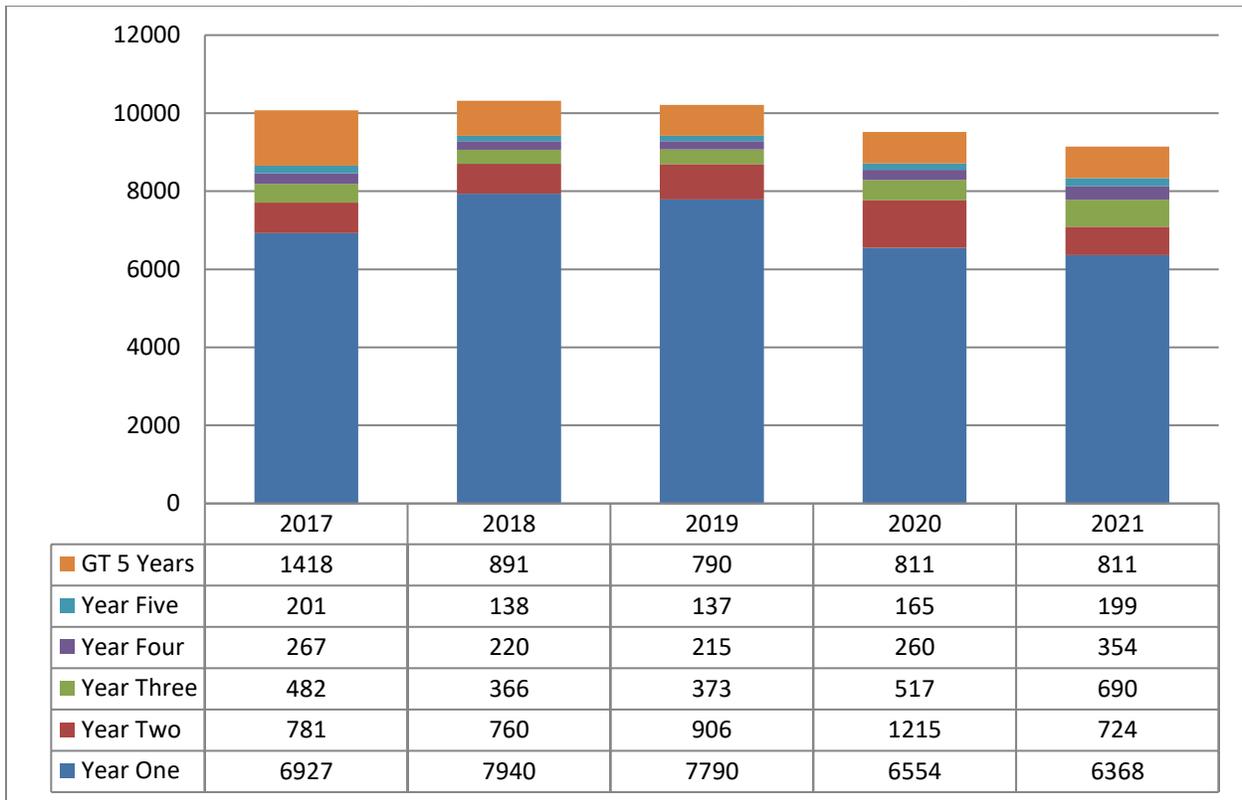
Accounts Receivable Balance – Time Since Last Payment Comparison for 2021



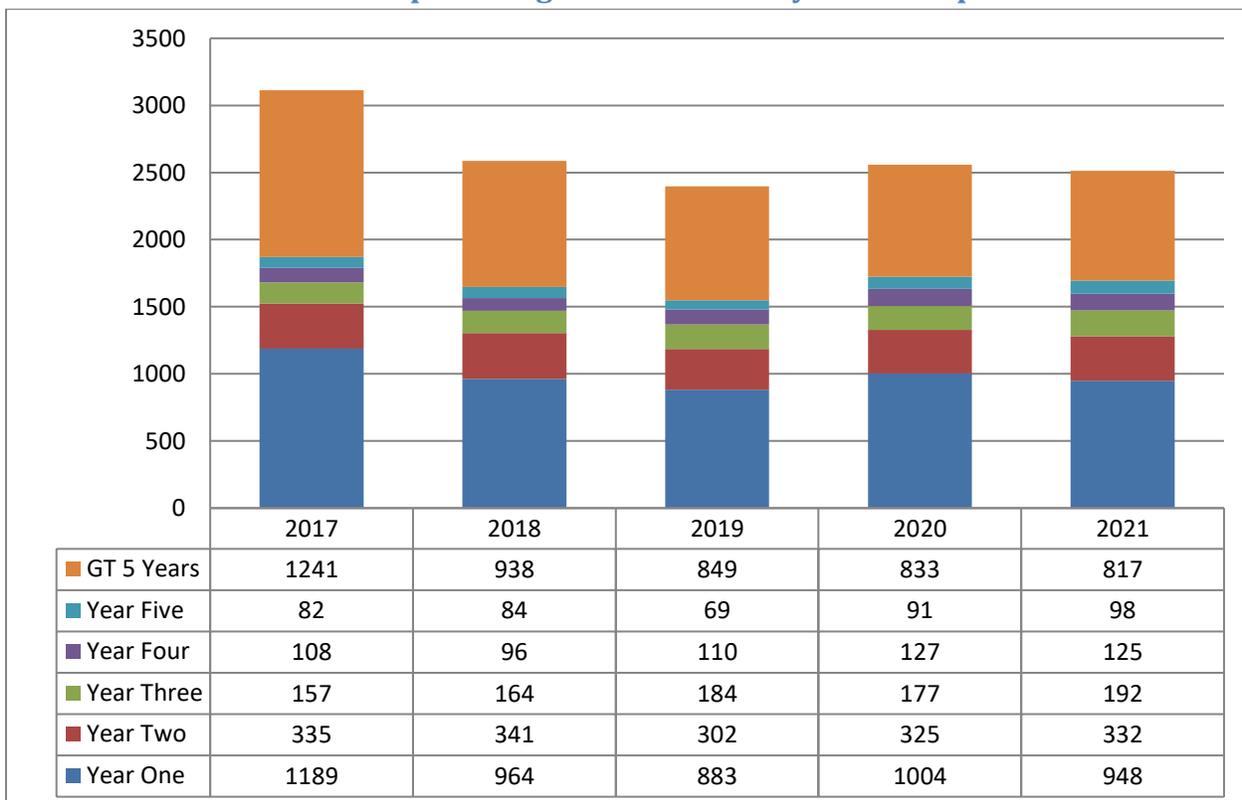
Accounts Receivable – Age of Case Non-Payment Comparison for 2021



