

**Agenda**  
**Tuscola County Board of Commissioners**  
**Committee of the Whole Monday, May 10, 2021 – 8:00 A.M.**  
**HH Purdy Building - 125 W. Lincoln, Caro, MI**

**RESIDENTS OF TUSCOLA COUNTY PLEASE TAKE NOTICE**

A Hybrid Meeting, held in-person at the HH Purdy Building and virtually incorporating Google Meet Electronic remote access, will be implemented for this meeting. This is in accordance with Tuscola County Board of Commissioners 2021-07 Declaration of a Local State of Emergency related to COVID - 19

**To participate in the Electronic Meeting you can:**

**Join by phone: (US) +1 203-836-8176 PIN: 453 018 495#**  
**Join by Hangouts Meeting ID: [meet.google.com/quo-ckhb-ept](https://meet.google.com/quo-ckhb-ept)**

**8:00 A.M. Call to Order – Chairperson Bardwell**  
**Roll Call – Clerk Fetting**  
**Adoption of Agenda**

**County Updates**

**Phil Green, State Representative 84<sup>th</sup> District – Legislative Update**

**Ann Hepfer, Health Officer – Local COVID-19 Updates**

- Health Officer Position Replacement Updates

**New Business**

- 1. Unlawful Buildings - Steve Shriner**
- 2. Proposed L-4029 Tuscola County Tax Rate Request – Angie Daniels, Equalization Director (See A)**
- 3. Asphalt Bids Dept. of Health & Human Services & Health Dept.– Mike Miller, Building and Grounds Director**
- 4. Parks and Recreation Committee Appointment – Jodi Fetting, County Clerk**
- 5. Tuscola Behavioral Health Systems Board of Directors Appointment (See B)**
- 6. Pumpkin Festival – Use of Courthouse Lawn (See C)**
- 7. Human Development Commission Changes in Housing Grant Fund Uses (See D)**
- 8. Human Development Commission – Public Hearing for 2022 Funding (See E)**
- 9. 2021 Indirect Cost Comparisons and Analysis (See F)**
- 10. 2022 Community Corrections Grant Application (See G)**

**10:00 a.m. BREAK**

**Old Business**

1. Tuscola County Pension Obligation Refunding Bonds Considerations Additional Information – **Steven Burke, CFA, President MFCI, LLC (See H)**
2. Off Road Vehicle (ORV) Ordinance Public Hearing set for June 24, 2021 at 9:00 am at the Midway Hall  
**(See I)**

**Finance/Technology**

Committee Leader **Commissioner Young** and Commissioner DuRussel

**Primary Finance/Technology**

1. Request for Proposal (RFP) Building Codes **(See J)**
2. Inmate Mental Health Services Meeting - Update
3. American Rescue Plan Ad-Hoc Committee - Update

**On Going and Other Finance and Technology**

**Finance**

1. MGT Cost Allocation Plan Review
2. Preparation of Multi-Year Financial Planning

**Technology**

3. GIS Update
4. Increasing On-Line Services/Updating Web Page

**Building and Grounds**

Committee Leader **Commissioner DuRussel** and Commissioner Grimshaw

### **Primary Building and Grounds**

1. State Police Water and Annexation - Update
2. IT Department Space Needs (**See K**)
3. Vanderbilt Park Survey – Updates
4. Animal Shelter Cat Room Viewing Window Bids

### **On Going and Other Building and Grounds**

#### **Personnel**

Committee Leader **Commissioner Grimshaw** and Commissioner Vaughan

### **Primary Personnel**

1. Controller/Administrator Employment Agreement Renewal/Discussion – Potential Changes to Controller and Administrator or Keep Combined
2. County COVID-19 Screening Protocol
3. County Department COVID-19 Closure
4. Treasurer's Office Unemployment Update
5. Workman Compensation Updates (**See L**)
6. Paperless Payroll Update
7. Vanderbilt Park Host Change from Contract to Part time
8. County Draft Nepotism Policy (**See M**)
9. Refilling Full-Time Employee (FTE) Vacancies - Board Review and Approval (**See N**)

### **On-Going and Other Personnel**

1. MERS
2. MAC 7<sup>th</sup> Meeting Updates
3. Safety Committee's – Watch for Grant Opportunities

### **Other Business as Necessary**

1. Airport Authority Board
2. South Central Michigan Construction Code Inspections (SCMCCI) Discussion (**See O**)
3. Animal Control Ordinance Information (**See P**)

### **On-Going Other Business as Necessary**

### **Public Comment Period**

ORIGINAL TO: County Clerk  
COPY TO: Equalization Department  
COPY TO: Each Township or City Clerk

**2021 TAX RATE REQUEST (This form must be completed and submitted on or before September 30, 2021)**

**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

|  |  |  |
|--|--|--|
| County(ies) Where the Local Government Unit Levies Taxes<br><b>Tuscola</b> | <b>2021 Taxable Value (All)</b><br><b>2021 Taxable Value minus RenZones</b>  | <b>2,042,915,934</b><br><b>2,035,743,482</b> |
| Local Government Unit Requesting Millage Levy<br><b>County</b>             | For LOCAL School Districts; 2021 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties |  |

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119.

The following tax rates have been authorized for levy on the 2021 tax roll.

| (1)<br>Source | (2)<br>Purpose of Millage | (3)<br>Date of Election | (4)<br>Original Millage Authorized by Election, Charter, etc. | (5)<br>2020 Millage Rate Permanently Reduced by MCL 211.34d | (6)<br>2021 Current Year Millage Reduction Fraction | (7)<br>2021 Millage Rate Permanently Reduced by MCL 211.34d | (8)<br>2021 Sec 211.34 Millage Rollback Fraction | (9)<br>2021 Maximum Allowable Millage Levy * | (10)<br>Millage Requested to be Levied July 1 | (11)<br>Millage Requested to be Levied Dec. 1 | (12)<br>Expiration Date of Millage Authorized |
|---------------|---------------------------|-------------------------|---|---|---|---|--|--|---|---|---|
| Alloc         | Operating                 | Nov-64                  | 4.2000  | 3.9141  | 1.0000  | 3.9141  | 1.0000   | 3.9141                                       | 3.9141  |   | frozen  |
| Sp Voted      | Bridge/Streets            | Aug-16                  | 0.4807  | 0.4807  | 1.0000  | 0.4807  | 1.0000   | 0.4807                                       |   | 0.4807  | Dec-23  |
| Sp Voted      | Senior Citizens           | Aug-17                  | 0.3200  | 0.3200  | 1.0000  | 0.3200  | 1.0000   | 0.3200                                       |   | 0.3200  | Dec-24  |
| Sp Voted      | Medical Care              | Aug-18                  | 0.2500  | 0.2500  | 1.0000  | 0.2500  | 1.0000   | 0.2500                                       |   | 0.2500  | Dec-28  |
| Sp Voted      | Road Patrol               | Aug-17                  | 1.3300  | 1.3300  | 1.0000  | 1.3300  | 1.0000   | 1.3300                                       |   | 1.3300  | Dec-24  |
| Sp Voted      | Roads/Streets             | Aug-16                  | 0.9657  | 0.9657  | 1.0000  | 0.9657  | 1.0000   | 0.9657                                       |   | 0.9657  | Dec-23  |
| Sp Voted      | Mosquito                  | Aug-20                  | 0.6316  | 0.6316  | 1.0000  | 0.6316  | 1.0000   | 0.6316                                       |   | 0.6316  | Dec-25  |
| Sp Voted      | Recycling                 | Aug-16                  | 0.1500  | 0.1500  | 1.0000  | 0.1500  | 1.0000   | 0.1500                                       |   | 0.1500  | Dec-24  |
| Sp Voted      | Veterans                  | Nov-20                  | 0.1700  | 0.1700  | 1.0000  | 0.1700  | 1.0000   | 0.1700                                       |   | 0.1700  | Dec-26  |
| Sp Voted      | MSU Extension             | Mar-16                  | 0.1000  | 0.1000  | 1.0000  | 0.1000  | 1.0000   | 0.1000                                       |   | 0.1000  | Dec-21  |

|                                     |                                       |                         |
|-------------------------------------|---------------------------------------|-------------------------|
| Prepared by<br><b>Angie Daniels</b> | Title<br><b>Equalization Director</b> | Date<br><b>04.26.21</b> |
|-------------------------------------|---------------------------------------|-------------------------|

**Certification:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e and 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3)

|                                    |           |                                   |      |
|------------------------------------|-----------|-----------------------------------|------|
| <input type="checkbox"/> Clerk     | Signature | Type Name<br><b>Jodi Fetting</b>  | Date |
| <input type="checkbox"/> Secretary | Signature | Type Name<br><b>Thom Bardwell</b> | Date |

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**IMPORTANT:** See instructions on the reverse side regarding where to find the millage rate used in column (5)

A.

Revenue figures are derived from multiplying the millage rate against the taxable value located on the 4029. These figures do not account for properties exempt from Ad Valorem taxation.

**To be used on Operating Millage Only  
Schools Dist. use Non-Homestead Rate**

|                              |        |
|------------------------------|--------|
| Truth in Taxation Multiplier | 1.0000 |
|------------------------------|--------|

| Purpose of Millage | Current Year Revenue | Last Years Millage Rate | Current Millage w/o Hearing | Revenue W/O Hearing | Extra Revenue over Last Year | Percent Increase | Millage Increase | Length of Millage | Year Millage First Levied | Next Election? |
|--------------------|----------------------|-------------------------|-----------------------------|---------------------|------------------------------|------------------|------------------|-------------------|---------------------------|----------------|
| Operating          | 7,968,103            | 3.9141                  | 3.9141                      | 0                   | 7,968,103                    | #DIV/0!          | 0.0000           |                   |                           |                |
| Bridge/Streets     | 978,581              | 0.4807                  | 0.4807                      | 0                   | 978,581                      | #DIV/0!          | 0.0000           | 8 yrs.            | 2016                      |                |
| Senior Citizens    | 651,437              | 0.3200                  | 0.3200                      | 0                   | 651,437                      | #DIV/0!          | 0.0000           | 8 yrs.            | 2017                      |                |
| Medical Care       | 508,935              | 0.2500                  | 0.2500                      | 0                   | 508,935                      | #DIV/0!          | 0.0000           | 10 yrs.           | 2019                      |                |
| Road Patrol        | 2,707,538            | 1.3300                  | 1.3300                      | 0                   | 2,707,538                    | #DIV/0!          | 0.0000           | 8 yrs.            | 2017                      |                |
| Roads/Streets      | 1,965,917            | 0.9657                  | 0.9657                      | 0                   | 1,965,917                    | #DIV/0!          | 0.0000           | 8 yrs.            | 2016                      |                |
| Mosquito           | 1,285,775            | 0.6316                  | 0.6316                      | 0                   | 1,285,775                    | #DIV/0!          | 0.0000           | 6 yrs.            | 2020                      |                |
| Recycling          | 305,361              | 0.1500                  | 0.1500                      | 0                   | 305,361                      | #DIV/0!          | 0.0000           | 8 yrs.            | 2017                      |                |
| Veterans           | 346,076              | 0.1700                  | 0.1700                      | 0                   | 346,076                      | #DIV/0!          | 0.0000           | 6 yrs.            | 2015                      |                |
| MSU Extension      | 203,574              | 0.1000                  | 0.1000                      | 0                   | 203,574                      | #DIV/0!          | 0.0000           | 6 yrs.            | 2016                      | 2022           |
|                    | 16,921,297           | 8.3121                  | 8.3121                      | 0                   | 16,921,297                   | #DIV/0!          | 0.0000           |                   |                           |                |

PERIOD ENDING 12/31/2020

| GL NUMBER  | DESCRIPTION                    | END BALANCE<br>12/31/2019<br>NORM (ABNORM) | 2020<br>ORIGINAL<br>BUDGET | 2020<br>AMENDED BUDGET | ACTIVITY FOR<br>MONTH 12/31/20<br>INCR (DECR) | YTD BALANCE<br>12/31/2020<br>NORM (ABNORM) | % BDOGT<br>USED |
|--|--------------------------------|--|----------------------------|------------------------|---|--|-----------------|
| <b>Fund 207 - ROAD PATROL</b>                    |                                |  |                            |                        |   |  |                 |
| Fund 207 - ROAD PATROL:                          |                                |  |                            |                        |   |  |                 |
|  | TOTAL REVENUES                 | 2,450,712.55                               | 2,526,306.00               | 2,603,643.00           | 5,977.14                                      | 2,593,173.50                               | 99.71           |
|  | TOTAL EXPENDITURES             | 2,150,788.40                               | 2,779,088.00               | 2,824,295.00           | 256,434.76                                    | 2,439,129.94                               | 86.36           |
|  | NET OF REVENUES & EXPENDITURES | 299,924.15                                 | (252,782.00)               | (223,652.00)           | (250,457.62)                                  | 154,043.56                                 | 68.88           |
|  | BEG. FUND BALANCE              | 879,963.29                                 | 1,179,887.44               | 1,179,887.44           |   | 1,179,887.44                               |                 |
|  | END FUND BALANCE               | 1,179,887.44                               | 927,105.44                 | 956,235.44             |   | 1,333,931.00                               |                 |
| <b>Fund 214 - VOTED PRIMARY ROAD IMPROVEMENT</b> |                                |  |                            |                        |   |  |                 |
| Fund 214 - VOTED PRIMARY ROAD IMPROVEMENT:       |                                |  |                            |                        |   |  |                 |
|  | TOTAL REVENUES                 | 1,735,114.38                               | 1,810,274.00               | 1,810,274.00           | 511.17  | 1,796,360.50                               | 99.23           |
|  | TOTAL EXPENDITURES             | 1,566,697.74                               | 1,345,695.00               | 1,763,000.00           | 0.00  | 1,743,467.71                               | 98.56           |
|  | NET OF REVENUES & EXPENDITURES | 168,416.64                                 | 464,579.00                 | 41,274.00              | 511.17  | 52,892.79                                  | 128.15          |
|  | BEG. FUND BALANCE              | 8,570.75                                   | 176,987.39                 | 176,987.39             |   | 176,987.39                                 |                 |
|  | END FUND BALANCE               | 176,987.39                                 | 641,566.39                 | 213,261.39             |   | 229,880.18                                 |                 |
| <b>Fund 230 - RECYCLING</b>                      |                                |  |                            |                        |   |  |                 |
| Fund 230 - RECYCLING:                            |                                |  |                            |                        |   |  |                 |
|  | TOTAL REVENUES                 | 344,060.94                                 | 348,814.00                 | 387,604.00             | 19,030.45                                     | 345,261.68                                 | 89.08           |
|  | TOTAL EXPENDITURES             | 434,697.20                                 | 379,783.00                 | 453,181.69             | 59,867.75                                     | 415,299.68                                 | 90.44           |
|  | NET OF REVENUES & EXPENDITURES | (90,636.26)                                | (30,969.00)                | (71,577.69)            | (40,837.30)                                   | (70,038.00)                                | 97.85           |
|  | BEG. FUND BALANCE              | 222,680.71                                 | 132,043.45                 | 132,043.45             |   | 132,043.45                                 |                 |
|  | FUND BALANCE ADJUSTMENTS       | (1.00)                                     |                            |                        |   |  |                 |
|  | END FUND BALANCE               | 132,043.45                                 | 101,074.45                 | 60,465.76              |   | 62,005.45                                  |                 |
| <b>Fund 240 - VOTED MOSQUITO FUND</b>            |                                |  |                            |                        |   |  |                 |
| Fund 240 - VOTED MOSQUITO FUND:                  |                                |  |                            |                        |   |  |                 |
|  | TOTAL REVENUES                 | 1,134,522.15                               | 1,183,354.00               | 1,183,354.00           | 574.57  | 1,175,502.17                               | 99.34           |
|  | TOTAL EXPENDITURES             | 899,320.21                                 | 1,191,411.00               | 1,202,536.00           | 136,258.13                                    | 1,035,372.23                               | 86.10           |
|  | NET OF REVENUES & EXPENDITURES | 235,201.94                                 | (8,057.00)                 | (19,182.00)            | (135,683.56)                                  | 140,129.94                                 | 730.53          |
|  | BEG. FUND BALANCE              | 121,190.59                                 | 356,392.53                 | 356,392.53             |   | 356,392.53                                 |                 |
|  | END FUND BALANCE               | 356,392.53                                 | 348,335.53                 | 337,210.53             |   | 496,522.47                                 |                 |
| <b>Fund 279 - VOTED MSU</b>                      |                                |  |                            |                        |   |  |                 |
| Fund 279 - VOTED MSU:                            |                                |  |                            |                        |   |  |                 |
|  | TOTAL REVENUES                 | 178,995.18                                 | 187,036.00                 | 203,036.00             | 2,217.59                                      | 208,705.04                                 | 100.32          |
|  | TOTAL EXPENDITURES             | 155,068.80                                 | 179,673.00                 | 155,580.00             | 38,510.55                                     | 155,578.59                                 | 100.00          |
|  | NET OF REVENUES & EXPENDITURES | 23,926.38                                  | 7,363.00                   | 52,456.00              | (36,292.96)                                   | 53,126.45                                  | 101.28          |
|  | BEG. FUND BALANCE              | (77,036.49)                                | (53,111.11)                | (53,111.11)            |   | (53,111.11)                                |                 |
|  | FUND BALANCE ADJUSTMENTS       | (1.00)                                     |                            |                        |   |  |                 |
|  | END FUND BALANCE               | (53,111.11)                                | (45,748.11)                | (655.11)               |   | 15.34                                      |                 |
| <b>Fund 295 - VOTED VETERANS</b>                 |                                |  |                            |                        |   |  |                 |
| Fund 295 - VOTED VETERANS:                       |                                |  |                            |                        |   |  |                 |
|  | TOTAL REVENUES                 | 305,768.81                                 | 319,444.00                 | 313,444.00             | 128.77  | 316,202.72                                 | 98.99           |
|  | TOTAL EXPENDITURES             | 338,529.75                                 | 339,091.00                 | 373,091.00             | 64,373.18                                     | 354,693.43                                 | 93.56           |
|  | NET OF REVENUES & EXPENDITURES | (32,760.94)                                | (19,647.00)                | (59,647.00)            | (64,244.41)                                   | (38,490.71)                                | 64.53           |
|  | BEG. FUND BALANCE              | 138,239.92                                 | 105,478.98                 | 105,478.98             |   | 105,478.98                                 |                 |
|  | END FUND BALANCE               | 105,478.98                                 | 85,831.98                  | 45,831.98              |   | 66,988.27                                  |                 |
| <b>Fund 296 - VOTED BRIDGE</b>                   |                                |  |                            |                        |   |  |                 |
| Fund 296 - VOTED BRIDGE:                         |                                |  |                            |                        |   |  |                 |
|  | TOTAL REVENUES                 | 874,792.63                                 | 906,120.00                 | 905,120.00             | 634.79  | 902,185.27                                 | 99.57           |
|  | TOTAL EXPENDITURES             | 798,332.68                                 | 865,735.00                 | 843,500.00             | 0.00  | 406,575.75                                 | 48.37           |
|  | NET OF REVENUES & EXPENDITURES | 76,459.95                                  | 40,385.00                  | 65,620.00              | 634.79  | 495,609.52                                 | 755.27          |