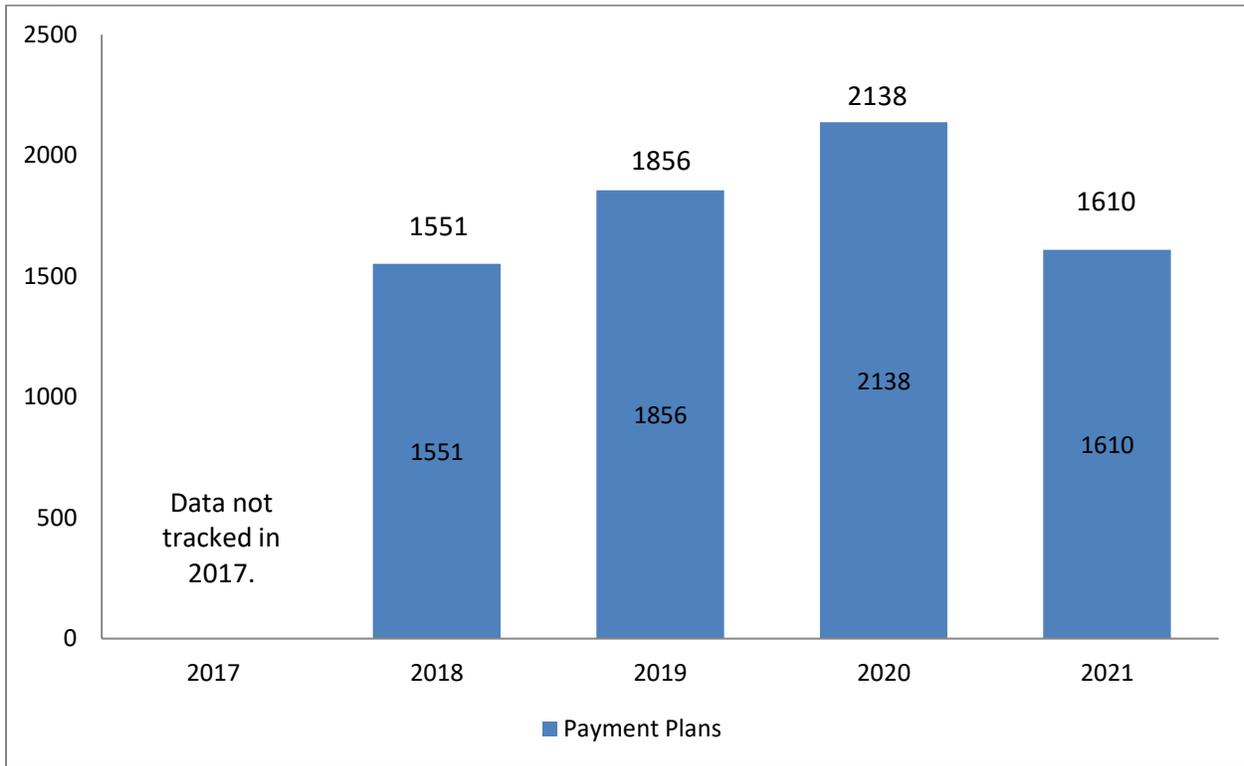
Accounts Receivable Participants – Time Since Last Payment Comparison for 2021



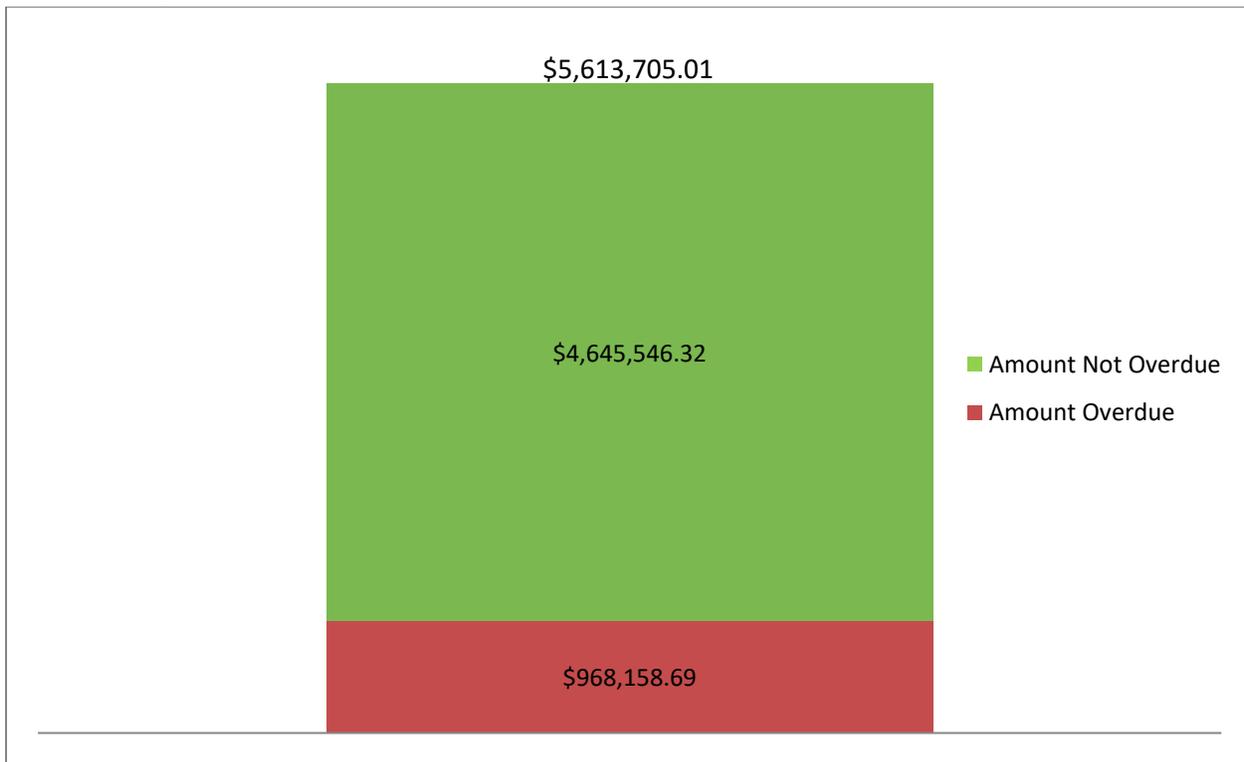
Accounts Receivable Participants- Age of Case Non-Payment Comparison for 2021