REVENUE AND EXPENDITURE REPORT FOR TUSCOLA COUNTY  
 PERIOD ENDING 12/31/2020

| GL NUMBER                                     | DESCRIPTION | 2020               |                        | ACTIVITY FOR<br>MONTH 12/31/20<br>INCR (DECR) | YTD BALANCE                 |                              |          |
|---|-------------|--------------------|------------------------|---|-----------------------------|------------------------------|----------|
|   |             | ORIGINAL<br>BUDGET | 2020<br>AMENDED BUDGET |   | 12/31/2020<br>NORM (ABNORM) | 12/31/2020<br># BDGT<br>USED |          |
| <b>Fund 296 - VOTED BRIDGE</b>                |             |                    |                        |   |                             |                              |          |
| BEG. FUND BALANCE                             |             | 969,121.46         | 1,045,581.41           |   | 1,045,581.41                |                              |          |
| END FUND BALANCE                              |             | 1,045,581.41       | 1,111,201.41           |   | 1,541,190.93                |                              |          |
| <b>Fund 297 - VOTED SENIOR CITIZENS</b>       |             |                    |                        |   |                             |                              |          |
| Fund 297 - VOTED SENIOR CITIZENS:             |             |                    |                        |   |                             |                              |          |
| TOTAL REVENUES                                |             | 573,985.78         | 597,906.00             | 203.62  | 594,419.87                  |                              | 99.42    |
| TOTAL EXPENDITURES                            |             | 546,613.02         | 583,776.00             | 4,020.75                                      | 556,920.51                  |                              | 95.40    |
| NET OF REVENUES & EXPENDITURES                |             | 27,372.76          | 14,130.00              | (3,817.13)                                    | 37,499.36                   |                              | 265.39   |
| BEG. FUND BALANCE                             |             | 87,761.47          | 115,134.23             |   | 115,134.23                  |                              |          |
| END FUND BALANCE                              |             | 115,134.23         | 147,456.23             |   | 152,633.59                  |                              |          |
| <b>Fund 298 - VOTED MEDICAL CARE FACILITY</b> |             |                    |                        |   |                             |                              |          |
| Fund 298 - VOTED MEDICAL CARE FACILITY:       |             |                    |                        |   |                             |                              |          |
| TOTAL REVENUES                                |             | 455,883.82         | 475,230.00             | 531.05  | 468,678.29                  |                              | 98.62    |
| TOTAL EXPENDITURES                            |             | 785,876.92         | 277,826.00             | 9,913.12                                      | 185,309.90                  |                              | 70.01    |
| NET OF REVENUES & EXPENDITURES                |             | (329,993.10)       | 197,404.00             | (9,382.07)                                    | 283,368.39                  |                              | 134.60   |
| BEG. FUND BALANCE                             |             | 1,036,150.37       | 706,157.27             |   | 706,157.27                  |                              |          |
| END FUND BALANCE                              |             | 706,157.27         | 903,561.27             |   | 989,525.66                  |                              |          |
| <b>TOTAL REVENUES - ALL FUNDS</b>             |             |                    |                        |   |                             |                              |          |
| TOTAL EXPENDITURES - ALL FUNDS                |             | 8,053,836.24       | 8,354,484.00           | 29,809.15                                     | 8,400,489.04                |                              | 98.96    |
| NET OF REVENUES & EXPENDITURES                |             | 7,675,924.72       | 7,923,886.00           | 569,378.24                                    | 7,292,347.74                |                              | 86.01    |
| BEG. FUND BALANCE - ALL FUNDS                 |             | 377,911.52         | 430,598.00             | (539,569.09)                                  | 1,108,141.30                |                              | 1,137.87 |
| FUND BALANCE ADJ - ALL FUNDS                  |             | 3,386,642.07       | 3,764,551.59           |   | 3,764,551.59                |                              |          |
| END FUND BALANCE - ALL FUNDS                  |             | (2.00)             | 4,195,149.59           |   | 4,872,692.89                |                              |          |



TUSCOLA

*Behavioral Health Systems*

April 26, 2021

Tuscola County Board of Commissioners  
125 West Lincoln, Suite 500  
Caro, MI 48723

Dear Commissioners,

As you are aware, the Tuscola Behavioral Health Systems Board of Directors has had a vacancy due to the resignation of Ms. Janet Huff, term expiration of 3/31/2021. In an effort to assure that the membership of our Board is representative of Tuscola County and best fulfills the diverse skills and experience needs of our organization, we have analyzed our membership as to age, gender, geographic location, skills and experience, organizational experience and legal mandates. Enclosed is a copy of Ms. Alice Moore's resume for your review.

At its regularly scheduled Board Meeting of April 22, 2021 the Tuscola Behavioral Health Systems Board of Directors resolved to recommend to the Tuscola County Board of Commissioners, the appointment of Ms. Alice Moore to our Board of Directors to a 3-year term, which will expire on March 31, 2024.

As always, we appreciate your strong support of our efforts and thank you in advance for your consideration of these recommendations.

Sincerely,

Daniel Grimshaw  
Board Chairperson

Sharon Beals  
Chief Executive Officer

DB/SB/clm

Enclosure

---

*A Michigan Community Mental Health Authority serving Tuscola County since 1973*

Mailing and Administration Address: 323 North State Street, Caro, MI 48723

Clinical Programs located at 1332 Propect Avenue, Caro, MI 48723

989.673.6191 or 1.800.462.6814 • TDD 1.866.835.4186 • [www.tbhsonline.com](http://www.tbhsonline.com)





Tuscola County

Clayette Zechmeister &lt;zclay@tuscolacounty.org&gt;

---

**Fwd: [EXTERNAL] Pumpkin festival**

---

Tom Young &lt;tyoung@tuscolacounty.org&gt;

Fri, May 7, 2021 at 6:56 AM

To: Thomas Bardwell &lt;tbardwell@tuscolacounty.org&gt;, Clayette Zechmeister &lt;zclay@tuscolacounty.org&gt;

I will be adding this to the COW Monday

----- Forwarded message -----

From: **Jim Matuszak** <colwoodmotorsports@gmail.com>

Date: Fri, May 7, 2021 at 6:39 AM

Subject: [EXTERNAL] Pumpkin festival

To: <tyoung@tuscolacounty.org>

Good morning Tom,

Julie Matuszak here. We had a Pumpkin Festival meeting last night. We are wondering if the festival will be allowed to use the CourtHouse property for pumpkins. We are currently discussing if we could have a festival or not. I know you guys meet next week again and wondered if it could be put on the agenda for discussion. I know October is a long way off but we need to start planning. We are

thinking about doing it but planning several events at fairgrounds where we can do distancing if required.

Can you get their thoughts for us

Thanks

Jullie Matuszak



Tuscola County

Clayette Zechmeister &lt;zclay@tuscolacounty.org&gt;

**[EXTERNAL] Program Income project extension of time**

Brian Neuville &lt;briann@hdc-caro.org&gt;

Wed, May 5, 2021 at 3:42 PM

To: Clayette Zechmeister <zclay@tuscolacounty.org>, "smithj@co.huron.mi.us" <smithj@co.huron.mi.us>, Jackie Arnold <jarnold@lapeercounty.org>, Tara Griffith <tgriffith@sanilacounty.net>, "lbowers@sanilacounty.net" <lbowers@sanilacounty.net>

Cc: "Louis Vinson III (MEDC)" <vinsonl1@michigan.org>

Hello all,

Just received this from Louis at MEDC for the current program income year expenditures. I will be updating and sending you all updated Emergency Repair Program Income Procedure Guides in the near future that has an expanded list of eligible repairs. Most notable is we can now do roofs so the funding will go pretty quickly as we have had numerous requests in all counties.

Hope all is well and you are staying healthy.

Thanks,

Brian

Brian Neuville, Deputy Director

Human Development Commission (HDC)

429 Montague Avenue

Caro, MI 48723

Phone: 989-672-1711 (Direct)

Fax: 989-673-2031

The mission of HDC is "Restoring Hope by Helping People and Changing Lives"

Visit us at [www.hdc-caro.org](http://www.hdc-caro.org) or visit us on facebook at <https://www.facebook.com/pages/Human-Development-Commission-Community-Action-Agency/141105532612558>

\*\*\*\*\* DISCLAIMER STATEMENT \*\*\*\*\*

PERIOD ENDING 03/31/2021

| GL NUMBER                           | DESCRIPTION              | END BALANCE<br>12/31/2020<br>NORM (ABNORM) | 2021<br>ORIGINAL<br>BUDGET | 2021<br>AMENDED BUDGET | ACTIVITY FOR<br>MONTH 03/31/21<br>INCR (DECR) | YTD BALANCE<br>03/31/2021<br>NORM (ABNORM) | % BDGT<br>USED |
|-------------------------------------|--------------------------|--|----------------------------|------------------------|---|--|----------------|
| Fund 250 - CDBG HOUSING GRANT FUND  |                          |  |                            |                        |   |  |                |
| Revenues                            |                          |  |                            |                        |   |  |                |
| Dept 100 - CONTROL                  |                          |  |                            |                        |   |  |                |
| 250-100-540.000                     | GRANT FROM LEIN PAY OFFS | 43,917.00                                  | 25,000.00                  | 25,000.00              | 0.00  | 0.00                                       | 0.00           |
| Total Dept 100 - CONTROL            |                          | 43,917.00                                  | 25,000.00                  | 25,000.00              | 0.00  | 0.00                                       | 0.00           |
| TOTAL REVENUES                      |                          | 43,917.00                                  | 25,000.00                  | 25,000.00              | 0.00  | 0.00                                       | 0.00           |
| Expenditures                        |                          |  |                            |                        |   |  |                |
| Dept 100 - CONTROL                  |                          |  |                            |                        |   |  |                |
| 250-100-801.000                     | CONTRACTUAL SERVICES HDC | 0.00                                       | 50,000.00                  | 50,000.00              | 0.00  | 0.00                                       | 0.00           |
| Total Dept 100 - CONTROL            |                          | 0.00                                       | 50,000.00                  | 50,000.00              | 0.00  | 0.00                                       | 0.00           |
| TOTAL EXPENDITURES                  |                          | 0.00                                       | 50,000.00                  | 50,000.00              | 0.00  | 0.00                                       | 0.00           |
| Fund 250 - CDBG HOUSING GRANT FUND: |                          |  |                            |                        |   |  |                |
| TOTAL REVENUES                      |                          | 43,917.00                                  | 25,000.00                  | 25,000.00              | 0.00  | 0.00                                       | 0.00           |
| TOTAL EXPENDITURES                  |                          | 0.00                                       | 50,000.00                  | 50,000.00              | 0.00  | 0.00                                       | 0.00           |
| NET OF REVENUES & EXPENDITURES      |                          | 43,917.00                                  | (25,000.00)                | (25,000.00)            | 0.00  | 0.00                                       | 0.00           |
| BEG. FUND BALANCE                   |                          | 102,995.03                                 | 102,995.03                 | 102,995.03             |   | 102,995.03                                 |                |
| NET OF REVENUES/EXPENDITURES - 2020 |                          |  |                            |                        |   | 43,917.00                                  |                |
| END FUND BALANCE                    |                          | 146,912.03                                 | 77,995.03                  | 77,995.03              |   | 146,912.03                                 |                |

# TUSCOLA COUNTY BOARD OF COMMISSIONERS

125 W. Lincoln Street  
Suite 500  
Caro, MI 48723

Telephone: 989-672-3700  
Fax: 989-672-4011

## TUSCOLA COUNTY NOTICE OF PUBLIC HEARING FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM INCOME FUNDING FOR TUSCOLA COUNTY EMERGENCY REPAIR PROJECT

The Tuscola County Board of Commissioners will conduct a public hearing on May 27, 2021 at 9:00 a.m. for the purpose of affording citizens to have an opportunity to examine and submit comments on the proposed project for a CDBG Program Income Emergency Repair Project.

Tuscola County proposes to use \$36,580 CDBG Program Income funds to provide Emergency Repairs and benefit at least 51% low to moderate income persons. No persons will be displaced as a result of the proposed activities.

Further information, including a copy of Tuscola County's Community Development plan and CDBG Tuscola County Emergency Repair Program Procedure Guide is available for review. To inspect the documents, please contact Clayette Zechmeister, County Controller/Administrator at 989-672-3700 to review at 125 W. Lincoln Street, Suite 500, Caro, MI 48723. Comments may be submitted in writing through May 26, 2021 or made in person at the public hearing.

Citizen views and comments on the proposed project are welcome.

The public hearing will be held in-person with virtual participation using Google Meet Conferencing.

**To Participate In Person:**

H.H. Purdy Building  
125 W. Lincoln Street  
Caro Michigan

**To Participate Virtually:**

**Via Video Conferencing:**

meet.google.com/pff-yhax-qji

**Via Phone:**

(US)+1 303-395-4295

PIN: 974 885 726#

Tuscola County  
Clayette Zechmeister, County Controller/Administrator  
989-672-3700

If you need accommodations to attend this meeting, please notify the Tuscola County Controller/Administrator's Office at 989-672-3700 at least two days in advance of meeting.

## 2020 to 2021 Indirect Cost Comparisons

| GL NUMBER                      | DESCRIPTION                         | 2020<br>Actual    | 2021 ORIGINAL<br>BUDGET | 2020-2021 Changes | 2021 Fund Budget     | 10% De Minimus      | Difference from CAP<br>Plan to 10% De<br>Minimus             |
|--------------------------------|-------------------------------------|-------------------|-------------------------|-------------------|----------------------|---------------------|--|
| <b>Fund 101 - GENERAL FUND</b> |                                     |                   |                         |                   |                      |                     |  |
| <b>Revenues</b>                |                                     |                   |                         |                   |                      |                     |  |
| <b>Dept 000 - CONTROL</b>      |                                     |                   |                         |                   |                      |                     |  |
| 101-000-699.207                | ROAD PATROL INDIRECT COSTS          | 68,368.00         | 91,105.00               | 22,737.00         | 2,731,668.00         | 273,166.80          | 182,061.80   |
| 101-000-699.215                | INDIRECT COST - FOC                 | 170,685.00        | 210,464.00              | 39,779.00         | 1,160,275.00         | 116,027.50          | (94,436.50)  |
| 101-000-699.218                | INDIRECT COSTS - DISPATCH FUND      | 94,241.00         | 98,930.00               | 4,689.00          | 1,244,231.00         | 124,423.10          | 25,493.10  |
| 101-000-699.221                | INDIRECT COST - HEALTH DEPT         | 10,578.00         | 12,627.00               | 2,049.00          | 3,592,222.00         | 359,222.20          | 346,595.20   |
| 101-000-699.230                | INDIRECT COSTS-RECYCLING            | 42,573.00         | 66,968.00               | 24,395.00         | 385,785.00           | 38,578.50           | (28,389.50)  |
| 101-000-699.240                | INDIRECT COST - MOSQUITO            | 84,295.00         | 93,478.00               | 9,183.00          | 1,254,558.00         | 125,455.80          | 31,977.80  |
| 101-000-699.279                | INDIRECT COST VOTED MSU             | 1,408.00          | 1,140.00                | (268.00)          | 180,032.00           | 18,003.20           | 16,863.20  |
| 101-000-699.295                | INDIRECT COST VOTED VET             | 8,482.00          | 9,283.00                | 801.00            | 376,498.00           | 37,649.80           | 28,366.80  |
| 101-000-699.297                | INDIRECT COST - SENIOR CITIZENS FND | 7,197.00          | 8,697.00                | 1,500.00          | 582,479.00           | 58,247.90           | 49,550.90  |
| 101-000-699.298                | INDIRECT COST - MEDICAL CARE FAC    | 1,452.00          | 1,973.00                | 521.00            | 251,483.00           | 25,148.30           | 23,175.30  |
| <b>TOTAL REVENUES</b>          |                                     | <b>489,279.00</b> | <b>594,665.00</b>       | <b>105,386.00</b> | <b>11,759,231.00</b> | <b>1,175,923.10</b> | <b>581,258.10</b><br><b>594,665.00</b><br><b>(13,406.90)</b> |

## 2021 Percent of Indirect Cost on Special Millages Tax Revenue

| DESCRIPTION                 | 2021 TOTAL<br>MILLAGE | 2021<br>INDIRECT COST | 2021<br>% OF TAX REVENUE |
|-----------------------------|-----------------------|-----------------------|--------------------------|
| Revenues                    |                       |                       |                          |
| VOTED ROAD PATROL           | 2,642,572.00          | 91,105.00             | 3.45%                    |
| VOTED PRIMARY ROAD          | 1,918,746.00          | 0.00                  | 0.00%                    |
| VOTED RECYCLING             | 298,034.00            | 66,968.00             | 22.47%                   |
| VOTED MOSQUITO              | 1,254,953.00          | 93,478.00             | 7.45%                    |
| VOTED MSU                   | 198,689.00            | 1,140.00              | 0.57%                    |
| VOTED VETERANS              | 337,773.00            | 9,283.00              | 2.75%                    |
| VOTED BRIDGE                | 995,100.00            | 0.00                  | 0.00%                    |
| VOTED SENIOR CITIZENS       | 635,807.00            | 8,697.00              | 1.37%                    |
| VOTED MEDICAL CARE FACILITY | 494,124.00            | 1,973.00              | 0.40%                    |
|                             | <b>8,775,798.00</b>   | <b>272,644.00</b>     | <b>3.11%</b>             |

G.