Payment Plans Paid Off

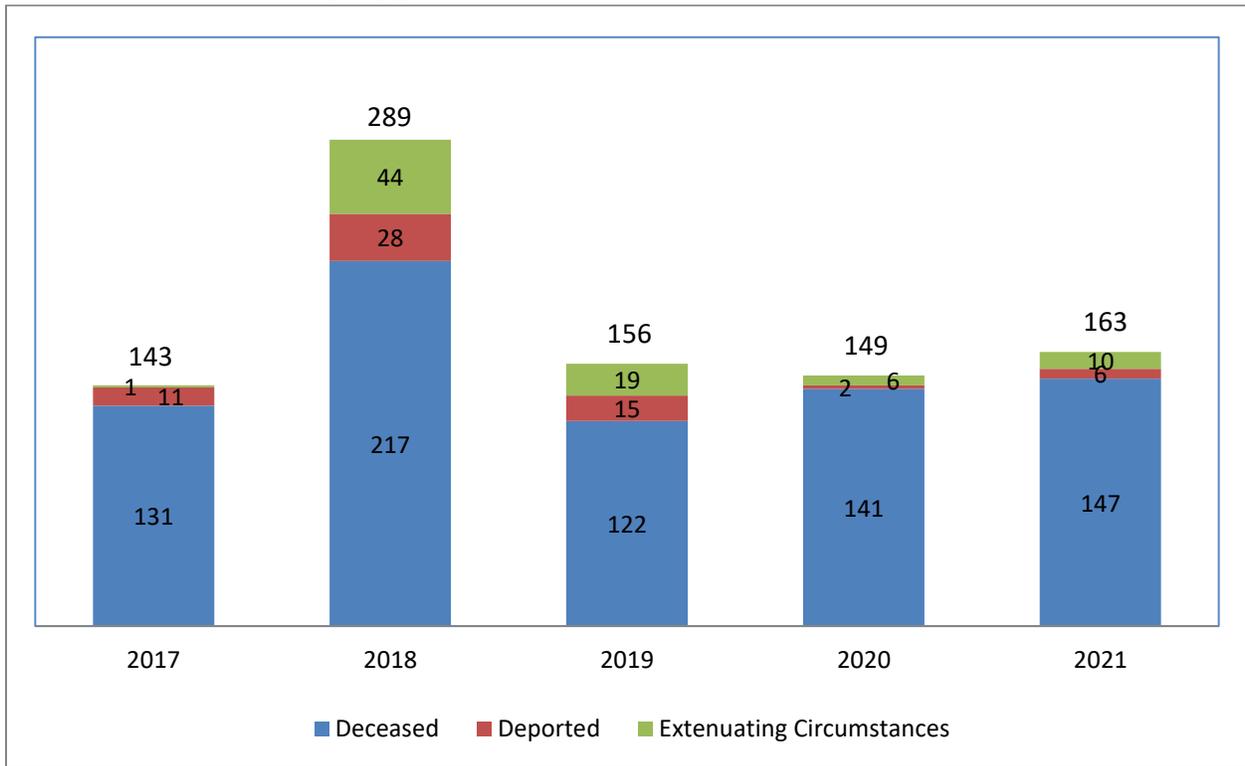


Prison Population Overview

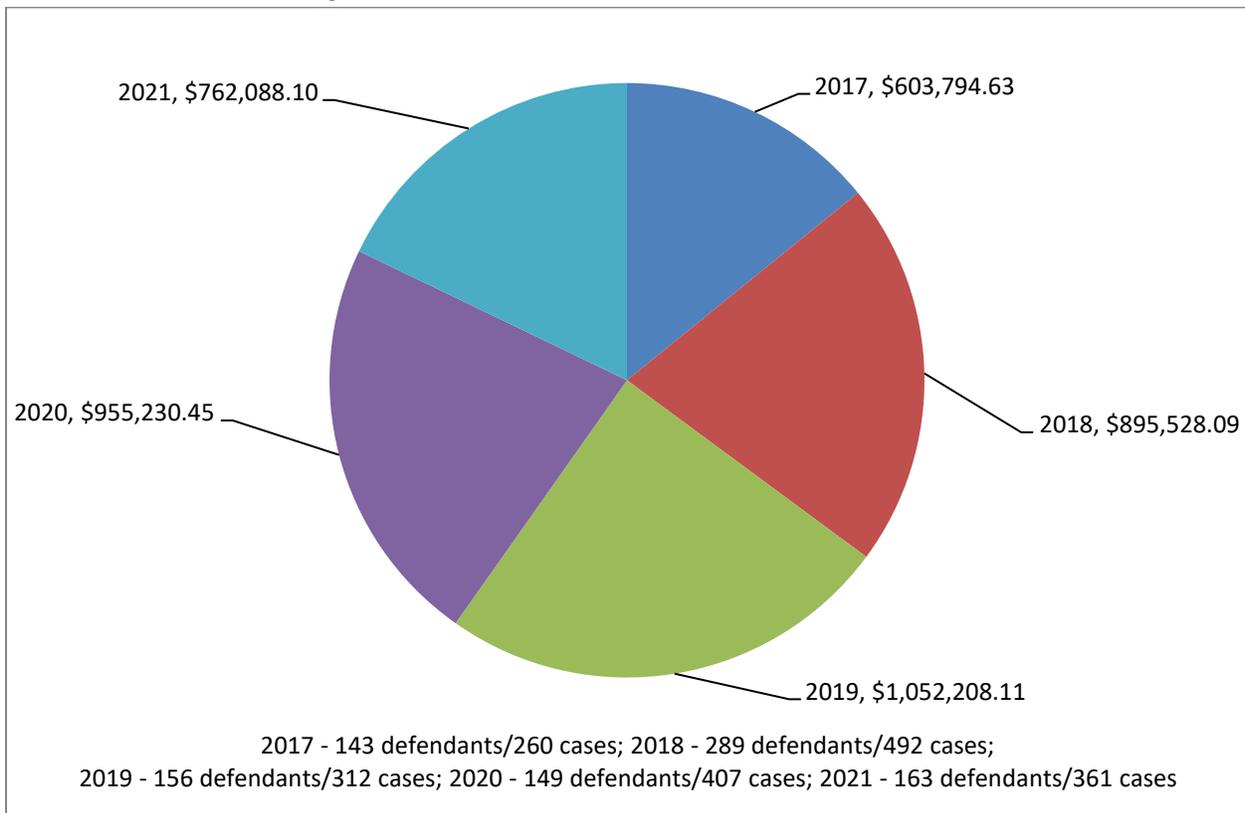


NOTE: 713 defendants sentenced to state, federal, or other state prisons owe \$5,613,705.01.

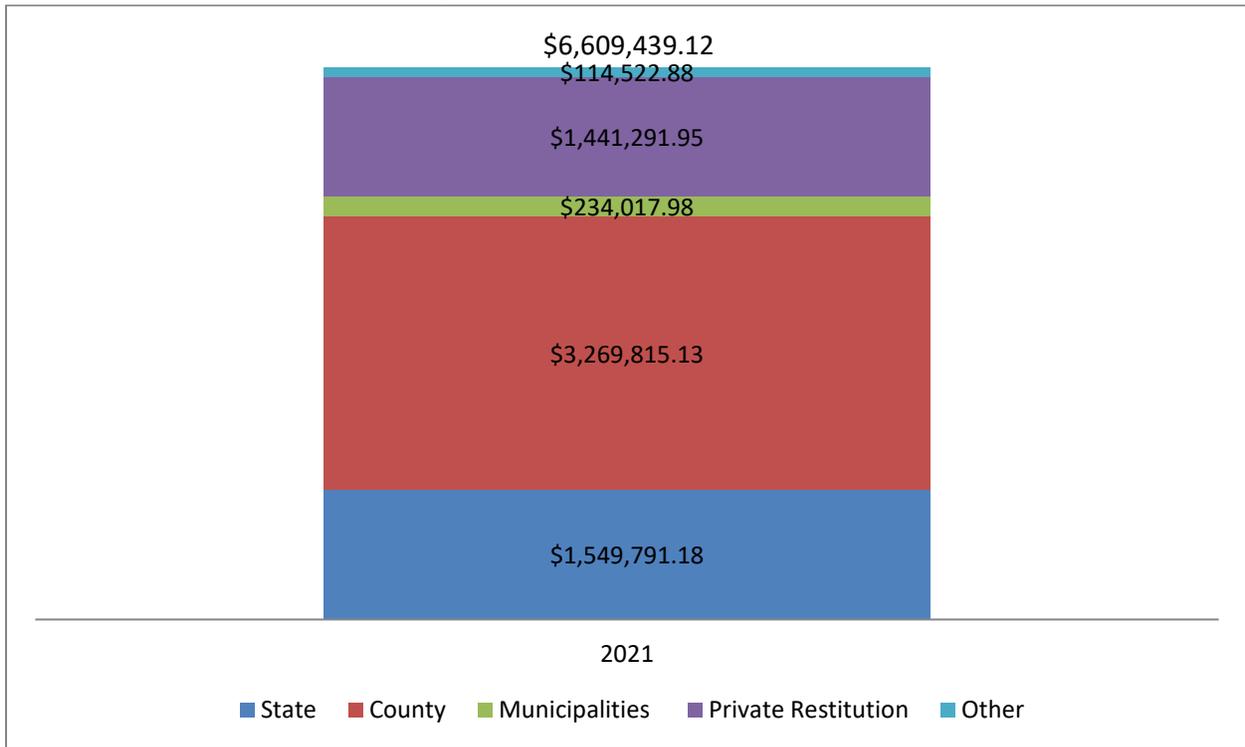
WCU Exonerations by Type



WCU Exonerations by Amount



Breakdown of Collections by Disbursement

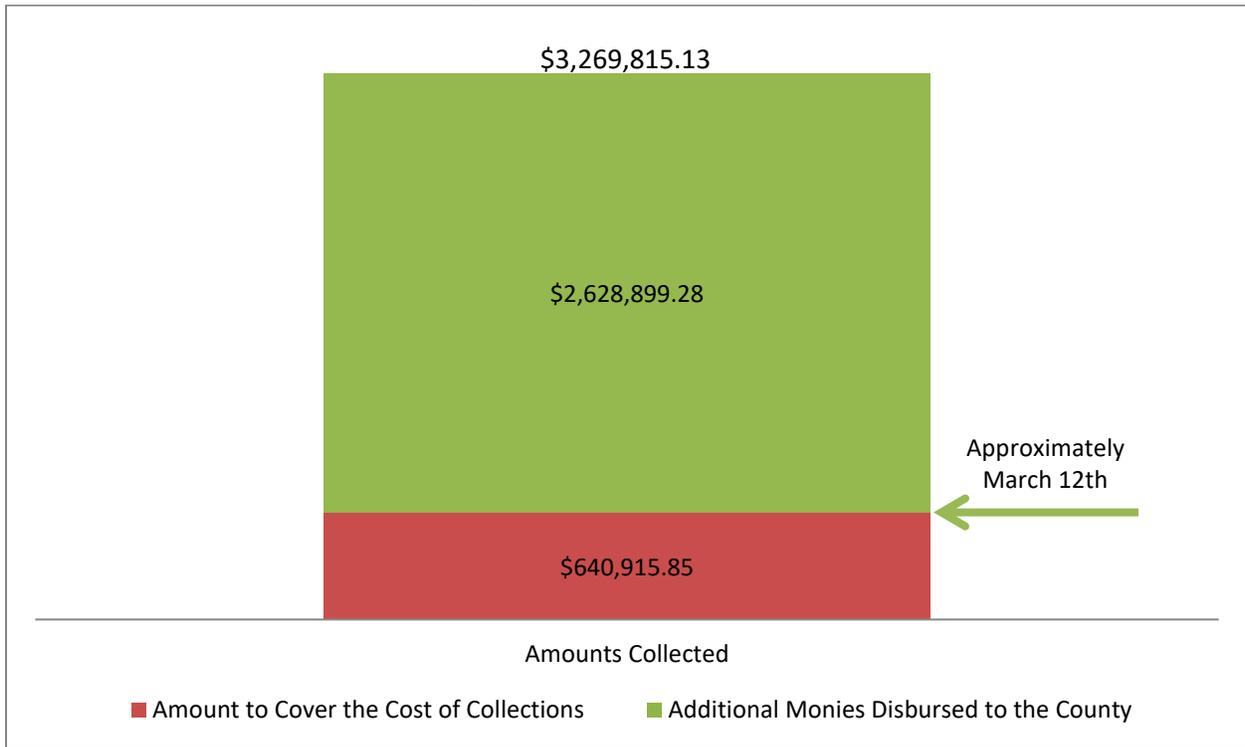


NOTE: Approximately \$450,000 of supervision fees disbursed to the state is returned to the county.

Percentage of Collections by Disbursement Recipient for 2021



Funds Disbursed to the County - Cost to Collect



NOTE: See Appendices II through IV for additional information.

Section Three – Appendices

Appendix I – Raw Data/How Section Two Data Was Derived and Interpreted

Expanded Clerk of Courts Disbursement to the County

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
General Fund	1,413,916.85	1,374,178.89	1,334,361.25	1,501,550.77	1,613,229.32	1,714,266.59	2,147,037.24	2,480,797.76	2,490,335.00	2,425,497.00	2,439,068.00
Criminal Justice	-	-	20.00	682.00	681.33	1,974.39	573.63	234.46	32.00	101.00	87.00
Offender Supervision	357,685.96	387,623.33	340,463.92	373,623.71	383,302.87	388,279.64	422,334.25	475,605.80	432,631.00	390,170.00	386,378.00
ARD	429,178.47	386,884.69	275,043.03	297,365.22	264,131.11	268,636.62	304,808.11	286,669.08	283,052.00	222,646.00	196,947.00
Drug and Alcohol	175,608.18	179,777.73	163,723.68	175,658.66	164,150.60	181,859.28	188,360.59	216,574.55	217,568.00	217,645.00	205,861.00
LF	-	120.00	-	-	-	-	-	-	-	-	-
Victim Witness	19,693.10	25,687.84	20,558.93	26,158.08	32,920.51	37,277.60	39,602.54	33,164.92	38,603.00	40,497.00	41,474.00
Grand Total	2,396,082.56	2,354,272.48	2,134,170.81	2,375,038.44	2,458,415.74	2,592,294.12	3,102,716.36	3,493,046.57	3,462,221.00	3,296,556.00	3,269,815.00
Interest	7840.74	4929.92	1035.87	9643.61	2168.49	2766.32	5345.41	6174.55			

There are two ways to view monies disbursed from the Clerk of Courts. The first is to examine the disbursements on a monthly basis as pulled from CPCMS. This method has its advantages in that it includes monies sent to the state that eventually are sent back to the county. Half of supervision fees are kept in the county while the other half are sent to the state. Some of these monies are returned. The CPCMS reports provide the amount of monies being disbursed, but does not provide any information about when and how much money will be sent to the county. The second is to examine monies deposited