MICHIGAN DEPARTMENT OF CORRECTIONS  
OFFICE OF COMMUNITY CORRECTIONS  
FY 2022 FUNDING PROPOSAL

THUMB AREA REGIONAL

Comprehensive Plans & Services

| Program   | Program Code | Funding Request | Approved Funding | Reserved Funding | Total Funding Recommendation |
|---|--------------|-----------------|------------------|------------------|------------------------------|
| <b>Group-Based Programs</b>                     |              |                 |                  |                  |                              |
| Education                                       | B00          | -               |                  |                  | -                            |
| Employment                                      | B15          | 6,750           |                  |                  | -                            |
| Cognitive                                       | C01          | 27,000          |                  |                  | -                            |
| Domestic Violence                               | C05          | -               |                  |                  | -                            |
| Sex Offender                                    | C06          | -               |                  |                  | -                            |
| Outpatient Services                             | G18          | 141,700         |                  |                  | -                            |
| Other Group Services                            | G00          | 50,300          |                  |                  | -                            |
| <b>Sub-Total</b>                                |              | <b>225,750</b>  |                  |                  | -                            |
| <b>Supervision Programs</b>                     |              |                 |                  |                  |                              |
| Intensive Supervision                           | D23          | -               |                  |                  | -                            |
| Electronic Monitoring                           | D08          | -               |                  |                  | -                            |
| Pretrial Supervision                            | F23          | -               |                  |                  | -                            |
| <b>Sub-Total</b>                                |              | <b>-</b>        |                  |                  | -                            |
| <b>Assessment Services</b>                      |              |                 |                  |                  |                              |
| Actuarial Assessment                            | I22          | -               |                  |                  | -                            |
| Pretrial Assessment                             | F22          | -               |                  |                  | -                            |
| <b>Sub-Total</b>                                |              | <b>-</b>        |                  |                  | -                            |
| <b>Gatekeeper</b>                               |              |                 |                  |                  |                              |
| Gatekeeper ✓                                    | I25          | 12,095          |                  |                  | -                            |
| <b>Sub-Total</b>                                |              | <b>12,095</b>   |                  |                  | -                            |
| Case Management                                 | I24          | 6,600           |                  |                  | -                            |
| Substance Abuse Testing                         | G17          | -               |                  |                  | -                            |
| Other   | Z00          | -               |                  |                  | -                            |
| 5 Day Housing                                   | Z02          | 5,003           |                  |                  | -                            |
| <b>Program Total</b>                            |              | <b>249,448</b>  |                  |                  | -                            |
| <b>Administration</b>                           |              |                 |                  |                  |                              |
| Salary & Wages                                  |              | 53,500.00       |                  |                  | -                            |
| Contractual Services                            |              | -               |                  |                  | -                            |
| Equipment                                       |              | 800.00          |                  |                  | -                            |
| Supplies  |              | 2,000.00        |                  |                  | -                            |
| Travel  |              | 600.00          |                  |                  | -                            |
| Training  |              | 600.00          |                  |                  | -                            |
| Board Expenses                                  |              | 300.00          |                  |                  | -                            |
| Other   |              | 4,294.00        |                  |                  | -                            |
| <b>Administration Total</b>                     |              | <b>62,094</b>   |                  |                  | -                            |
| <b>Total Comprehensive Plans &amp; Services</b> |              | <b>311,542</b>  | <b>0</b>         | <b>0</b>         | <b>0</b>                     |



# Program Description

## Gatekeeper

|   |          |
|---|----------|
| CCAB: THUMB AREA REGIONAL   | FY: 2022 |
| Local Program Name: GATEKEEPER  |          |
| Service Provider: Lapeer, Tuscola & Sanilac County Community Corrections  |          |
| CCIS Service Type: 125 - Gatekeeper   |          |
| Total Projected New Enrollment: 425   |          |
| For Regional CCABs, total projected new enrollment by member county: Lapeer County 190, Tuscola County 135, Sanilac County 100. |          |
| Program Status: Continuation  |          |
| If modification, describe here:   |          |

Gatekeeper is a *process* or *function* rather than a program as we typically think of it.

- If the majority of program referrals come from an outside source, Gatekeeper should not be requested (examples: referrals from probation agents, judges, defense attorneys, etc.).
- Gatekeeping includes initial screening for program eligibility (not assessment) such as determining if the offender meets established target and preliminary eligibility criteria and the subsequent referral and COMPAS Case Management (CCM) enrollment in programming as appropriate.
- Projections should also include an appropriate calculation of the Gatekeeper's time. The total amount of time spent per projected enrollee should balance with the requested funding amount. Gatekeeping services should be limited to no more than one hour per enrollee.
- Subsequent data entry such as termination/discharge from programming is a function under administration.

**ANSWER ALL QUESTIONS USING "NA" IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.**

1. Program screening and referral is an expected function of MDOC Probation Supervision. Please explain how this existing service is inadequate for your Comprehensive Corrections Plan and why Gatekeeper Services are needed: Until MDOC's policies change this expectation into an accountable reality, there will be a need for the function of the Gatekeeper. Without the Gatekeeper service there would be no check and balance system in place to ensure those eligible for PA511 programming are actually being referred. If Gatekeeper services were not funded, the process would just become a function of administration and would have to be funded under that line, which would increase the funding and impact the 30% threshold limit of overall funding for the Region. Provide the estimated percentage of program referrals that come from a source OTHER than gatekeeping: 75%
2. Please answer all of the following:
  - a. This service functions as a Gatekeeper for PA-511 Funded Programs
  - b. Describe the steps taken to determine offender eligibility for a program: Court dockets are checked weekly, including 7411 and HYTA cases to ensure all dispositions are screened by the Gatekeeper. Once all of the needed documentation has been received, sought, gathered (BIR, Commitment Orders, Judgment of Sentences, Commitment to Jail, other court sentencing documentation, Probation Orders,





# Program Description

## Gatekeeper

COMPAS Bar Charts, etc.) they screen the paperwork to see what the offender risk/needs are, confirm eligibility criteria and then make the referral into the appropriate available programs. If further court documentation is needed, they take the necessary steps to get such paperwork, working in coordination with the Probation Agents and/or Judges. Once the referral paperwork/packet is complete, the paperwork is then sent to the contracted service provider. The Gatekeeper when needed, helps the offender make contact with the service provider or helps the service provider track down the offender.

- c. Estimate how long it takes to determine eligibility, make referrals and complete CCM data entry for a new offender: **60 minutes** For an established offender: **30 minutes**
- d. Do you meet with the offender to do the screening or work from referral documents? Explain: **The Gatekeeper does not meet with the offenders as part of the referral or screening process and relies only on the referral documents.**
- e. What PA511 programs does this Gatekeeper screen/refer for? **1. Offender Success Management, 2. Thinking Matters Program, 3. Substance Abuse Program, 4. Employability Skills Program, 5. Opiate/Meth Specific Program, 6. Five Day Assessment Program, 7. OWI3rd/IOP.**
- f. What non-PA511 programs does this Gatekeeper screen/refer for? **None.**
- g. What percentage of your requested CPS budget is in this line item? **0.01%**
- h. Review your answers above. Summarize other aspects of this service not specifically identified above that you feel are critical to understanding this function: **In section 1, it states that program screening and referral is an expected function of MDOC Probation Supervision but in reality it is just that, an expectation. The programs that are currently in place in the region are proven programs that do work, yet there are always those individuals who meet eligibility criteria and would benefit from programming that are not referred. Without the Gatekeeper service to ensure that all eligible individuals are referred to PA511 programming, it simply will just happen. There is no lack of education, information or materials presented, it is just not enforced, therefore it does not happen and all eligible referrals will not be made without the Gatekeeping service.**

**3. As Gatekeeping is not necessarily a "program", specific contributions toward the below objectives may not be obvious. Answer as appropriate.**

- a. Will this this program reduce prison commitments? **Yes**
  - i. Clearly describe how this program will impact the PCR: **This program, unlike other PA511 programs that actually have offender participations, impacts the PCR by being one of the pathways that allows there to be PA511 programming enrollments. Therefore, this program allows the proven PA511 programs to function as intended, resulting in a positive impact on PCR.**
- b. Is this program intended to impact recidivism? **Yes**
  - i. Clearly describe how recidivism will be impacted: **This program, unlike other PA511 programs that actually have offender participations, impacts recidivism by being one of the pathways that allows there to be PA511 programming enrollments. Therefore, this program allows the proven PA511 programs to operate, resulting in less recidivism for both technical violators and new sentence violators.**



# Program Description

## Gatekeeper

4. Evaluation is part of evidence-based principles which you must identify in (a.). You are required to develop at least one key performance measure for this program in (b.). Be sure to include the data source, how its tracked and measured.

- a. Describe how this program meets evidence-based principles: The Gatekeeping service utilizes Assess Actuarial Risk/Needs, Target Interventions, Measures of Relevant Processes/Practices and Provides a Measurement of Feedback. These principles are carried out as the services are completed and the offender is referred to the proper program.
- b. Program key performance measure(s): 100% of sentenced or adjudicated cases screened.



# Program Description

## 5-Day Housing

|   |          |
|---|----------|
| CCAB: THUMB AREA REGIONAL   | FY: 2022 |
| CCIS Code: Z02  |          |
| Total projected number of eligible 5-Day Housing offenders: 28  |          |
| For Regional CCABs, projected number per member county: Lapeer County -18 / Tuscola County -5 / Sanilac County -5 |          |

5-Day Housing is intended to reimburse county jails for housing costs for drunk driver offenders during a period of assessment for treatment and case planning. Reimbursement for housing during the assessment process will be at a rate of \$43.50 per day per offender, up to a maximum of 5 days per offender.

The assessment process is defined as the period in which it takes to complete the required substance abuse assessment as well as additional treatment planning and case management services planning."

Eligibility is:

- Court arraigned, convicted, and/or sentenced on a MCL 257.625 – 3rd Offense - Operating a motor vehicle under the influence of intoxicating liquor or a controlled substance, or both, 3rd or subsequent offense, under section 625(9)(c) of the Michigan Vehicle Code, 1949 PA 300

If program is utilized, all CCABs MUST verify that the appropriate substance use assessment is completed post-arraignment and prior to sentencing AND all program enrollees MUST be referred to a follow-up program based on the assessment results. All assessment providers must meet contractual criteria.

**ANSWER ALL QUESTIONS COMPLETELY**

|                                 |   |
|---------------------------------|---|
| <b>1. Describe the program:</b> |   |
| a.                              | How many 5-Day Housing offenders do you project to bill for this fiscal year? <b>28</b>   |
| b.                              | Calculate your Z02 budget: Projected offenders <b>28</b> X \$217.50 = <b>\$6,090.00</b>   |
| c.                              | How are 5-Day Housing offenders identified for reimbursement? <b>The service provider reports the number of assessments completed to the Community Corrections Coordinator/Assistant Coordinator and the Coordinator verifies eligibility.</b>  |
| d.                              | Who and when determines/confirms eligibility? <b>The Community Corrections Coordinator or Assistant Coordinator confirms eligibility prior to services being paid for.</b>  |
| e.                              | Identify who is completing the substance use assessment and when: <b>The contracted service providers are completing the assessments; AICC in Lapeer County, List Psychological in Tuscola County and Sanilac County Counseling Services in Sanilac County. Assessments are completed within the first 5 days of incarceration. List the credentials of the service provider: Minimum of CADC (Certified Alcohol and Drug Counselors) or equivalent/development plan through the State of Michigan.</b> |
| f.                              | What type of assessment(s) is used? <b>Completion of a biopsychosocial assessment including DSM 5, ASAM, and MH screening.</b>  |



# Program Description

## 5-Day Housing



IF YOU HAVE COMPLETED YOUR COST  
RANK CODE, AND YOU CHANGE JUST ONE  
PROGRAM DESCRIPTION IN THIS PROGRAM  
TO BESE, THE PROGRAM CODE/NAME IN  
USING THE DROP DOWN. IF YOU DO NOT, IF  
OUR PROPOSAL AND YOU MAY NOT RECEIVE

MICHIGAN DEPARTMENT OF CORRECTIONS  
OFFICE OF COMMUNITY CORRECTIONS  
FY 2022 FUNDING PROPOSAL

THUMB AREA REGIONAL

Comprehensive Plans & Services

| Program   | Program Code | Funding Request | Approved Funding | Reserved Funding | Total Funding Recommendation |
|---|--------------|-----------------|------------------|------------------|------------------------------|
| <b>Group-Based Programs</b>                     |              |                 |                  |                  |                              |
| Education                                       | 800          | -               |                  |                  | -                            |
| Employment                                      | 815          | 6,750           |                  |                  | -                            |
| Cognitive                                       | C01          | 27,000          |                  |                  | -                            |
| Domestic Violence                               | C05          | -               |                  |                  | -                            |
| Sex Offender                                    | C06          | -               |                  |                  | -                            |
| Outpatient Services                             | G18          | 141,700         |                  |                  | -                            |
| Other Group Services                            | G00          | 50,300          |                  |                  | -                            |
| <b>Sub-Total</b>                                |              | 225,750         |                  |                  | -                            |
| <b>Supervision Programs</b>                     |              |                 |                  |                  |                              |
| Intensive Supervision                           | D23          | -               |                  |                  | -                            |
| Electronic Monitoring                           | D08          | -               |                  |                  | -                            |
| Pretrial Supervision                            | F23          | -               |                  |                  | -                            |
| <b>Sub-Total</b>                                |              | -               |                  |                  | -                            |
| <b>Assessment Services</b>                      |              |                 |                  |                  |                              |
| Actuarial Assessment                            | I22          | -               |                  |                  | -                            |
| Pretrial Assessment                             | F22          | -               |                  |                  | -                            |
| <b>Sub-Total</b>                                |              | -               |                  |                  | -                            |
| <b>Gatekeeper</b>                               |              |                 |                  |                  |                              |
| Gatekeeper                                      | I25          | 12,095          |                  |                  | -                            |
| <b>Sub-Total</b>                                |              | 12,095          |                  |                  | -                            |
| <b>Case Management</b>                          | 124          | 6,600           |                  |                  | -                            |
| <b>Substance Abuse Testing</b>                  | G17          | -               |                  |                  | -                            |
| <b>Other</b>                                    | Z00          | -               |                  |                  | -                            |
| <b>5 Day Housing</b>                            | Z02          | 5,003           |                  |                  | -                            |
| <b>Program Total</b>                            |              | 249,448         |                  |                  | -                            |
| <b>Administration</b>                           |              |                 |                  |                  |                              |
| Salary & Wages                                  |              | 53,500.00       |                  |                  | -                            |
| Contractual Services                            |              | -               |                  |                  | -                            |
| Equipment                                       |              | 800.00          |                  |                  | -                            |
| Supplies  |              | 2,000.00        |                  |                  | -                            |
| Travel  |              | 600.00          |                  |                  | -                            |
| Training  |              | 600.00          |                  |                  | -                            |
| Board Expenses                                  |              | 300.00          |                  |                  | -                            |
| Other   |              | 4,294.00        |                  |                  | -                            |
| <b>Administration Total</b>                     |              | 62,094          |                  |                  | -                            |
| <b>Total Comprehensive Plans &amp; Services</b> |              | 311,542         | 0                | 0                | 0                            |



# Program Description

## Administration

FY: 2022

CCAB: THUMB AREA REGIONAL

Administration is defined as those activities and related costs that have been incurred for the overall executive and administrative functions of the local office or other expenses of a general nature that do not relate solely to the operation of a specific program as defined/approved within the local plan. They are costs, that by their nature, are administrative in support of the overall duties and functions of the local OCC. This category must also include its share of fringe benefits, costs, operations (utilities, office supplies, travel, etc.), and maintenance expenses.

**NOTE:**

- No more than one hour may be billed for eligibility screening under Administration. **CCABs receiving 125 Gatekeeper funds may not bill for this service under Administration.**
- A **SUPPLY** has a life expectancy of less than a year (paper, toner, folders, drug testing supplies, etc.) while **EQUIPMENT** has a life expectancy of more than a year (fax machine, PBT, computer).

|  |
|--|
| 1. Local/other contributions to Administrative functions per fiscal year: \$ <span style="float: right;"><i>*this amount must be reflected in your budget documents within the OCC Funding Application.</i></span>   |
| 2. How frequently are CCAB meetings held? 3 times a year; additional meetings are held, if needed. What is included on CCAB meeting agendas? Agendas include financial reports, program utilization, jail population information, old business, new business and other pertinent information, as needed and the minutes from the previous meetings are included.   |
| 3. Describe how expenditure reports are processed and verified then forwarded to OCC in Lansing: Invoices are sent to the Coordinator and Assistant Coordinator and from there verification of eligibility, enrollment into the program and availability of funding take place. A local billing form is filled out along with a local excel spreadsheet to compile accurate expenditures prior to completing OCC's form. Once the OCC form is completed it is emailed to OCC and the grant coordinator.  |
| 4. When and how are utilization and expenditures monitored? Utilization and expenditures are monitored monthly (at a minimum) when those reports are completed. In the event that those numbers are higher or lower than expected they are then looked at weekly so that actions can be taken, as needed.  |
| 5. As a contractual requirement, how often does the CCAB manager meet with, visit, and evaluate contracted programs? Contractors are met with twice a year (at minimum) to ensure programs and files are being completed per grant requirements. Other meetings are held, as needed.   |
| 6. How often does the CCAB manager meet with program referral sources? (probation supervisors/agents, prosecutor, defense attorney, judges, etc.)? CCAB manager used to meet with program referral sources on a weekly, monthly and as needed time frame, but it is much less now as regarding in person meetings. Explain: Meeting with referral sources is now being handled via zoom or with other communication efforts, such as emails and phone calls. Due to the COVID restrictions being in place it has been difficult to travel to Sanilac and |





# Program Description

## Administration

Tuscola Counties.

7. How often is program utilization reviewed? Explain: Program utilization is reviewed every month when the data comes in from the service providers. If utilization is outside of projections it is looked at on a weekly basis so that either funding can be continued in the event of over utilization or problems can be solved if there is an under-utilization situation.
8. What actions are taken when programs are under or over-utilized? Programs that are under-utilized are evaluated to see what is causing the under-utilization as follows: Is there no longer a need for the program? Is there an entry criteria issue? Are there eligible probationers who are not being referred? Is there another issue? Once those answers are discovered, adjustments will be made, as needed. Programs that are over-utilized are evaluated as follows: Entrance criteria is checked to make sure it does not need to be adjusted. Probationers are double checked to make sure they met the set criteria. Once those answers are detected, adjustments will be made, as needed.
9. Describe when and how the comprehensive corrections plan is developed: The comprehensive corrections plan is developed through the year as information is gathered from referral sources, MDOC, stakeholders and service providers. As the needs of the region change, so does the plan. If and when a new need is identified, the coordinator and assistant coordinator work with service providers to develop and/or modify existing programs to satisfy the new and changing needs of the region.
10. Describe the involvement of other stakeholders or subcommittees in data analysis or comprehensive corrections plan/program development. This year the region noticed an increase in OWI and Meth arrests; this information was presented to the Coordinator by stakeholders including MDOC staff, prosecutors, judges and service providers. A subcommittee of CCAB managers was formed to consider implementing a meth component to the already in place Opiate Specific Program. The current DDJR program has been revamped utilizing an updated format and workbook.
11. What is your plan to provide orientation and to educate all stakeholders? Explain: Constant communication coupled with factual driven meetings will provide orientation and education to all stakeholders. FY2021 saw several new stakeholders in the region, including Prosecutors and Judges. Ensuring everyone who is a direct part of the process of someone being enrolled into PAS11 programming has a working knowledge of the programs that are available and the path to enrollment is vital. Program description binders and cheat sheets explaining and detailing eligibility are distributed.



# Program Description

## Group Programming

|   |                 |
|---|-----------------|
| <b>CCAB: THUMB AREA REGIONAL</b>  | <b>FY: 2022</b> |
| <b>Local Program Name: EMPLOYABILITY SKILLS</b>   |                 |
| <b>Service Provider: Career Directions Inc.</b>   |                 |
| <b>CCIS Service Type: B15- Employment Skills</b>  |                 |
| <b>Total projected number of new enrollments: 18</b>  |                 |
| <b>For Regional CCABs, projected number of new enrollments per member county: Lapeer County 6 / Tuscola County 6 / Sanilac County 6</b>   |                 |
| <b>Program Location (select all that apply):</b> Jail: <input checked="" type="checkbox"/> Residential: <input type="checkbox"/> Community: <input checked="" type="checkbox"/> |                 |
| <b>Program status: Continuation</b>   |                 |
| <b>If modification, describe here:</b>  |                 |

**GROUP/CLASS DELIVERED PROGRAMMING –**

- This form is for program activities delivered through a group or class-type structure.
- Groups that are cognitive in nature must be separate for both male and female populations.
- When developing eligibility criteria, think about what behavior or characteristics in addition to addressing PCRs or jail utilization that the program is intended to address.
- Cognitive, Employability Skills, Education and Domestic Violence programs are all programs that would use this form.
- If this form is utilized for an Employability Skills group, the County must clearly identify how it is not a duplication of services provided through the Michigan Works Agency or other local workforce development agencies in (3.h.).
- G00 is an option for "other" group-type programming not specifically identified here (discuss with your coordinator first).

**ANSWER ALL QUESTIONS USING "NA" IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.**

|   |
|---|
| <b>1. What is your target population?</b>   |
| <input checked="" type="checkbox"/> Sentenced Felons <input type="checkbox"/> Pretrial <input checked="" type="checkbox"/> Other: <b>Adjudicated Felony Offenders on Delayed Sentence and Felony Offenders who have a verified need for employment.</b> |

|   |
|---|
| <b>2. Describe the program:</b>   |
| a. What is your referral process to this program? <b>Offenders can be sentenced to the program through a Court Order, Probation Referral, Attorney, Sheriff Department, Gatekeeper referral or self-referral.</b>   |
| b. What assessment is used, identify the tool: <b>COMPAS</b>  |
| c. Who completes the assessment? <b>MDOC Agents</b>   |
| d. P.A. 511 states eligibility for programming must include moderate to high risk. Please select which needs the program will impact (probable to highly probable). Then, identify the number of scales required for eligibility: 1   |
| <input type="checkbox"/> Criminal Involvement <input type="checkbox"/> History of Violence <input checked="" type="checkbox"/> Vocational/Ed<br><input type="checkbox"/> History of Non-Compliance <input type="checkbox"/> Family Criminality<br><input type="checkbox"/> Criminal Opportunity <input type="checkbox"/> Current Violence |



# Program Description

## Group Programming

- Criminal Personality
- Residential Stability
- Cognitive Behavior
- Substance Abuse
- Leisure and Recreation
- Criminal Associates/Peers
- Social Isolation
- Social Environment

### Gender Responsive Scales:

- Experiences of Abuse as an Adult
- Experiences of Abuse as a Child
- Relationship Dysfunction
- Parental Stress

- Felony Probation Violator, regardless of COMPAS Assessment Score

e. Describe the program design (programs using this description form should be delivered through a group or class structure):

i. Name of curriculum: **EMPLOYABILITY SKILLS**

ii. Identify what skills are taught in this program: **Employment readiness skills, to include: Review of the Career Development Process, Identifying appropriate employment goals with the assistance of an Interest Survey, mapping out career pathway to identify points of entry into a field of interest and path of advancement; Analysis of an Employment Application to provide insight for strategies to reduce employer concerns and minimize screen out potential, significant time is spent reviewing the felony conviction question and good vs. bad responses to this question. Several techniques for addressing this question are shared to assist participants in developing an appropriate response. Participants act as hiring managers and sort through actual applications to assist in building comprehension on the most effective responses; Review of resume formats; Identification of most appropriate resume format to most effectively promote skills; Assistance in drafting a resume based on a resume template provided which assists in addressing work gaps, job hopping, limited education, limited work experience, etc., while promoting job specific skills; Discussion of how social media impacts pursuit of employment as well as advancement on the job; Interviewing from the Employer's perspective provides a hands on experience to provide insight into potential screen outs to assist in minimizing these factors in the pursuit of employment; Interviewing from the Job Seeker's Perspective analyses 5 stages on the interview in effort to increase promotional skills at each stage as well as how to address the felony question in a manner that demonstrates sincerity and reduces employer concerns. Participants are coached on the most common interview questions and responses that employers are looking for; The recorded mock interview provides an opportunity for participants to mock interview answering common interview questions as well as addressing the felony conviction question. This video is then played back to the participant and analyzed to demonstrate areas of weakness and**



# Program Description

## Group Programming

|      |   |
|------|---|
|      | strength in regards to non verbal and verbal communication, the ability to communicate skills applicable to the position sought, and the ability to address the felony conviction question in a manner that demonstrates sincerity and genuineness.   |
| iii. | Is the group open or closed? <b>Closed</b>  |
| iv.  | What is the minimum/maximum number of participants per group, as identified in the curriculum? <b>3 minimum / 8 maximum</b>   |
| v.   | Minimum number of group sessions attended for successful completion: <b>5</b>   |
| vi.  | If the group occurs in various locations, (jail/residential/community) identify how participants transition between them: <b>Participants may transition from the in jail program to the program provided in the community in order to achieve successful completion.</b>   |
| f.   | Identify the training or credentials held by your service provider qualifying him/her to provide this service: <b>Master Degree in Rehabilitation Psychology, Certified Rehabilitation Counselor (National Certification), Licensed Counselor in the State of Michigan, Master Level Career Development Counselor.</b>  |
| g.   | How are delivered services and individual progress and participation documented by the service provider and provided to the probation agents and/or referral source? (i.e., progress notes, case notes and/or group notes) <b>Signed attendance sheets and progress notes kept in files.</b>  |
| h.   | Provide any other pertinent information you feel is necessary:  |
| 3.   | Evaluation is part of evidence-based principles which you <b>must</b> identify in (a.). You are <b>required</b> to develop at least one key performance measure for this program in (b.). Be sure to include the data source, how its tracked and measured.   |
| a.   | <b>Describe how this program meets evidence-based principles: This program utilizes evidence-based principles through the following: Target Interventions; a) Risk Principle by targeting offenders who are at higher risk with vocational needs, e) Treatment Principle, as this program is an integral part of the sentence/sanctions process, Skill Train with Directed Practice, as the staff giving the program hold the high level of education needed to provide the training and the programming includes interviews and role playing and the program provides a Measurement of Feedback as outlined below.</b> |
| b.   | <b>Program key performance measure(s): 1. Have program participants gained employment within six months of completion. 2. If not, are they actively looking for employment? 3. Have they been offered a job within that six months? 4. Did they gain employment within that six months and were either laid off or terminated?</b>  |

# MICHIGAN DEPARTMENT OF CORRECTIONS

*"Committed to Protect, Dedicated to Success"*



## Office of Community Corrections

Community Corrections Plan and Application  
Fiscal Year 2022

CCAB Name: THUMB AREA REGIONAL

Email the application to:

1. [MDOC-OCC@michigan.gov](mailto:MDOC-OCC@michigan.gov)
2. Community Corrections Specialist

**DUE DATE: May 1, 2021**

## SECTION I: COMMUNITY CORRECTIONS ADVISORY BOARD INFORMATION

**Name of CCAB:** THUMB AREA REGIONAL

**Federal I.D. Number:** 386005780

### A: General Contact Information:

|                 | CCAB Manager              | CCAB Manager's Direct Supervisor | CCAB Chairperson          | Agency Serving as Fiduciary of Award & Contact Person |
|-----------------|---------------------------|----------------------------------|---------------------------|---|
| <b>Name:</b>    | David Lee Stevens         | CCAB Chairperson                 | Judge Nick Holowka        | Quentin Bishop  |
| <b>Title:</b>   | Coordinator               |                                  |                           |   |
| <b>Address:</b> | 255 Clay Street Rm #83    |                                  | 255 Clay Street           | 255 Clay Street                                       |
| <b>City:</b>    | Lapeer                    |                                  | Lapeer                    | Lapeer  |
| <b>State:</b>   | Michigan                  |                                  | Michigan                  | Michigan  |
| <b>Zip:</b>     | 48446                     |                                  | 48446                     | 48446   |
| <b>Phone:</b>   | 810-664-5487              |                                  | 810-245-4816              | 810-667-0366  |
| <b>Fax:</b>     | 810-245-4784              |                                  | 810-245-4700              | 810-667-0369  |
| <b>Email:</b>   | dstevens@lapeercounty.org |                                  | cnoblett@lapeercounty.org | qbishop@lapeercounty.org                              |

Type of Community Corrections Board: Regional Advisory Board

Counties/Cities Participating in the CCAB: Lapeer County, Tuscola County and Sanilac County

Date application was approved by the local CCAB: April 29<sup>th</sup>, 2021

Date application was approved by county board(s) of commissioners and/or city council: Tentative Dates as follows: Lapeer County (5/13/2021), Sanilac County (5/4/2021) and Tuscola County (5/13/2021)

Date application was submitted to OCC: April 30<sup>th</sup>, 2021

### B: CCAB Membership

| Representing:           | Name   | Email   |
|-------------------------|--|---|
| County Sheriff:         | Scott McKenna, Lapeer County<br>Glen Skrent, Tuscola County<br>Paul Rich, Sanilac County   | smckenna@lapeercounty.org<br>ggs@tuscolacounty.org<br>prich@sanilacounty.net              |
| Chief of Police:        | David Mallet, Chief of Police - Metamora   | dmallet@metamoratownship.com  |
| Circuit Court Judge:    | Judge Nick Holowka, Lapeer County<br>Judge Amy Gierhart, Tuscola County<br>Judge Timothy Wrathell, Sanilac County                    | cnoblett@lapeercounty.org<br>agierhart@tuscolacounty.org<br>hsurbrook@sanilacounty.net    |
| District Court Judge:   | Judge Jason Bitzer, Tuscola County<br>Magistrate Maureen Salayko, Lapeer County<br>Judge Gregory S. Ross, Sanilac County             | jbitzer@tuscolacounty.org<br>msalayko@lapeercounty.org<br>76judge@sanilacounty.net        |
| Probate Court Judge:    | Judge J. Scott, Lapeer County  | jscott@lapeercounty.org   |
| County Commissioner(s): | Lenny Schneider, Lapeer County<br>Douglas DuRussel, Tuscola County<br>Bill Sarkella, Sanilac County                                  | lschneider@lapeercounty.org<br>ddurussel@tuscolacounty.org<br>billsarkella@gmail.com      |
| Service Area (Up to 3): | Jacqueline List, List Psychological, Tuscola<br>Todd Anglebrandt, AICC Director, Lapeer<br>Bryant Wilke, Sanilac County Health Dept. | jacquelinelist@listpsych.com<br>tanglebrandt@lapeercounty.org<br>wilkeb@sanilachealth.com |
| County Prosecutor:      | John Miller, Lapeer County<br>Mark Reene, Tuscola County<br>Brenda Sanford, Sanilac County   | jmiller@lapeercounty.org<br>mreene2011@gmail.com<br>bsanford@sanilacounty.net             |
| Criminal Defense:       | Philip Fulks<br>Paulette Michel Loftin   | philipfulks@gmail.com<br>attorneypaulette@gmail.com                                       |
| Business Community:     | vacant   |   |
| Communications Media:   | John Schneider, Tuscola County<br>Dave Fredrick, Sanilac County  | john@tcadvertiser.com<br>davef@sanilacbroadcasting.com                                    |

|  |   |   |
|--|---|---|
| Circuit/District Probation:  | Mike Slater, Lapeer County/Sanilac County<br>Charlie Walker, Tuscola County | slaterm@michigan.gov<br>walkerc8@michigan.gov |
| City Councilperson:  | vacant  |   |
| Workforce Development:   | Jody Kerbyson, Michigan Works   | jkerbyson@gstmiworks.org                      |
| <p>1. Does your CCAB have Bylaws? Yes If yes, have they been revised within the last 2 years? No</p> <p>2. What steps does your CCAB take to orientate new CCAB members ensuring the understanding of their roles and responsibilities? New CCAB members are given an overview of PAS11 to include: current funded programs, eligibility criteria, PCR, State Board Priorities, target population, evidence-based practices, etc. Once there is a general understanding of the before mentioned items, there can be further discussions on what is expected of them.</p> |   |   |

**SECTION II: ANALYSIS & COMPREHENSIVE CORRECTIONS PLAN**

**Introduction and Instructions for your Comprehensive Corrections Plan:**

Michigan Public Act 511, also known as the Community Corrections Act, was established in 1988 in an effort to improve the State’s prison commitment rates (PCR) through the development and utilization of evidence-based, community corrections programming that targets Group 2 straddle cell offenders, OUIL-3<sup>rd</sup> offenders, and probation violators assessed as moderate to high in risk and or needs. Counties and regions establishing a Community Corrections Advisory Board (CCAB) appoint member stakeholders as required by PA-511 to identify and target local criminogenic needs that impact prison commitments and recidivism. CCABs are obligated to abide by PA-511 and Michigan Office of Community Corrections (MOCC) requirements when receiving MOCC funding, including but not limited to data tracking and analysis, as well as minimum program eligibility and utilization requirements.