into each fund directly from the clerk of courts. This method provides the same information as the reports from CPCMS except there is no additional information regarding supervision fee monies sent to the county from the state. The amounts provided in the document use the first method as AOPC tracks the disbursements by year and by recipient.

Expanded A/R Information

File from AOPC as of 12/31/2021										
The dockets are identifiable to specific individuals who may have more than one docket in the system.										
The dockets provided by the AOPC are for any individuals with an outstanding balances greater than zero.										
The docket activity through 12/31/2021 but is for all open cases regardless of beginning date.										
AR balances below are for all outstanding cost and fines, and restitution owed to all parties.										
Based on Activity										
The balances provided in the time based ranges are the total outstanding AR balances for individuals who qualify for that range.										
To qualify for a particular range is based on the number of days between most recent payment date and 12/31/21; if no payment is received it is based on the earliest assessment date.										
The number of dockets represent number of dockets in that particular time based range.										
AR Total	Total	0-90	90-180	181-270	271-365	Year Two	Year Three	Year Four	Year Five	GT Five
AR Total	\$ 62,759,408.66	41,070,571.11	5,131,461.62	2,669,024.87	1,215,030.79	3,589,710.19	2,986,923.46	1,386,270.92	946,347.34	3,764,068.36
Dockets	24,341	10,843	2,914	1,719	908	2,090	1,820	850	590	2,607
The balances provided below meet the same criteria as above but are segregated between accounts with or without payment activity.										
Payment Status	Total	0-90	90-180	181-270	271-365	Year Two	Year Three	Year Four	Year Five	GT Five
NO PYMT	\$ 3,804,343.77	343,876.80	310,139.49	288,338.55	145,232.72	703,617.34	353,867.46	257,016.79	167,330.36	1,234,924.26
PYMT	58,955,064.89	40,726,694.31	4,821,322.13	2,380,686.32	1,069,798.07	2,886,092.85	2,633,056.00	1,129,254.13	779,016.98	2,529,144.10
Participants	Total	0-90	90-180	181-270	271-365	Year Two	Year Three	Year Four	Year Five	GT Five
NO PYMT	2,512	379	261	202	106	332	192	125	98	817
PYMT	9,146	4382	1053	600	333	724	690	354	199	811