This Application serves as your CCAB’s Comprehensive Corrections Plan. To be considered for funding, it must include specific and detailed explanation as to how your plan will impact State Board Priorities, local prison commitment rates, recidivism, and local priorities/initiatives through identified key objectives. Strategies to obtain key objectives as well as performance measures must also be identified. For the purpose of this application, the following terms and definitions apply:

- 1) Key Objectives – Overall PCR Objective, Group 2 Straddle Objective, and Recidivism Objective(s) - your CCAB may identify other objectives in addition to these required objectives.
- 2) Supportive Strategies – Proposed OCC funded programming and/or services that are intended to support the objectives identified.
- 3) Performance Measures – Identified in each proposed program description, these are the specific methods your CCAB will utilize to measure outcomes of programming and their impact on State Board Priorities.

**Felony Data Analysis:**

OCC will provide CCABs with relevant felony dispositional data to complete the application. CCABs must analyze this data along with local CCIS data (reports run locally from COMPAS Case Manager) and develop key objectives and supportive strategies that will help attain local goals and support State Board Priorities.

- A thorough analysis of the data should include:
- Overall PCRs, rates within sentencing guideline ranges, PCRs within Group 1 and Group 2 offense categories, status at time of offense and recidivism of probation violators, both new sentence and technical
  - Reference to changes in PCRs compared to prior years
  - Other changes in your CCAB/area that influence changes (new stakeholders, new or changing policies and/or procedures, emerging crimes, offender characteristics, etc.)
  - Review your past OCC funding proposals for ideas

Your data analysis forms the basis of your objectives and strategies. A weak link between them may result in denial of, or conditional revisions to, your Comprehensive Corrections Plan. Therefore, it is important to demonstrate a solid connection between your data, objectives, and supportive strategies.

**Example:** Objective #1 is intended to impact the overall prison commitment rate (PCR). To address this, your CCAB should analyze local felony dispositional & CCIS data and identified trends or changes that impacted that data. For example, trends and changes may include:

- CCAB stakeholder changes
- New judicial, probation, or CCAB staff or other personnel issues that impact referrals, screenings, or programming
- Service provider changes or issues
- Trends in local criminality (example: increase in drug related offenses, decrease in probation violations, etc.)
- Development or changes in local court services or programming (example: new Specialty Court programming, changes to court programming eligibility, etc.)

Your CCAB must then determine its proposed Overall PCR based on this analysis, with consideration given to the average of the last 3 years. Your CCAB must then identify the strategies that will impact its Overall PCR. All strategies that you are requesting funding for must be also be listed on the Budget Cost Description and have a completed Program Description. If you request funding for a program or service that is not identified as a strategy impacting any objective, it will not be considered for funding.

**SAMPLE OBJECTIVE:** To reduce the County's Overall Prison Commitment Rate (PCR) to 16% or less.

**SAMPLE STRATEGY:** C01 Cognitive Programming, G18 Outpatient Treatment Services, and B15 Employment Skills. I25 Gatekeeper will be utilized to screen all offenders for eligibility.

**A-1: Using OMNI Felony Disposition data supplied by OCC for the previous two fiscal years:**

1. Are overall felony dispositions increasing, decreasing, or stable? Decreasing
2. In the two charts below, please fill in the rates and number of dispositions for the *previous two fiscal years*. For CCABs with correctional facilities, please remove those dispositions with prisoner status (OMNI Report 3). Describe changes within Sentencing Guideline (SGL) categories identified below, including prison and non-prison dispositions, for State Board Target Populations. Any additional pertinent information necessary to establish a trend beyond 2 years must be included.: From FY2019 to FY2020 overall felony dispositions decreased from 855 to 556; a difference of 299 dispositions (34.9%). The percentage rates across the board stayed relatively the same even with the drastic drop in felony dispositions. Overall PCR, Group 1 and Group 2 stayed within 3% from FY2019 to FY2020. The biggest change can be seen in the PCR for Straddle dispositions with an increase from 15.2% to 18.3%, but the actual increase was only 3 dispositions (22 increasing to 25). The percentages doubled in Straddle PCR Group 1 (6.2% to 13.9%), there was only an increase of 2 prison dispositions (4 increased to 6). With the regions overall numbers relatively low, an increase or decrease of only a few dispositions can make the percentage change drastically. The drop in dispositions is a direct result of COVID-19 and the restrictions placed upon the courts.

|                           |   |                      |              |                            |              |                               |              |
|---------------------------|---|----------------------|--------------|----------------------------|--------------|-------------------------------|--------------|
| <b>FY 2019 State PCR:</b> | <b>19.7%</b>  | <b>Group 2 Rate:</b> | <b>12.9%</b> | <b>Straddle Cell Rate:</b> | <b>24.0%</b> | <b>Group 2 Straddle Rate:</b> | <b>23.0%</b> |
| Overall PCR:              | 15.0%- 128 prison dispositions out of 855 felony dispositions |                      |              |                            |              |                               |              |
| Group 1:                  | 25.6% - 80 prison dispositions out of 313 felony dispositions |                      |              |                            |              |                               |              |
| Group 2:                  | 8.9% - 48 prison dispositions out of 542 felony dispositions  |                      |              |                            |              |                               |              |
| Straddle PCR:             | 15.2% - 25 prison dispositions out of 165 felony dispositions |                      |              |                            |              |                               |              |
| Group 1:                  | 6.2% - 4 prison dispositions out of 65 felony dispositions    |                      |              |                            |              |                               |              |
| Group 2:                  | 21.0% - 21 prison dispositions out of 100 felony dispositions |                      |              |                            |              |                               |              |
| <b>FY 2020 State PCR:</b> | <b>19.2%</b>  | <b>Group 2 Rate:</b> | <b>13.4%</b> | <b>Straddle Cell Rate:</b> | <b>22.9%</b> | <b>Group 2 Straddle Rate:</b> | <b>21.7%</b> |
| Overall PCR:              | 17.6%- 98 prison dispositions out of 556 felony dispositions  |                      |              |                            |              |                               |              |



|   |   |
|---|---|
| Group 1:  | 26.6% - 59 prison dispositions out of 221 felony dispositions |
| Group 2:  | 11.6% - 39 prison dispositions out of 335 felony dispositions |
| Straddle PCR:   | 18.3% - 22 prison dispositions out of 120 felony dispositions |
| Group 1:  | 13.9% - 6 prison dispositions out of 43 felony dispositions   |
| Group 2:  | 20.7% - 16 prison dispositions out of 77 felony dispositions  |
| <p>3. Provide information regarding policies, procedures, program operations, pertinent issues or opportunities which emerged, or other factors which have positively/negatively affected the achievement of objectives--for example, local changes regarding early jail release, implementation of required program fees, stakeholders--CCAB manager or staff, judges, magistrates, prosecutor, sheriff, contractor/service providers. Briefly describe the impact and, if negative, how it was addressed. First and foremost, COVID-19 pandemic literally ceased all programming in the jails and in the community. The service providers within the region worked tirelessly to find ways to get programming back into the jails and in the community. Both Sanilac and Lapeer County Jails were able to accommodate programming via zoom or other tech with some limited in person contact. Tuscola County Jail, due to limited space and man power, was not immediately able to handle any programming, however, they have recently installed some new tech that the service provider is exploring the viability of utilizing it for programming. Programming in the community has faced the same challenges under the COVID-19 pandemic. In such a rural area programming via zoom or other tech is not an option. In both Sanilac and Lapeer Counties there were newly elected Prosecutors and Circuit Court Judges. The CCAB manager and assistant manager met with the newly elected Prosecutor, Judge and other stakeholders in Sanilac County to provide information on current programs and gather information on other needs. The meeting was insightful for all parties involved and instrumental for the push in the region to modify the Opiate Specific Program to incorporate Meth, as Meth involved crimes are on the rise in Sanilac County. Lapeer County continues to see a high number of OUIL 3<sup>rd</sup> offenses and meetings were held with the service provider in Lapeer County to modify the current program to better suit the needs of the OUIL 3<sup>rd</sup> offenders. Quarantines and closures have negatively impacted the region and have been encountered in the courts and within the service providers and the only way to deal with this issue has been the passing of time. Those quarantines and closures also negatively impact keeping group numbers at 3 or higher.</p> |   |

**A-2: Felony Analysis - Key Objectives and Strategies**

**NOTE:**

- Key Objectives should be measurable and provide sufficient detail so progress can be monitored.
- Strategies are the local programs that will be used to impact your Key Objectives. *Only proposed programs that impact at least one Key Objective will be considered for funding.*

1. Key Objective #1 is intended to impact the Overall Prison Commitment Rate – please state the Objective: Reduce the overall PCR to 16.5% or less.

List OCC Programs in support of Objective #1:

1. Offender Success Management Program, 2. Thinking Matters Program, 3. Substance Abuse Program, 4. OWI3rd/IOP, 5. 5 Day Assessment, 6. Opiate/Meth Specific Program, 7. Employability Skills Program.

List Non-OCC funded Programs in support of Objective #1

GED programs, Michigan Works, Lapeer County Community Mental Health (several programs), Local Heroin Support Groups (FAN), Hope Not Handcuffs, MSP Angels Program, Literacy Center, Alcohol Highway Safety Education Class, Anger Management Group, Repeat Offenders Group, Driver's License Re-Instatement, United Way and Local Veteran's Affairs Department, Specialty Courts (mental health & sobriety).

2. Key Objective #2 is intended to impact the Group 2 Straddle Cell Rate – please state the Objective: Reduce the Group 2 Straddle Cell PCR to 11% or less.

List OCC Programs in support of Objective #2:

1. Offender Success Management Program, 2. Thinking Matters Program, 3. Substance Abuse Program, 4. OWI3rd/IOP, 5. 5 Day Assessment, 6. Opiate/Meth Specific Program, 7. Employability Skills Program.

List Non-OCC funded Programs in support of Objective #2

GED programs, Michigan Works, Lapeer County Community Mental Health (several programs), Local Heroin Support Groups (FAN), Hope Not Handcuffs, MSP Angels Program, Literacy Center, Alcohol Highway Safety Education Class, Anger Management Group, Repeat Offenders Group, Driver's License Re-Instatement, United Way and Local Veteran's Affairs Department, Specialty Courts (mental health & sobriety).

## B: Recidivism Analysis

Public Act 511 mandates that CCABs "Provide improved local services for individuals involved in the criminal justice system with the goal of reducing the occurrence of repeat criminal offenses that result in a term of incarceration or detention in jail or prison." As such, CCABs are required to address recidivism within their comprehensive plan, with a specific emphasis on how the plan is intended to impact the local recidivism rates.

The State Board has defined recidivism as "Probation Violations, either technical or new sentence, resulting in prison," and has identified Probation Violators as being indicative of performance in this area:

- i. Probation Violators with a new felony conviction resulting in a prison sentence (PVNS)
- ii. Technical Probation Violators resulting in a prison sentence (PVT)

Based on OMNI Report 3, please use the following table to report the number of Probation Violators *that resulted in a prison disposition* for each listed category. Regional CCABs should list the Probation Violation Data for each County separately and provide a total, regional rate at the end of each row.

### B-1: Using OMNI Felony Disposition data provided by OCC for:

#### Previous Fiscal Year Recidivism Rates

| County Name   | Lapeer | Sanilac | Tuscola |  |  |  | Totals for Region: |
|---|--------|---------|---------|--|--|--|--------------------|
| <b>Probation Violation - New Sentence to Prison</b> |        |         |         |  |  |  |                    |
| Total   | 3      | 5       | 4       |  |  |  | 12                 |
| <b>Probation Violation – Technical to Prison</b>    |        |         |         |  |  |  |                    |
| Total   | 4      | 0       | 15      |  |  |  | 19                 |

### B-2: Using OMNI Felony Disposition data supplied by OCC for the previous fiscal years:

1. Are overall felony Probation Violations dispositions increasing, decreasing, or stable? Decreasing
2. Describe changes within the Probation Violation disposition data for the previous two fiscal years, including prison and non-prison dispositions. Report rates with detailed explanation: OMNI data for the region is as follows: Lapeer County's PVNS sent to prison dropped from 8 in FY2019 to 3 in FY2020. PVT's in Lapeer County sent to prison also dropped from 6 in FY2019 to 4 in FY2020. Sanilac County's PVNS sent to prison went up from 3 in FY2019 to 5 in FY2020. PVT's remained at 0 for FY2020. Tuscola County's PVNS dropped from 9 in FY2019 to 4 in FY2020. PVT's went up by one from 14 in FY2019 to 15 in FY2020. Looking at Probation Violations as a region, PVNS dropped from 20 in FY2019 to 12 in FY2020; a decrease of 8. This segment of the offender population has dropped in the region for the last 3 years in a row. PVT's decreased by one from 20 in FY2019 to 19 in FY2020. This segment of the population has also decreased the last 3 fiscal years in the region.
3. Provide information regarding policies, procedures, program operations, pertinent issues or opportunities which emerged, or other factors which have positively/negatively affected the achievement of objectives--for example, local changes regarding early jail release, implementation of required program fees, stakeholders--CCAB manager or staff, judges, magistrates, prosecutor, sheriff, contractor/service providers. Briefly describe the impact and, if negative, how it was addressed. First and foremost, COVID-19 pandemic literally ceased all programming in the jails and in the community. The service providers within the region worked tirelessly to find ways to get programming back into the jails and in the community. Both Sanilac and Lapeer County Jails were able to accommodate programming via zoom or other tech with some limited in person contact. Tuscola County Jail, due to limited space and man power, was not immediately able to handle any programming, however, they have recently installed some new tech that the service provider is exploring the viability of utilizing it for programming. Programming in the community has faced the same

challenges under the COVID-19 pandemic. In such a rural area programming via zoom or other tech is not an option. In both Sanilac and Lapeer Counties there were newly elected Prosecutors and Circuit Court Judges. The CCAB manager and assistant manager met with the newly elected Prosecutor, Judge and other stakeholders in Sanilac County to provide information on current programs and gather information on other needs. The meeting was insightful for all parties involved and instrumental for the push in the region to modify the Opiate Specific Program to incorporate Meth, as Meth involved crimes are on the rise in Sanilac County. Lapeer County continues to see a high number of OUIL 3rd offenses and meetings were held with the service provider in Lapeer County to modify the current program to better suit the needs of the OUIL 3rd offenders. Quarantines and closures have negatively impacted the region and have been encountered in the courts and within the service providers and the only way to deal with this issue has been the passing of time. Those quarantines and closures also negatively impact keeping group numbers at 3 or higher.

### B-3: Recidivism Key Objectives and Strategies

**NOTE:**

- Key Objectives should be measurable and provide sufficient detail so progress can be monitored.
- Strategies are the local programs that will be used to impact your Key Objectives. *Only proposed programs that impact at least one Key Objective will be considered for funding.*

1. Objective #1 is intended to impact recidivism by targeting: Probation Violators with a new sentence State the Objective: Reduce the prison commitment of Probation Violator New Sentence to 15% of all of the prison dispositions or less.

List OCC Programs in support of Objective #1:

1. Offender Success Management Program, 2. Thinking Matters Program, 3. Substance Abuse Program, 4. OWI3rd/IOP, 5. 5 Day Assessment, 6. Opiate/Meth Specific Program, 7. Employability Skills Program.

List Non-OCC funded Programs in support of Objective #1

GED programs, Michigan Works, Lapeer County Community Mental Health (several programs), Local Heroin Support Groups (FAN), Hope Not Handcuffs, MSP Angels Program, Literacy Center, Alcohol Highway Safety Education Class, Anger Management Group, Repeat Offenders Group, Driver's License Re-Instatement, United Way and Local Veteran's Affairs Department, Specialty Courts (mental health, drug & sobriety).

2. Objective #2 is intended to impact recidivism by targeting: Technical Probation Violators State the Objective: Reduce the prison commitment of Probation Violator Technical to 20.0% of all prison dispositions or less.

List OCC Programs in support of Objective #2:

1. Offender Success Management Program, 2. Thinking Matters Program, 3. Substance Abuse Program, 4. OWI3rd/IOP, 5. 5 Day Assessment, 6. Opiate/Meth Specific Program, 7. Employability Skills Program.

List Non-OCC funded Programs in support of Objective #2:

GED programs, Michigan Works, Lapeer County Community Mental Health (several programs), Local Heroin Support Groups (FAN), Hope Not Handcuffs, MSP Angels Program, Literacy Center, Alcohol Highway Safety Education Class, Anger Management Group, Repeat Offenders Group, Driver's License Re-Instatement, United Way and Local Veteran's Affairs Department, Specialty Courts (mental health, drug & sobriety).

### C: COMPAS Criminogenic Needs Profile

1. Please list the top 3 needs scales (medium/probable and high/highly probable combined) for *men and women collectively* as identified within the COMPAS Criminogenic Needs and Risk Profile for *all probationers* provided by OCC. Additionally, identify both the local and OCC strategies that will impact the identified needs scales: The top criminogenic needs for the region are: Substance Abuse, History of Non-Compliance and Criminal Involvement. The OCC strategies that will impact the identified needs scales are: Offender Success Management Program, Thinking Matters Program, Substance Abuse Program, OWI3rd/IOP, 5 Day Assessment, Opiate/Meth Specific Program, Employability Skills Program, GED programs, Michigan Works, Lapeer County Community Mental Health (several programs), Local Heroin Support Groups (FAN), Hope Not Handcuffs, MSP Angels Program, Literacy Center, Alcohol

Highway Safety Education Class, Anger Management Group, Repeat Offenders Group, Driver's License Re-Instatement, United Way and Local Veteran's Affairs Department, Specialty Courts (mental health & sobriety).