	2021										
Dockets	24,341										
Individuals	11,658										
Average Docket per Defendant	2.09										
Average Age	41.00										
Average Age at First Docket Ass	32.95										
Average Years Outstanding	8.07										

AR Total	Total	0-90*	90-180	181-270	271-365	Year Two	Year Three	Year Four	Year Five	GT Five	
AR Total	\$ 62,759,408.66	41,070,571.11	5,131,461.62	2,669,024.87	1,215,030.79	3,589,710.19	2,986,923.46	1,386,270.92	946,347.34	3,764,068.36	
Dockets	24,341	10,843	2,914	1,719	908	2,090	1,820	850	590	2,607	
Participants	11,658	4,761	1,314	802	439	1,056	882	479	297	1,628	
Transaction Category	Total	0-90	90-180	181-270	271-365	Year Two	Year Three	Year Four	Year Five	GT Five	
Assessment	94,520,501.39	63,534,079.81	7,906,565.00	3,938,500.90	1,793,271.70	4,994,822.89	4,313,735.04	1,824,793.72	1,340,746.35	4,873,985.98	
Adjustment	(11,203,527.71)	(8,603,383.24)	(696,868.60)	(276,559.95)	(73,787.64)	(363,868.95)	(424,051.51)	(91,580.50)	(155,557.77)	(517,869.55)	
Payment	(20,557,565.02)	(13,860,125.46)	(2,078,234.78)	(992,916.08)	(504,453.27)	(1,041,243.75)	(902,760.07)	(346,942.30)	(238,841.24)	(592,048.07)	
Transaction Category	Transaction Type	Total	0-90	90-180	181-270	271-365	Year Two	Year Three	Year Four	Year Five	GT Five
Assessment	Assessment	94,520,501.39	63,534,079.81	7,906,565.00	3,938,500.90	1,793,271.70	4,994,822.89	4,313,735.04	1,824,793.72	1,340,746.35	4,873,985.98
Adjustment	MDJ Adjustment	(12,307.88)	(5,219.02)	(1,949.09)	(2,088.55)	(87.10)	(2,118.01)	(462.48)	(96.63)	-	(287.00)
Adjustment	Assessment Adjustment	(15,452.34)	(14,507.12)	(20.00)	(35.56)	-	(9.58)	-	(298.98)	(10.15)	(570.95)
Adjustment	Assessment	49,345.85	1,987.36	-	1,105.00	-	1,751.85	43,070.00	-	-	1,431.64
Adjustment	Case Balance Adjustment	(20,123.72)	(9,165.38)	(2,143.46)	(757.25)	-	(2,719.11)	(1,585.74)	(22.00)	-	(3,730.78)
Adjustment	Decrease Amount	(3,001,107.70)	(1,859,056.88)	(323,447.62)	(157,688.42)	(39,513.65)	(186,447.20)	(165,991.62)	(49,777.06)	(99,062.39)	(120,122.86)
Adjustment	DJ Adjustment	(7,492.79)	(2,785.56)	(2,725.30)	(124.94)	(1.35)	(570.50)	174.36	(450.50)	(435.00)	(574.00)
Adjustment	Escheat Adjustment	(109,601.95)	(78,767.58)	(7,229.53)	(8,639.75)	(186.54)	(4,723.84)	(5,425.99)	(1,588.64)	(20.00)	(3,020.08)
Adjustment	Escrow Adjustment	1,581.11	-	-	1,581.11	-	-	-	-	-	-
Adjustment	Initial Case Balance	(674,024.68)	(318,002.78)	(46,604.04)	(21,419.90)	(12,655.10)	(13,181.64)	(51,693.56)	(15,935.70)	(12,941.60)	(181,590.36)
Adjustment	Migrated Adjustment	(29,088.52)	(13,173.18)	(229.47)	150.00	-	(13,600.26)	(810.00)	(929.61)	-	(496.00)
Adjustment	Subrogate	(8,415,638.98)	(7,157,335.85)	(327,699.46)	(126,099.00)	(23,470.38)	(184,077.09)	(294,106.75)	(31,408.91)	(48,403.32)	(223,038.22)
Adjustment	Transfer Adjustment	1,885.00	1,435.00	-	-	-	-	-	-	-	450.00
Adjustment	Adjustment	2,995.10	2,995.10	-	-	-	-	-	-	-	-
Adjustment	Void Escheat Adjustment	499.75	499.75	-	-	-	-	-	-	-	-
Adjustment	Increase Amount	1,025,004.04	847,712.90	15,179.37	37,457.31	2,126.48	41,826.43	52,780.27	8,927.53	5,314.69	13,679.06
Payment	Void Payment	152,205.30	59,546.52	9,486.90	4,782.08	1,728.00	58,833.14	9,707.07	2,017.50	2,013.71	4,090.38
Payment	Disbursement	(56.78)	-	-	-	-	-	-	-	-	(56.78)
Payment	Payment	(14,357,969.20)	(9,251,151.30)	(1,416,395.31)	(730,648.02)	(336,078.44)	(908,969.57)	(723,021.67)	(297,194.27)	(205,745.52)	(488,765.10)
Payment	Payment From Escrow	(6,828,380.45)	(4,980,684.40)	(717,354.61)	(289,264.58)	(176,062.45)	(211,828.26)	(208,606.29)	(76,686.37)	(45,164.87)	(122,728.62)
Payment	Reverse Payment	476,626.11	312,153.72	46,028.24	22,214.44	5,959.62	20,720.94	19,160.82	24,920.84	10,055.44	15,412.05
Payment	Reapply	10.00	10.00	-	-	-	-	-	-	-	-

Summary of CPCMS Data and Reports

While CPCMS is used to manage common pleas court cases, there are several post-sentencing tools that allow counties to assess costs, collect payments, and disburse monies. To fully manage payments, payment plans allow for one payment plan for each defendant. The searching tools in CPCMS and the available reports assist county staff to ensure all defendants who owe costs are on a payment plan and payments are being made to the satisfaction of the Court.

The available screens include scheduling hearings, creating dunning letters, and referring cases to collections. These reports also assist staff as they monitor their caseloads to ensure payments are made in full and on-time or reach out to anyone for which payments are not made on-time or in full. The information stored in CPCMS, besides having robust forms and reports, provides for a data extraction. Each year, the District Court Administrator submits a records request to receive basic data from the databases that populate CPCMS. This data extraction is used, along with manual records kept throughout the year, to populate section two.

Appendix II – WCU Office and Supporting Staff in Other Offices

Warrant Collections Unit

- Toye Smith Supervisor
- Jennifer Klinger Court Fiscal Technician
- Kim Britton Court Fiscal Technician
- Staci Snyder Court Fiscal Technician
- Lisa Myers Court Fiscal Technician
- Malinda Starner Court Fiscal Technician
- Amy Zorn Admin Technician

Sheriff's Office

A position in the Sheriff's Office, currently Tim Black, is charged to the Warrant Collections Unit. It is charged to WCU because Sheriff's Office deputies serve warrants in addition to the constable. One full-time position – salary and benefits – are charged to WCU although the work is typically completed with a partner. The off set of the amount of time Tim spends on other duties is roughly equal to the amount of time other deputies assist and provide support to the Warrant Collections Unit.

Clerk of Courts Office

Clerk of Courts staff processes warrants and the related paperwork in CPCMS. This includes entering the information in CPCMS when issued and when served or vacated and processing the filing for Clerk of Courts records and service. It takes approximately thirteen minutes to make the necessary notations in CPCMS, process the filing, and provide any necessary service. The time to record the work generated by the Warrant Collections Unit is equal to one half of the annual salary and benefits for a clerk of courts administrative technician. For point of reference, there are six administrative technicians who complete this work in the Clerk of Courts Office. For purposes of this calculation, the average salary was used and, although not all have county benefits, the amount for full benefits was used to establish \$70,012.61 as the average salary and benefits. There were 0 warrants issued due to covid, 207 recalled, or otherwise processed in 2021. It takes approximately 13 minutes to process which equates to roughly 45 hours annually. This equates to on average \$1,615.68.

Cost and Fines

Costs and Fines staff provide a service to Cumberland County while fulfilling a statutorily required role of taking payments for court costs, fees, fines, and restitution. The cost to operate which includes salary and benefits is currently \$111,636.81. Approximately half their time is spent on fiscal and assessment management and half is spent on taking payments. Therefore, the costs associated with collections is roughly equal to \$55,818.41.

Court Administration

Very little to no support work is completed in Court Administration. Supervisory duties are assigned to staff who are paid by AOPC.

Cost to Collect

The Warrant Collections Unit cost \$583,481.76 to operate in 2021. This includes salary and benefits for office staff as well as one position in the Sheriff's Office. Additional costs related to the Warrant Collections Unit include processing and data entry in the Clerk of Courts office. The total amount spent was \$585,097.44.

The unit collected \$5,228,343.67 in costs, fees, fines, and restitution. Therefore, the cost to collect a dollar is \$583,481.76 / \$5,228,343.67 which equals roughly eleven cents. This translates to the collection of \$9.09 for every \$1.00 spent.

The total cost of collections is \$640,915.85 which includes the cost of passive collections. This amount includes salary and benefits for the warrant collections unit, sheriff's department staff, clerk of courts staff, and the costs and fines staff. The cost to collect a dollar is \$640,915.85 / \$6,634,791.79 which equals roughly ten cents. This translates to the collection of \$10.00 for every \$1.00 spent.

Appendix III – Overview of WCU Collections vs. Operating Costs

Year	Expenses	Personnel	Total	Brought In	Net Gain
2014	\$1,453.83	\$23,740.89	\$25,194.72	\$88,474.03	\$63,279.31
2015	\$19,428.56	\$100,384.90	\$119,813.46	\$210,977.00	\$91,163.54
2016	\$19,759.02	\$129,767.93	\$149,526.95	\$289,395.76	\$139,868.81
2017	\$16,953.99	\$235,505.28	\$252,459.27	\$595,783.15	\$343,323.88
2018	\$39,825.84	\$283,594.76	\$323,420.60	\$3,394,092.44	\$3,070,671.84
2019	\$37,942.33	\$357,722.95	\$395,665.28	\$3,770,764.53	\$3,375,099.25
2020	\$22,244.59	\$369,628.85	\$391,873.44	\$4,461,597.61	\$4,069,724.20
2021	\$19,841.85	\$563,639.91	\$583,481.76	\$5,228,343.67	\$4,644,861.91

NOTE: Total WCU cost with medical benefits was included in 2021 totals.

Appendix IV – Office Overview – How the work is done

When a defendant is sentenced, the court may order the individual to pay the costs of prosecution, any fines, and/or restitution related to the case. Several factors may be involved in the determination of the defendant's court-ordered fees. Some fines are mandated by law, while others are determined by the court. Court costs are mandated by law or local rule. Restitution is determined based on the amount of damage incurred.