2. Provide information regarding policies, procedures, program operations, pertinent issues or opportunities which emerged, or other factors which have positively/negatively affected the achievement of objectives—for example, local changes regarding early jail release, implementation of required program fees, stakeholders—CCAB manager or staff, judges, magistrates, prosecutor, sheriff, contractor/service providers. Briefly describe the impact and, if negative, how it was addressed. . First and foremost, COVID-19 pandemic literally ceased all programming in the jails and in the community. The service providers within the region worked tirelessly to find ways to get programming back into the jails and in the community. Both Sanilac and Lapeer County Jails were able to accommodate programming via zoom or other tech with some limited in person contact. Tuscola County Jail, due to limited space and man power, was not immediately able to handle any programming, however, they have recently installed some new tech that the service provider is exploring the viability of utilizing it for programming. Programming in the community has faced the same challenges under the COVID-19 pandemic. In such a rural area programming via zoom or other tech is not an option. In both Sanilac and Lapeer Counties there were newly elected Prosecutors and Circuit Court Judges. The CCAB manager and assistant manager met with the newly elected Prosecutor, Judge and other stakeholders in Sanilac County to provide information on current programs and gather information on other needs. The meeting was insightful for all parties involved and instrumental for the push in the region to modify the Opiate Specific Program to incorporate Meth, as Meth involved crimes are on the rise in Sanilac County. Lapeer County continues to see a high number of OUIL 3rd offenses and meetings were held with the service provider in Lapeer County to modify the current program to better suit the needs of the OUIL 3rd offenders. Quarantines and closures have negatively impacted the region and have been encountered in the courts and within the service providers and the only way to deal with this issue has been the passing of time. Those quarantines and closures also negatively impact keeping group numbers at 3 or higher.

#### **D: Local Practices to Address Probation Violators**

Please explain in detail how the CCAB is targeting the needs of felony probation violators, both new sentence and technical. Include both local and OCC funded practices. Once a probationer has either a new charge or has a technical violation their file is reviewed again by the probation agent and the gatekeeper and referrals are made based on the probation violation. Once sentenced on a probation violation some offenders may become eligible for OCC funded programming due to their violation. If this is the case, referrals and enrollments take place. All three health departments have several programs that are open to this population to include, but not limited to: Anger Management, Life Skills, Repeat Offenders Group and Parenting Classes. In the community there are the following, but not limited to: FAN (Families Against Narcotics), GED, Michigan Works, Literacy Center, Local Veteran's Department and the United Way.

#### **E: Local Vocational/Educational Practices**

Please explain in detail what is being done locally to address the local vocational/employment needs of offenders. Remember to consider trade schools, community colleges or universities who offer training to our offenders. Include both local and OCC funded practices. A representative from Michigan Works is on the Board and is active in the community helping offenders become employed. The Employability Skills Program is an exceptional program which enables offenders to learn to navigate around their felony convictions to gain employment. The Employability Skills Program will meet the offender's vocational needs.

#### **F: Local Practices to Address Persons with Substance Use Disorder(s)**

1. How do defendants and offenders get screened for substance use services in your area (regardless of funding source)? Offenders are first screened by the Probation Agents and/or the Gatekeeper using COMPAS risk/needs assessments.
2. How do defendants and offenders get referred for a substance use assessment in your area (regardless of funding source)? Referrals are made by both Probation Agents and the Gatekeeper.

3. After screening, how do defendants and offenders get referred to appropriate ASAM level of care treatment in your area? Defendants and/or offenders are referred to the correct service provider based on the level of care needed, the service provider is given contact information for the defendants/offenders, as well as the defendants/offenders being instructed to contact the provider.
4. Are there any barriers or gaps in service to obtaining an assessment and treatment that your CCAB is requesting OCC funding to fill? Yes. If so, please describe in detail: The OWI3rd/IOP and Opiate/Meth programs give a level of care in the Community that is otherwise not available by any other local program. The Substance Abuse, Thinking Matters and Employability Skills Programs offer programming to those in the jails where PIHP treatment programs are not funded. All of those programs alleviate the issue of unaffordable copays for those offenders with insurance and high copays. The Offender Success Management Program offers services and guidance not offered by any other funding source. Also, in a rural area travel can become an issue, therefore service provided while being lodged in the jail, as well as locally, is very beneficial in the region.
5. What non-PA 511 funded services are available in your area? Be sure to include treatment court services. GED programs, Michigan Works, Lapeer County Community Mental Health (several programs), Local Heroin Support Groups (FAN), Hope Not Handcuffs, MSP Angels Program, Literacy Center, Alcohol Highway Safety Education Class, Anger Management Group, Repeat Offenders Group, Driver's License Re-Instatement, United Way and Local Veteran's Affairs Department, Specialty Courts (mental health, drug & sobriety).

### G: Comprehensive Corrections Plan Summary

1. Please explain how the Comprehensive Corrections Plan, in coordination with the local practices, will impact the State Board Priorities, and ultimately offender success: TARCCAB Coordinator, as well as all three county's Gatekeeping personnel and Probation Agents will ensure that all offenders are enrolled in the correct programs according to their Criminogenic Needs. Going forward, this will include giving offenders information on locally available programs not funded by Community Corrections. Ultimately, this will give offenders the best chance at becoming a contributing part of society and the highest positive impact on State Board Priorities, less recidivism and fewer offenders being sentenced to prison.
2. What steps will you take if you find that you are not meeting your objectives, or your strategies are not being implemented as planned? The first step is to identify the cause of the issue, if the issue is within the control of the CCAB, then changes will be made to correct it internally. If it is external, such as the needs and risks of the region are changing, then new strategies or modifications will be made.
3. Program eligibility overrides may be requested in writing to the assigned OCC Specialist. Please document any additional override procedures your CCAB has approved. Sex Offenders do not score correctly when the COMPAS risk/needs is utilized, therefore the TARCCAB Coordinator or Assistant Coordinator may override eligibility when documented. Other offenders who are not found to be eligible via COMPAS, yet their actions or situation can show a documented need for available programming, the TARCCAB Coordinator or Assistant Coordinator may override eligibility when documented.



# Program Description

## Case Management

|   |          |
|---|----------|
| CCAB: THUMB AREA REGIONAL   | FY: 2022 |
| Local Program Name: Offender Success Management   |          |
| Service Provider: Lapeer County Community Corrections   |          |
| CCIS Service Type: <i>124 – Community Based Case Management</i>   |          |
| Total Projected New Enrollment: 30  |          |
| Projected Length of Stay in Days: 30-180  |          |
| For Regional CCABs, projected enrollment by member county: Lapeer County 30   |          |
| Program Location (select all that apply): Jail: <input type="checkbox"/> Community: <input checked="" type="checkbox"/> |          |
| Program status: Continuation  |          |
| If modification, describe here:   |          |

**CASE MANAGEMENT –**

- P.A. 511 states eligibility for programming must include moderate to high risk in a State approved assessment. For the purposes of case management, a minimum of 3 needs, scoring probable to highly probable, must be identified in the participant file documentation.
- Must include the development of a case plan based on the identified needs, linking to services and resources, and possible advocacy.
- Clearly explain why additional case management beyond what is provided by probation supervision is necessary to help achieve your objectives.
- Case Management is not used to simply do data entry for offender enrollment and termination.
- If you have questions about what form to use or if your program really is “case management” please contact your Community Corrections Specialist.

**ANSWER ALL QUESTIONS USING “NA” IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.**

**1. Based on your objective(s), what is your target population?**

Sentenced Felons       Other: Adjudicated Felony Offenders on Delayed Sentence and/or Felony Offenders who have, as part of a plea deal, pled to a lesser offense or participating in a treatment court.

**2. Describe the program:**

a. What is your referral process to this program? Offenders can be sentenced to the program through a Court Order, Probation Referral, Attorney or Sheriff Department.

b. Identify the name of the assessment used to determine eligibility: COMPAS

c. Explain how case management addresses the identified needs scales and establishes goals and objectives: This program is designed to take each offender's situation and mold this program to their needs. Goals and/or tasks will not be set that are not attainable, but will be challenging at times. Goals will and can include, but not limited to; employment, creating support networks, sobriety, drug free and family health. Goals and/or tasks may be set by the offender, but often they are set by the



# Program Description

## Case Management

Program Manager.

- d. What is the frequency of contact with the individual? The offenders report in person to the Community Corrections Office, as determined by the Program Manager; Monday through Friday and make telephone reporting calls once a day during that time. On Saturday and Sunday, offenders report two times by telephone.
- e. What happens during a typical session with an individual and how long is it estimated to take? Initial contact takes 45 minutes to an hour for the intake to take place and to go over what is going to be expected. Also, during the first contact, the process of determining the goals and/or tasks for offender will take place. A typical contact with an offender can be a few minutes, to as long as required to take care of a need that an offender may have. Needs are addressed in a way to show the offender how to make reasonable decisions utilizing a thought process that is stable. The Program Manager is trained in Thinking Matters and uses those tools, as needed, to help manage the program. Drug testing and PBTs may be given at any time. Exit interviews are 30 minutes to an hour to go over what goals and tasks have been met and which ones still need to be achieved.
- f. Does the program design include contacts with social supports such as: family, employer, school, treatment provider, etc.? Explain: Yes, as needed. Some offenders need more monitoring than others, while some need more encouragement and focus. Contact is made to ensure compliance or to inform parties of relevant circumstances in hopes of helping the offender succeed.
- g. Does the program assist offenders with securing identification and/or refer to additional social or supportive services such as health care or clothing assistance? Explain: Yes. Every offender secures identification as part of the program. Vital statistics are contacted, as needed, and identification is secured. Other support services are contacted, as needed, by the offender. The Program Manager is well networked in the community and has the ability to get the offender the assistance they need.
- h. Case plans are required for all enrolled participants. How are delivered services and progress and participation documented by the service provider and provided to the probation agents and/or referral source? (i.e., progress notes or case notes)? Monthly reports are provided to the referral source and kept in the offender's file.
- i. How does this program differ from the services provided by the probation department? This program has the ability to adapt to the needs of the offender and does not have the same constraints as the probation department. This program reaches out to the offenders as needed, on a case by case basis. Some offenders need a tougher approach, while others need more direction at a level where they can begin to feel selfworth again. Too often, once an offender reaches the day of sentencing, their treatment throughout the process has left them feeling hopeless and without guidance. This program helps the offender get back on a path of success.
- j. Why can probation agents **NOT** provide this level of service? This program has 12 (or less) in it at a time, where the probation officers are supervising many more than that; therefore, this program has the time to give the offenders not only what they need, but what they must have to become a contributor to society. This program offers a sustained one on one level of assistance, not possible with Probation



# Program Description

## Case Management

Officers.

- k. Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: This program offers services not provided by any PIHP service provider.

3. Evaluation is part of evidence-based principles which you **must** identify in (a.). You are **required** to develop at least one key performance measure for this program in (b.). Be sure to include the data source, how its tracked and measured.

- a. **Describe how this program meets evidence-based principles:** This program utilizes evidence-based principles through the following: Assess Actuarial Risk/Needs by targeting moderate to high risk offenders and focusing on their identified Risk/Needs, Enhanced Intrinsic Motivation by helping the offender set obtainable positive goals so the offender can begin to make changes to their behavior leading to success rather than their normal path leading to criminal behavior, Target Interventions a) Risk Principle by targeting offenders who are at higher risk, b) Need Principle by targeting the offender's specific needs, Increase Positive Reinforcement by altering the offender's restrictions and reporting schedule and the program provides a Measurement of Feedback as outlined below.
- b. **Program key performance measure(s):** 70% of successful completions will not receive a probation violation (new or technical) 6 months post completion.





# Program Description

## Group Programming

|   |          |
|---|----------|
| CCAB: THUMB AREA REGIONAL   | FY: 2022 |
| Local Program Name: Opiate/Methamphetamine Specific Program   |          |
| Service Provider: TriCap  |          |
| CCIS Service Type: G00 - Other Group Services   |          |
| Total projected number of new enrollments: 20   |          |
| For Regional CCABs, projected number of new enrollments per member county: Lapeer County 8 / Sanilac County 8 / Tuscola County 4                              |          |
| Program Location (select all that apply): Jail: <input type="checkbox"/> Residential: <input checked="" type="checkbox"/> Community: <input type="checkbox"/> |          |
| Program status: Modification  |          |
| If modification, describe here: Adding Methamphetamine Treatment Component  |          |

**GROUP/CLASS DELIVERED PROGRAMMING –**

- This form is for program activities delivered through a group or class-type structure.
- Groups that are cognitive in nature must be separate for both male and female populations.
- When developing eligibility criteria, think about what behavior or characteristics in addition to addressing PCRs or jail utilization that the program is intended to address.
- Cognitive, Employability Skills, Education and Domestic Violence programs are all programs that would use this form.
- If this form is utilized for an Employability Skills group, the County must clearly identify how it is not a duplication of services provided through the Michigan Works Agency or other local workforce development agencies in (3.h.).
- G00 is an option for "other" group-type programming not specifically identified here (discuss with your coordinator first).

**ANSWER ALL QUESTIONS USING "NA" IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.**

**1. What is your target population?**

Sentenced Felons       Pretrial       Other: Convicted/Presentenced offenders, offenders participating in specialty courts or as part of plea agreements and misdemeanor offenders under the supervision of Circuit Court probation.

**2. Describe the program:**

a. What is your referral process to this program? A referral form, along with a copy of the COMPAS bar chart and BIR data can be completed and turned into the Community Corrections manager for review. The information is reviewed to ensure the defendant meets the minimum COMPAS score and has an opiate or methamphetamine use history. All information is then forwarded (via email) to TriCap for secondary assessments. I am notified by email once the secondary assessments have been completed and I am able to verify their substance use history diagnosis qualifies them to participate with the program. If the defendant does not meet criteria, I will also be notified by email. TriCap will receive information about the defendant's next court date so a bed space can be held or reserved and made available at or around the same time of the defendant's sentencing or availability date. Once TriCap has all of their information they will



# Program Description

## Group Programming

connect directly with the Community Corrections office in order for us to facilitate pick up and transportation arrangements with the respective jails. TriCap will notify me of when the defendant enters the facility for treatment. Any and all information received from TriCap regarding a client is forwarded to the referral source.

b. What assessment is used, identify the tool: COMPAS Risk/Needs is completed by the Circuit Court probation department. TriCap will complete TCU, DAST (Drug Abuse Screening Tool), MAST (Michigan Alcohol Screening Tool), AUDIT (Alcohol Use Disorders Identification Test), SASSI 4 (Substance Abuse Subtle Screening Inventory). All of the information from the listed assessments above are condensed into a Biopsychosocial report with a diagnosis for Opioid (Opioid Use Disorder) and Methamphetamine diagnosis (Stimulant Use Disorder-Amphetamine type substance) with an ASAM treatment recommendation.

c. Who completes the assessment? Licensed TriCap Therapist

d. P.A. 511 states eligibility for programming must include moderate to high risk. Please select which needs the program will impact (probable to highly probable). Then, identify the number of scales required for eligibility: 2

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Criminal Involvement | <input type="checkbox"/> History of Violence                  | <input checked="" type="checkbox"/> Vocational/Ed |
| <input type="checkbox"/> History of Non-Compliance       | <input type="checkbox"/> Family Criminality                   |   |
| <input type="checkbox"/> Criminal Opportunity            | <input type="checkbox"/> Current Violence                     |   |
| <input checked="" type="checkbox"/> Criminal Personality | <input type="checkbox"/> Residential Stability                |   |
| <input checked="" type="checkbox"/> Cognitive Behavior   | <input checked="" type="checkbox"/> Substance Abuse           |   |
| <input type="checkbox"/> Leisure and Recreation          | <input checked="" type="checkbox"/> Criminal Associates/Peers |   |
| <input checked="" type="checkbox"/> Social Isolation     | <input checked="" type="checkbox"/> Social Environment        |   |

### Gender Responsive Scales:

- Experiences of Abuse as an Adult
- Experiences of Abuse as a Child
- Relationship Dysfunction
- Parental Stress

Felony Probation Violator, regardless of COMPAS Assessment Score

e. Describe the program design (programs using this description form should be delivered through a group or class structure):

i. Name of curriculum: Living In Balance Curriculum for the 4.5 intensive specific classes; Specific (OPI/Meth) Drug Education - Matrix Model with What You Need To Know Methamphetamine and Workbook and What You Need To Know Opioids and Workbook (Hazelden Betty Ford Foundation) - 3 hours. Also incorporated is Seeking Safety, Thinking Matters and Thinking for a Change for all groups. All of the groups have cognitive behavioral basics and are evidence-based and best practice approved. Both groups (Opioid & Methamphetamine) receive Helping Men/Women Recover, Early



# Program Description

## Group Programming

|      |  |
|------|--|
|      | <p>Recovery, Relapse Prevention, Mental Health (co-occurring), TREM/M-TREM (trauma), Anger Management &amp; SUD, 5 hours of cognitive classes, 12 step weekly program. Peer Recovery Coaching is also available as well as daily exercise.</p>   |
| ii.  | <p>Identify what skills are taught in this program: <b>Seek safe environments, cognitive behavioral processes, social skills, anger management, relapse prevention, how to deal with trauma and uncomfortable emotions, obtain/maintain sobriety.</b></p>  |
| iii. | <p>Is the group open or closed? <b>Open</b></p>  |
| iv.  | <p>What is the minimum/maximum number of participants per group, as identified in the curriculum? <b>3-15</b></p>  |
| v.   | <p>Minimum number of group sessions attended for successful completion: <b>Successful completion of the program is 150 days.</b></p>   |
| vi.  | <p>If the group occurs in various locations, (jail/residential/community) identify how participants transition between them: <b>Pre-residential: Assessments are completed either while the defendant is in the County Jail or at Tri-Cap upon arrival. Residential Services: Licensed TriCap therapists work with the Tri-Cap Case Manager to begin treatment services and case planning, including aftercare treatment and outpatient care transition for substance use disorder within a 5 day time frame. Tri-Cap staff will work with Great Lakes Bay Health Services to enroll offenders into Medicaid, assess for MAT/Vivitrol, ensure attendance with RU, NA and Peer 360 groups as well as drug testing and referrals to aftercare programs within the offender's community. Post-Residential: Tri-Cap will monitor program participation and compliance and aftercare and discharge plans are shared with Community Corrections Managers, Probation Agents and Specialty Court Coordinators.</b></p> |
| f.   | <p>Identify the training or credentials held by your service provider qualifying him/her to provide this service: <b>The service provider, shall, per verification of credentialing in the MDOC-OCC contract, possess a Master's degree or above in the Behavioral Sciences (Social Work, Counseling or Psychology), and appropriate licensure through the State of Michigan to practice; and possess appropriate Michigan Certification Board for Addiction Professionals (MCBAP) certification; Certified Advanced Alcohol and Drug Counselor (CAADC); or minimum certified Alcohol and Drug Counselor (CADC) at time of hire; or MCBAP-approved development-plan in place with eligibility to obtain CAADC certification within six months from time of hire; MCBAP certificate or development-plan status must be able to be verified through MCBAP search at any time.</b></p>  |
| g.   | <p>How are delivered services and individual progress and participation documented by the service provider and provided to the probation agents and/or referral source? (i.e., progress notes, case notes and/or group notes) <b>Tricap will keep records of assessment, treatment plan, progress notes and discharge/aftercare plan. Notes will be kept for individual and group sessions. Notes are taken at every session with the offender as well as a sign in sheet for group sessions. Monthly progress reports are provided to the probation agent and Community Corrections manager,</b></p>  |



# Program Description

## Group Programming

indicating the level of progress thus far. Notification is also sent when an offender is sanctioned for a rule violation or terminated from the program for non-compliance. Probation agent and manager also receive aftercare plans and discharge summaries. Agents and manager are notified immediately if an offender absconds from the facility.