Once a defendant's case has a conviction, a payment plan is created in order to collect any fines/costs/restitution assigned to their respective case. According to the County Collections policy, there are two distinguishing factors on how ones payment plan is established. The factors include if the defendant does or does not owe restitution. If a

defendant does not owe restitution, a default payment plan is set up at \$100 a month. If restitution is owed, a default payment plan is set at \$250 a month. These amounts can change either on an agreed upon payment agreement with the defendant and the Warrant Collections Unit staff or an Ability to Pay (ATP) assessment.

Once a payment plan has been established and an amount is determined, the collection process begins. An initial letter is mailed to the defendant in reference to the set amount to be paid. As time progresses and payments are made, the plan is monitored for compliance by a dedicated staff member of the unit. If the defendant fails to pay, a 30 day, 60 day, 90 day and final demand letters are mailed to defendant to bring their payment plan current. If a defendant fails to pay after the final letter, progressive sanctions are imposed upon the defendant. Sanctions may include an Administrative Hearing held with the case managers, Driver's license suspension (Title 75 offenses), Collections Court and, as a last resort, a Bench warrant for the defendant's arrest.

Once a warrant has been issued, the warrants are loaded into a local and national data base for the defendant's arrest. These warrants can be served by law enforcement, the Cumberland County Sheriff's office and/or the Pennsylvania constable assigned to the unit. Once a warrant is served, contact is made with the defendant to collect delinquent amounts owed, pay a purge, or see a Judge. If the Judge determines the defendant is in Contempt of their sentencing order, the defendant can be held in Contempt and ordered to serve up to 6 months in the local prison until a purge amount is paid on their payment plan. At any time in the sanctioning process the defendant can come into compliance with their payment plan, they return to the beginning process of their payment plan by contacting the Warrant Collections Unit.

It should be noted that when a warrant is issued, the warrants are given to Constable Kevin Preston and/or Deputy Sheriff Tim Black to serve the warrant on the respective defendant. If either of these individuals makes contact with a defendant, the defendant may be taken into custody and transported to Cumberland County Prison until a staff member can meet with the individual. The constable or sheriff may collect money in the field and issue a hand receipt to the defendant. Additionally, the defendant will be given instructions to contact the Warrant Collections Unit and/or given a court date to appear for a future Collections Court. If a payment is collected in the field, the payment (cash, check, money order) with the field hand receipts are turned in to the Fines and Costs office on the second floor of the Cumberland County Courthouse.

Appendix V – Uniform Disbursement Schedule

1. The collection agency fee provided for in 42 Pa.C.S. Section 9730.1 shall be paid first, but only in cases where the private collection agency has secured the funds from the defendant or a third party and the payment is made to the court. No more than 25%

of each payment secured from the defendant by the private collection agency may be applied towards this fee.

2. The Crime Victim Compensation Fund and Victim Witness Services Fund penalty assessment fees.
3. At least 50%* of any additional payment shall go to restitution until it is paid in full (see 42 Pa.C.S. § 9728(g.1)). When restitution is ordered to more than one recipient at the same time, the court shall set the priority of payment as follows, in accordance with 18 Pa.C.S. § 1106(c)(1)(ii)(A)-(D):
 1. The victim;
 2. The Crime Victim's Compensation Board;
 3. Any other governmental agency which has provided reimbursement to the victim as a result of the defendant's criminal conduct;
 4. Any insurance company which has provided reimbursement to the victim as a result of the defendant's criminal conduct.
4. Judicial Computer Project/Access To Justice (JCS/ATJ) Fee (see 42Pa.C.S. § 3733(a.1)).
5. Various fees such as electronic monitoring fees, offender supervision fees, and alcohol highway safety school fees.
6. All other fines, fees, costs, reparations, penalties and other remittances except for judgment or satisfaction fees shall be distributed based upon a pro-rated formula. Specifically, the amount of the payment allocated to each outstanding item shall be determined by dividing the outstanding balance for the individual item by the combined total of the outstanding balances for all items. The resulting number is then multiplied by the amount of the payment to determine how much of the payment shall be allocated to the outstanding balance of the individual item involved.
7. Fees charged by the clerk of courts, prothonotary, other entity in the county responsible for the distribution and disbursement of all fines, fees, costs, reparations, restitution, penalties, or other remittances, or the Clerk of Philadelphia Municipal Court for the entry or satisfaction of a civil judgment related to a criminal proceeding, as set forth in 42 Pa.C.S. § 1725, 42 P.S. §§ 21010, 21042, and 21071 shall be paid last. The amount of the payment allocated to each fee shall be determined by dividing the outstanding balance for the individual fee by the combined total of the outstanding balances for both fees.

Appendix VI – Specialty Court Overview

Treatment Court

Treatment Court is broken into five phases. While the five phases can take up to six months to complete, each participant is different and is able to work at his or her pace. Payment collection and an expectation that the participant in treatment court will pay costs and fines begins when the participant enters phase 3. Prior to phase 3, staff must zero out payment due information in the payment plan established when costs, fees, fines etc. were assessed. An open line of communications ensures payment plans are established

appropriately and monies are collected promptly when the participant enters phase 3 and not before. If a participant makes a payment, it will be applied to the balances. Once the balance on cases has reached zero, the cases will be expunged for anyone who has successfully completed treatment court.

OIC Court

OIC includes four phases. While everyone is different, it typically takes three months to complete the program. Similar to Treatment Court, participants in OIC are required to start making payments when they enter phase 3. Payment plans for OIC participants are managed in the same manner as those in Treatment Court.

TOMS Court

TOMS Court has four phases which typically takes between seventeen and twenty-four months to complete. No payment is required while participants are in the program. TOMS Court differs from the other courts in this way. Once an individual has completed TOMS Court, they are required to pay \$25/month. If a TOMS Court graduate isn't making payments, rather than using the collection tools (admin hearings, collections court, DL suspension, etc.), a notice is sent to TOMS Court to intervene. Decisions on how to proceed are developed on a case-by-case basis depending on the specific situation of the TOMS Court graduate. Payment plans are managed in a similar manner to the other specialty courts in that the payments are edited to zero while the participant is in treatment court. Payments made while working through the program are applied to the balance of the payment plan.