- h. Provide any other pertinent information you feel is necessary: Offenders referred to this program will have to be detoxed from all illicit substances/alcohol for a minimum of 10 days prior to enrollment. Offenders are also eligible to receive Vivitrol and enrolled into Medicaid for other health services while at TriCap. Offenders are required to complete home work assignments and are drug tested 3 times per week. This program still remains a need in the region. Lapeer County continues to see a high number of opiate overdoses and offenders addicted to opiates, while cases with meth are on the rise. Sanilac County, in the past, has reported problems with opiates, but now is being flooded with cases involving meth. Sanilac County's Prosecutor has personally reached out asking for a program that offers treatment for those addicted to meth. Tuscola County numbers regarding opiates and meth are lower, but there is still a need for this treatment program.

3. Evaluation is part of evidence-based principles which you must identify in (a.). You are required to develop at least one key performance measure for this program in (b.). Be sure to include the data source, how its tracked and measured.

- a. Describe how this program meets evidence-based principles:
1. Risk/needs for our population have to range mod/high overall risk and mod/high substance need, unless a VOP.
  2. Enhance Intrinsic Motivation - providers are encouraged to develop strategies to have offenders want to engage and complete treatment for their own personal reasons and not just because ordered to do so.
  3. Target Interventions: a. Risk Principle - program is designed for higher risk offenders.  
b. Target Interventions to each offender's criminogenic need.  
c. Responsivity Principle - each treatment plan is person-centered, tailored to each offender's learning level, motivation level and some are gender-specific.  
d. Dosage - treatment is at least 4 months along with other aspects of treatment, such as Mindful Yoga, AA/NA and journaling.  
e. Treatment Principle - treatment is always part of a structured sentence or sanction.
  4. Skill Train with Directed Practice - CBT is used in a group setting for all offenders.
  5. Positive Reinforcement - Therapists are encouraged to use positive reinforcement for negative behaviors or non-compliance for successful outcome.
  6. Engage Ongoing Support in Natural Community - A local provider is used to keep familiarity for the offender. Family is also incorporated into treatment to resolve issues and keep family component together once offender is transitioned to outpatient services.
  7. Measure Relevant Processes/Practices - Detailed case information is kept by provider and manager. Changes with offender population is most often centered



# Program Description

## Group Programming

around types of changes in drug abuse, so programming can be adjusted to meet the change. Skills and Cognitive behaviors are mostly tracked by the Criminogenic Needs scale and recidivism is measured yearly.

8. Provide Measurement Feedback - quality assurance on delivered services is monitored yearly, but also discussed and tweaked throughout the year for improvements. Feedback is accepted from all involved with program.

- b. Program key performance measure(s): Recidivism: 80% of successfully completed offenders will not re-offend/be arrested, tracking at 6 and 12 months with Excel tracker.



# Program Description

## Outpatient Treatment Programming

|   |          |
|---|----------|
| CCAB: THUMB AREA REGIONAL   | FY: 2022 |
| Local Program Name: OWI3RD/IOP  |          |
| Service Provider: List Psychological Services, PLC.   |          |
| CCIS Service Type: G18 – Outpatient Treatment Services  |          |
| Total Projected New Enrollment: 6   |          |
| For Regional CCABs, total projected new enrollment by member county: Tuscola County 6   |          |
| Projected Length of Stay in Days: 45  |          |
| Program Location (select all that apply): Jail: <input type="checkbox"/> Residential: <input type="checkbox"/> Community: <input checked="" type="checkbox"/> |          |
| Program Status: Continuation  |          |
| If modification, describe here:   |          |

**GROUP/CLASS DELIVERED PROGRAMMING –**

- Groups must be separate for both male and female populations.
- Documentation of assessment for eligibility (with appropriate release of information) must be available during annual file review.
- Use of individual sessions must be described.
- Funding for G18 programming is used to fill the CCAB identified gaps in services.
- If this is an Intensive Outpatient Treatment program, you must use SAMHSA guidelines.

**ANSWER ALL QUESTIONS USING “NA” IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.**

**1. Based on your objective(s), what is your target population?**

Sentenced Felons     
  Pretrial     
  Other: Court arraigned, convicted and/or sentenced on a MCL 257.625 - 3rd Offense charge - Operating a motor vehicle under the influence of intoxicating liquor or a controlled substance, or both, 3rd or subsequent offense, or offenders who were charged with an OUIL-3rd and as part of a plea agreement that were sentenced to a lesser offense, and/or are participating in a treatment court.

**2. Describe the program:**

a. The COMPAS assessment is considered a screening tool for outpatient treatment. P.A. 511 states eligibility for programming must include moderate to high risk. Please select which needs the program will impact (probable to highly probable). Then, identify the number of scales required for eligibility: 1

|  |   |  |
|--|---|--|
| <input type="checkbox"/> Criminal Involvement      | <input type="checkbox"/> History of Violence        | <input type="checkbox"/> Vocational/Ed |
| <input type="checkbox"/> History of Non-Compliance | <input type="checkbox"/> Family Criminality         |  |
| <input type="checkbox"/> Criminal Opportunity      | <input type="checkbox"/> Current Violence           |  |
| <input type="checkbox"/> Criminal Personality      | <input type="checkbox"/> Residential Stability      |  |
| <input type="checkbox"/> Cognitive Behavior        | <input checked="" type="checkbox"/> Substance Abuse |  |
| <input type="checkbox"/> Leisure and Recreation    | <input type="checkbox"/> Criminal Associates/Peers  |  |
| <input type="checkbox"/> Social Isolation          | <input type="checkbox"/> Social Environment         |  |

Gender Responsive Scales:



# Program Description

## Outpatient Treatment Programming

- Experiences of Abuse as an Adult
- Experiences of Abuse as a Child
- Relationship Dysfunction
- Parental Stress
  
- Felony Probation Violator, regardless of COMPAS Assessment Score

b. Assessment is the foundation of evidence-based practices. Enrollments in treatment programs should be based upon assessed needs by a licensed or credentialed professional. Please describe your assessment practices below:

- i. What assessment is used, identify the tool: **Assessment is a comprehensive biopsychosocial history that utilizes several screening tools; CAGE-AID, Kessler and ASAM and a COMPAS Risk/Needs Assessment.**
- ii. Who completes the assessment? **List Psychological Services, PLC and MDOC.**
- iii. Does the assessment result in a recommended level of treatment per American Society of Addiction Medicine (ASAM) criteria? **Yes**

c. Identify who is responsible for confirming eligibility and describe the process. **The Gatekeeper screens all sentenced offenders for eligibility criteria prior to an offender being enrolled into the program and the contracted service provider also completes their assessment prior to enrollment, as well. Ultimately, the Community Corrections Coordinator is responsible for making sure the process is carried out as designed.**

d. Describe the program design:

- i. Name of curriculum or treatment model: **This program was designed to meet the individual needs of the participant based on ASAM criteria and needs. It incorporates the skills of Relapse Prevention, Anger Management, Journey Toward Change and Thinking for a Change cognitive skills. Recovery Support Service group information is also incorporated in order to assist the client with opportunities to become acquainted with community support and with developing a complete recovery plan during the 5 weeks of intensive services.**
- ii. Identify what skills are addressed within the treatment program: **Week 1: Effective Communication and Identifying Errors in Thinking/Cognitive Distortions, Relationships in Recovery and Managing Stress and Depression. Week 2: Effective Refusals and Identifying Thoughts, Feelings & Behaviors, Steps to Changing Your Thinking, Effective Listening Skills and Managing Anxiety and Worries. Week 3: Managing Criticism and Steps to Changing Your Thinking, De-escalation Skills in Relationships and Resolving Conflicts, Negotiation Skill Development. Week 4: Social Support and Retrain the Brain: The Stop and Think Technique, Codependency and Learning Problem Solving. Week 5: New Ways to Enjoy Life Relationship Skills and Feel Better with the ABC Technique Skills in Cognitive Self Control, Boundaries in Relationships and Building Effective Anger Management Skills.**
- iii. Is the group open or closed? **open**



# Program Description

## Outpatient Treatment Programming

|  |
|--|
| iv. What is the minimum/maximum number of participants per group, as identified in the curriculum? <b>3 minimum / 8 maximum</b>  |
| v. How many sessions does this group curriculum provide? <b>15</b>   |
| vi. Minimum number of group sessions attended for successful completion: <b>15</b>   |
| vii. If the group occurs in various locations, (jail/residential/community) identify how participants transition between them: <b>N/A</b>  |
| viii. If individual sessions are part of the program and billed separately, how many individual sessions are anticipated per participant? <b>2</b>   |
| ix. On what basis would individual sessions be used? <b>For missed sessions or for participants not grasping the concepts being taught during regular class time.</b>  |
| e. Identify the license and/or credentials held by your service provider qualifying him/her to provide this service: <b>Minimum of CADC (Certified Alcohol and Drug Counselors) or equivalent/development plan through the State of Michigan.</b>  |
| f. How are delivered services and individual progress and participation documented by the service provider and provided to the probation agents and/or referral source? (i.e., progress notes, case notes and/or group notes) <b>The service provider provides monthly progress reports (enrollment, successful or unsuccessful completions) to the Probation Department, as well as the respective Gatekeeper and CCAB Coordinator. Significant/negative incidents are reported immediately.</b>  |
| g. Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: <b>This program offers a level of care not provided or covered by any PIHP funded program.</b>  |
| 3. Evaluation is part of evidence-based principles which you <b>must</b> identify in (a.). You are <b>required</b> to develop at least one key performance measure for this program in (b.). Be sure to include the data source, how its tracked and measured.   |
| a. Describe how this program meets evidence-based principles: <b>This program utilizes evidence-based principles through the following: Assess Actuarial Risk/Needs by targeting moderate to high risk offenders and redirects the desire for criminal behavior, Target Interventions; a) Risk Principle by targeting offenders who are at higher risk, offenders placed in this program have reoffended at least 3 times demonstrating a high risk, e) Treatment Principle, as this program is an integral part of the sentence/sanctions process, Skill Train with Directed Practice, as the staff giving the program hold the high level of education needed to provide the training, Engage On-going Support in Natural Communities, as the program does cover social support and life relationship skills and the program provides a Measurement of Feedback as outlined below.</b> |
| b. Program key performance measure(s): <b>70% of successful completions will not receive a probation violation (new or technical) 6 months post completion.</b>  |





# Program Description

## Outpatient Treatment Programming

|   |          |
|---|----------|
| CCAB: THUMB AREA REGIONAL   | FY: 2022 |
| Local Program Name: OWI3RD/IOP  |          |
| Service Provider: Lapeer County - Alcohol Information and Counseling Center (AICC) Sanilac County - Sanilac County Counseling Services                        |          |
| CCIS Service Type: G18 – Outpatient Treatment Services  |          |
| Total Projected New Enrollment: 26  |          |
| For Regional CCABs, total projected new enrollment by member county: Lapeer County 20 / Sanilac County 6  |          |
| Projected Length of Stay in Days: 45  |          |
| Program Location (select all that apply): Jail: <input type="checkbox"/> Residential: <input type="checkbox"/> Community: <input checked="" type="checkbox"/> |          |
| Program Status: Modification  |          |
| If modification, describe here: Updated curriculum by Hazelden  |          |

**GROUP/CLASS DELIVERED PROGRAMMING –**

- Groups must be separate for both male and female populations.
- Documentation of assessment for eligibility (with appropriate release of information) must be available during annual file review.
- Use of individual sessions must be described.
- Funding for G18 programming is used to fill the CCAB identified gaps in services.
- If this is an Intensive Outpatient Treatment program, you must use SAMHSA guidelines.

**ANSWER ALL QUESTIONS USING “NA” IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.**

**1. Based on your objective(s), what is your target population?**

Sentenced Felons     
  Pretrial     
  Other: Court arraigned, convicted, and/or sentenced on a MCL 257.625 - 3rd Offense charge - Operating a motor vehicle under the influence of intoxicating liquor or a controlled substance, or both, 3rd or subsequent offense, or offenders who were charged with an OUIL-3<sup>rd</sup> and as part of a plea agreement that were sentenced to a lesser offense and/or are participating in a treatment court.

**2. Describe the program:**

a. The COMPAS assessment is considered a screening tool for outpatient treatment. P.A. 511 states eligibility for programming must include moderate to high risk. Please select which needs the program will impact (probable to highly probable). Then, identify the number of scales required for eligibility: 1

|  |   |  |
|--|---|--|
| <input type="checkbox"/> Criminal Involvement      | <input type="checkbox"/> History of Violence        | <input type="checkbox"/> Vocational/Ed |
| <input type="checkbox"/> History of Non-Compliance | <input type="checkbox"/> Family Criminality         |  |
| <input type="checkbox"/> Criminal Opportunity      | <input type="checkbox"/> Current Violence           |  |
| <input type="checkbox"/> Criminal Personality      | <input type="checkbox"/> Residential Stability      |  |
| <input type="checkbox"/> Cognitive Behavior        | <input checked="" type="checkbox"/> Substance Abuse |  |
| <input type="checkbox"/> Leisure and Recreation    | <input type="checkbox"/> Criminal Associates/Peers  |  |
| <input type="checkbox"/> Social Isolation          | <input type="checkbox"/> Social Environment         |  |



# Program Description

## Outpatient Treatment Programming

### Gender Responsive Scales:

- Experiences of Abuse as an Adult
- Experiences of Abuse as a Child
- Relationship Dysfunction
- Parental Stress

- Felony Probation Violator, regardless of COMPAS Assessment Score

b. Assessment is the foundation of evidence-based practices. Enrollments in treatment programs should be based upon assessed needs by a licensed or credentialed professional. Please describe your assessment practices below:

i. What assessment is used, identify the tool: **Assessment is a comprehensive biopsychosocial history that utilizes several screening tools; CAGE-AID, Kessler, and ASAM. A COMPAS Risk/Needs Assessment is completed by Circuit Court Probation for new sentences.**

ii. Who completes the assessment? **Lapeer County - Alcohol Information and Counseling Center (AICC) OR Sanilac County - Sanilac County Counseling Services.**

iii. Does the assessment result in a recommended level of treatment per American Society of Addiction Medicine (ASAM) criteria? **Yes**

c. Identify who is responsible for confirming eligibility and describe the process. **The Gatekeeper screens all sentenced offenders for eligibility criteria prior to an offender being enrolled into the program and the contracted service provider also completes their assessment prior to enrollment, as well. Ultimately, the Community Corrections Coordinator is responsible for making sure the process is carried out as designed.**

d. Describe the program design:

i. Name of curriculum or treatment model: **The Matrix Model, Intensive Alcohol & Drug Treatment Program by Hazelden.**

ii. Identify what skills are addressed within the treatment program:

iii. **Week 1**

iv. **Session #1 Orientation**

v. **Session #2 (Family session) Helping Checklist for Family Members**

vi. **Session #3 Alcohol, Other Drugs**

vii. **Week 2**

viii. **Session #1 Recovery Checklist/Looking at Fears**

ix. **Session #2 Dreams (alcohol and other drugs)**

x. **Session #3 Relapse Prevention**

xi. **Week 3**

xii. **Session #1 Safety Plan/ Risk Factors**

xiii. **Session #2 (Family session) 2nd Checklist for Family Members**

xiv. **Session #3 Emotions and Recovery**

xv. **Week 4**



# Program Description

## Outpatient Treatment Programming

|         |   |
|---------|---|
| xvi.    | Session #1 Setting Goals/Post Treatment Evaluation/Continuing Care Plan   |
| xvii.   | Session #2 Relapse Analysis   |
| xviii.  | Session #3 (Family session) Assuming my role in the family  |
| xix.    | Week 5  |
| xx.     | Session #1 Identifying Internal and External Triggers   |
| xxi.    | Session #2 Avoiding Relapse Drift/Relapse Prevention  |
| xxii.   | Session #3 (Adjustment topic) group to pick topic #1-18   |
| xxiii.  | Is the group open or closed? <b>closed</b>  |
| xxiv.   | What is the minimum/maximum number of participants per group, as identified in the curriculum? <b>3 minimum / 8 maximum</b>   |
| xxv.    | How many sessions does this group curriculum provide? <b>15</b>   |
| xxvi.   | Minimum number of group sessions attended for successful completion: <b>7</b>   |
| xxvii.  | If the group occurs in various locations, (jail/residential/community) identify how participants transition between them: <b>N/A</b>  |
| xxviii. | If individual sessions are part of the program and billed separately, how many individual sessions are anticipated per participant? <b>3</b>  |
| xxix.   | On what basis would individual sessions be used? <b>Intakes and exit interviews, also for missed sessions or for participants not grasping the concepts being taught during regular class time.</b>   |
| e.      | Identify the license and/or credentials held by your service provider qualifying him/her to provide this service: <b>Minimum of CADC (Certified Alcohol and Drug Counselors) or equivalent/development plan through the State of Michigan.</b>  |
| f.      | How are delivered services and individual progress and participation documented by the service provider and provided to the probation agents and/or referral source? (i.e., progress notes, case notes and/or group notes) <b>The service provider maintains sign-in sheets to document attendance/participation for each session. The service provider also maintains a file on each offender that contains progress notes and pre and post test results. The service provider provides monthly progress reports (enrollment, successful or unsuccessful completions) to the Probation Department, as well as the respective Gatekeeper and CCAB Coordinator. Significant/negative incidents are reported immediately.</b> |
| g.      | Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: <b>This program offers a level of care not provided or covered by any PIHP funded program.</b>  |
| 3.      | Evaluation is part of evidence-based principles which you <u>must</u> identify in (a.). You are <u>required</u> to develop at least one key performance measure for this program in (b.). Be sure to include the data source, how its tracked and measured.   |
| a.      | Describe how this program meets evidence-based principles: <b>This program utilizes evidence-based principles through the following: Assess Actuarial Risk/Needs by targeting moderate to high risk offenders and redirects the desire for criminal behavior, Target Interventions; a) Risk Principle by targeting offenders who are at higher risk, offenders placed in this program have reoffended at least 3 times demonstrating a high risk, e) Treatment Principle, as this program is an integral part</b>   |



## Program Description

### Outpatient Treatment Programming

of the sentence/sanctions process, Skill Train with Directed Practice, as the staff giving the program hold the high level of education needed to provide the training, Engage On-going Support in Natural Communities, as the program does have family and support sessions and the program provides a Measurement of Feedback as outlined below.

- b. Program key performance measure(s): 70% of successful completions will not receive a probation violation (new or technical) 6 months post completion.



# Program Description

## Outpatient Treatment Programming

|  |          |
|--|----------|
| CCAB: THUMB AREA REGIONAL  | FY: 2022 |
| Local Program Name: SUBSTANCE ABUSE PROGRAM  |          |
| Service Provider: Alcohol Information and Counseling Center (AICC) - Lapeer County, Sanilac County - Sanilac County Counseling Services                                  |          |
| CCIS Service Type: G18 – Outpatient Treatment Services   |          |
| Total Projected New Enrollment: 75   |          |
| For Regional CCABs, total projected new enrollment by member county: Lapeer County 50, Sanilac County 25   |          |
| Projected Length of Stay in Days: 50   |          |
| Program Location (select all that apply): Jail: <input checked="" type="checkbox"/> Residential: <input type="checkbox"/> Community: <input checked="" type="checkbox"/> |          |
| Program Status: Continuation   |          |
| If modification, describe here:  |          |

**GROUP/CLASS DELIVERED PROGRAMMING –**

- Groups must be separate for both male and female populations.
- Documentation of assessment for eligibility (with appropriate release of information) must be available during annual file review.
- Use of individual sessions must be described.
- Funding for G18 programming is used to fill the CCAB identified gaps in services.
- If this is an Intensive Outpatient Treatment program, you must use SAMHSA guidelines.

**ANSWER ALL QUESTIONS USING “NA” IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.**

|   |
|---|
| <p><b>1. Based on your objective(s), what is your target population?</b></p> <p><input checked="" type="checkbox"/> Sentenced Felons      <input type="checkbox"/> Pretrial      <input checked="" type="checkbox"/> Other: <b>Adjudicated Felony Offenders on Delayed Sentence, Felony Offenders as part of a plea agreement that were sentenced to a lesser offense and/or are participating in a treatment court and have the need for substance abuse treatment as verified by an assessment.</b></p> |
|---|

|   |   |  |  |  |   |  |   |   |  |   |  |  |   |   |  |   |  |  |   |   |  |
|---|---|--|--|--|---|--|---|---|--|---|--|--|---|---|--|---|--|--|---|---|--|
| <p><b>2. Describe the program:</b></p> <p>a. The COMPAS assessment is considered a screening tool for outpatient treatment. P.A. 511 states eligibility for programming must include moderate to high risk. Please select which needs the program will impact (probable to highly probable). Then, identify the number of scales required for eligibility: 1</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Criminal Involvement</td> <td style="width: 33%;"><input type="checkbox"/> History of Violence</td> <td style="width: 33%;"><input type="checkbox"/> Vocational/Ed</td> </tr> <tr> <td><input type="checkbox"/> History of Non-Compliance</td> <td><input type="checkbox"/> Family Criminality</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Criminal Opportunity</td> <td><input type="checkbox"/> Current Violence</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Criminal Personality</td> <td><input type="checkbox"/> Residential Stability</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Cognitive Behavior</td> <td><input checked="" type="checkbox"/> Substance Abuse</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Leisure and Recreation</td> <td><input type="checkbox"/> Criminal Associates/Peers</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Social Isolation</td> <td><input type="checkbox"/> Social Environment</td> <td></td> </tr> </table> | <input type="checkbox"/> Criminal Involvement       | <input type="checkbox"/> History of Violence | <input type="checkbox"/> Vocational/Ed | <input type="checkbox"/> History of Non-Compliance | <input type="checkbox"/> Family Criminality |  | <input type="checkbox"/> Criminal Opportunity | <input type="checkbox"/> Current Violence |  | <input type="checkbox"/> Criminal Personality | <input type="checkbox"/> Residential Stability |  | <input type="checkbox"/> Cognitive Behavior | <input checked="" type="checkbox"/> Substance Abuse |  | <input type="checkbox"/> Leisure and Recreation | <input type="checkbox"/> Criminal Associates/Peers |  | <input type="checkbox"/> Social Isolation | <input type="checkbox"/> Social Environment |  |
| <input type="checkbox"/> Criminal Involvement   | <input type="checkbox"/> History of Violence        | <input type="checkbox"/> Vocational/Ed       |  |  |   |  |   |   |  |   |  |  |   |   |  |   |  |  |   |   |  |
| <input type="checkbox"/> History of Non-Compliance  | <input type="checkbox"/> Family Criminality         |  |  |  |   |  |   |   |  |   |  |  |   |   |  |   |  |  |   |   |  |
| <input type="checkbox"/> Criminal Opportunity   | <input type="checkbox"/> Current Violence           |  |  |  |   |  |   |   |  |   |  |  |   |   |  |   |  |  |   |   |  |
| <input type="checkbox"/> Criminal Personality   | <input type="checkbox"/> Residential Stability      |  |  |  |   |  |   |   |  |   |  |  |   |   |  |   |  |  |   |   |  |
| <input type="checkbox"/> Cognitive Behavior   | <input checked="" type="checkbox"/> Substance Abuse |  |  |  |   |  |   |   |  |   |  |  |   |   |  |   |  |  |   |   |  |
| <input type="checkbox"/> Leisure and Recreation   | <input type="checkbox"/> Criminal Associates/Peers  |  |  |  |   |  |   |   |  |   |  |  |   |   |  |   |  |  |   |   |  |
| <input type="checkbox"/> Social Isolation   | <input type="checkbox"/> Social Environment         |  |  |  |   |  |   |   |  |   |  |  |   |   |  |   |  |  |   |   |  |



# Program Description

## Outpatient Treatment Programming

**Gender Responsive Scales:**

- Experiences of Abuse as an Adult
- Experiences of Abuse as a Child
- Relationship Dysfunction
- Parental Stress

**Felony Probation Violator, regardless of COMPAS Assessment Score**

b. Assessment is the foundation of evidence-based practices. Enrollments in treatment programs should be based upon assessed needs by a licensed or credentialed professional. Please describe your assessment practices below:

- i. What assessment is used, identify the tool: **A COMPAS Risk/Needs Assessment and a Biopsychosocial Assessment, which includes the DSM-5, ASAM, and MH screening.**
- ii. Who completes the assessment? **The Probation Department completes the COMPAS Risk/Needs Assessment and the contracted service provider completes the Biopsychosocial Assessment.**
- iii. Does the assessment result in a recommended level of treatment per American Society of Addiction Medicine (ASAM) criteria? **Yes**

c. Identify who is responsible for confirming eligibility and describe the process. **The Gatekeeper screens all sentenced offenders for eligibility criteria prior to an offender being enrolled in the program and the contracted service provider also completes their assessment prior to enrollment, as well. Ultimately, the Community Corrections Coordinator is responsible for making sure the process is carried out as designed.**

d. Describe the program design:

- i. Name of curriculum or treatment model: **New Direction by Hazelden**
- ii. Identify what skills are addressed within the treatment program: **The following skills are taught: Addicts and Addiction, Your Body on Alcohol and other Drugs, Disease of Addiction (Parts 1&2), Now is the Time for Real Change, Change and Relapse Prevention, Change and Recovery, Transition Planning.**
- iii. Is the group open or closed? **open**
- iv. What is the minimum/maximum number of participants per group, as identified in the curriculum? **3 minimum and 8 maximum**
- v. How many sessions does this group curriculum provide? **8**
- vi. Minimum number of group sessions attended for successful completion: **8 sessions minimum.**
- vii. If the group occurs in various locations, (jail/residential/community) identify how participants transition between them: **If a participant starts the program in the jail and is not able to complete, they are transferred to the community based program for completion.**
- viii. If individual sessions are part of the program and billed separately, how many individual sessions are anticipated per participant? **2**



# Program Description

## Outpatient Treatment Programming

|  |
|--|
| <p>ix. On what basis would individual sessions be used? For missed sessions or for participants not grasping the concepts being taught during regular class time.</p>  |
| <p>e. Identify the license and/or credentials held by your service provider qualifying him/her to provide this service: <b>CADC (Certified Alcohol and Drug Counselors) or equivalent/development plan through the State of Michigan.</b></p>  |
| <p>f. How are delivered services and individual progress and participation documented by the service provider and provided to the probation agents and/or referral source? (i.e., progress notes, case notes and/or group notes) <b>Monthly reports and individual incidents, as needed, are provided to the Probation Department and/or the referral source along with successful or unsuccessful terminations.</b></p>   |
| <p>g. Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: <b>This Program provides services in the jail where PIHP treatment services are not funded.</b></p>  |
| <p>3. Evaluation is part of evidence-based principles which you <b>must</b> identify in (a.). You are <b>required</b> to develop at least one key performance measure for this program in (b.). Be sure to include the data source, how its tracked and measured.</p>  |
| <p>a. Describe how this program meets evidence-based principles: <b>This program utilizes evidence-based principles through the following: Assess Actuarial Risk/Needs by targeting moderate to high risk offenders and redirects the desire for criminal behavior, Target Interventions; a) Risk Principle by targeting offenders who are at higher risk, e) Treatment Principle, as this program is an integral part of the sentence/sanctions process, Skill Train with Directed Practice, as the staff giving the program hold the high level of education needed to provide the training and the program provides a Measurement of Feedback as outlined below.</b></p> <p>b. Program key performance measure(s): <b>70% of successful completions will not receive a probation violation (new or technical) 6 months post completion.</b></p> |



# Program Description

## Outpatient Treatment Programming

|  |          |
|--|----------|
| CCAB: THUMB AREA REGIONAL  | FY: 2022 |
| Local Program Name: Substance Abuse  |          |
| Service Provider: Tuscola County - List Psychological Services, PLC.   |          |
| CCIS Service Type: G18 – Outpatient Treatment Services   |          |
| Total Projected New Enrollment: 45   |          |
| For Regional CCABs, total projected new enrollment by member county: Tuscola County 45   |          |
| Projected Length of Stay in Days: 50   |          |
| Program Location (select all that apply): Jail: <input checked="" type="checkbox"/> Residential: <input type="checkbox"/> Community: <input checked="" type="checkbox"/> |          |
| Program Status: Continuation   |          |
| If modification, describe here:  |          |

**GROUP/CLASS DELIVERED PROGRAMMING –**

- Groups must be separate for both male and female populations.
- Documentation of assessment for eligibility (with appropriate release of information) must be available during annual file review.
- Use of individual sessions must be described.
- Funding for G18 programming is used to fill the CCAB identified gaps in services.
- If this is an Intensive Outpatient Treatment program, you must use SAMHSA guidelines.

**ANSWER ALL QUESTIONS USING “NA” IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.**

**1. Based on your objective(s), what is your target population?**

Sentenced Felons       Pretrial       Other: **Adjudicated Felony Offenders on Delayed Sentence, Felony Offenders as part of a plea agreement that were sentenced to a lesser offense and/or are participating in a treatment court and have the need for substance abuse treatment as verified by an assessment.**

**2. Describe the program:**

a. The COMPAS assessment is considered a screening tool for outpatient treatment. P.A. 511 states eligibility for programming must include moderate to high risk. Please select which needs the program will impact (probable to highly probable). Then, identify the number of scales required for eligibility: 1

|  |   |  |
|--|---|--|
| <input type="checkbox"/> Criminal Involvement      | <input type="checkbox"/> History of Violence        | <input type="checkbox"/> Vocational/Ed |
| <input type="checkbox"/> History of Non-Compliance | <input type="checkbox"/> Family Criminality         |  |
| <input type="checkbox"/> Criminal Opportunity      | <input type="checkbox"/> Current Violence           |  |
| <input type="checkbox"/> Criminal Personality      | <input type="checkbox"/> Residential Stability      |  |
| <input type="checkbox"/> Cognitive Behavior        | <input checked="" type="checkbox"/> Substance Abuse |  |
| <input type="checkbox"/> Leisure and Recreation    | <input type="checkbox"/> Criminal Associates/Peers  |  |
| <input type="checkbox"/> Social Isolation          | <input type="checkbox"/> Social Environment         |  |

**Gender Responsive Scales:**

Experiences of Abuse as an Adult





# Program Description

## Outpatient Treatment Programming

- Experiences of Abuse as a Child
- Relationship Dysfunction
- Parental Stress
  
- Felony Probation Violator, regardless of COMPAS Assessment Score**

b. Assessment is the foundation of evidence-based practices. Enrollments in treatment programs should be based upon assessed needs by a licensed or credentialed professional. Please describe your assessment practices below:

i. What assessment is used, identify the tool: **A COMPAS Risk/Needs Assessment and a Biopsychosocial Assessment, which includes the DSM-5, ASAM, and MH screening.**

ii. Who completes the assessment? **The Probation Department completes the COMPAS Risk/Needs Assessment and the contracted service provider completes the Biopsychosocial Assessment.**

iii. Does the assessment result in a recommended level of treatment per American Society of Addiction Medicine (ASAM) criteria? **Yes**

c. Identify who is responsible for confirming eligibility and describe the process. **The Gatekeeper screens all sentenced offenders for eligibility criteria prior to an offender being enrolled in the program and the contracted service provider also completes their assessment prior to enrollment, as well. Ultimately, the Community Corrections Coordinator is responsible for making sure the process is carried out as designed.**

d. Describe the program design:

i. Name of curriculum or treatment model: **New Direction by Hazelden**

ii. Identify what skills are addressed within the treatment program: **The following skills are taught: Addicts and Addiction, Your Body on Alcohol and other Drugs, Disease of Addiction (Parts 1&2), Now is the Time for Real Change, Change and Relapse Prevention, Change and Recovery, Transition Planning.**

iii. Is the group open or closed? **open**

iv. What is the minimum/maximum number of participants per group, as identified in the curriculum? **3 minimum and 8 maximum**

v. How many sessions does this group curriculum provide? **16**

vi. Minimum number of group sessions attended for successful completion: **16 sessions minimum**

vii. If the group occurs in various locations, (jail/residential/community) identify how participants transition between them: **If a participant starts the program in the jail and is not able to complete, they are transferred to the community based program for completion.**

viii. If individual sessions are part of the program and billed separately, how many individual sessions are anticipated per participant? **2**

ix. On what basis would individual sessions be used? **For missed sessions or for participants not grasping the concepts being taught during regular class time.**



## Program Description

### Outpatient Treatment Programming

|  |
|--|
| e. Identify the license and/or credentials held by your service provider qualifying him/her to provide this service: <b>CADC (Certified Alcohol and Drug Counselors) or equivalent/development plan through the State of Michigan.</b>   |
| f. How are delivered services and individual progress and participation documented by the service provider and provided to the probation agents and/or referral source? (i.e., progress notes, case notes and/or group notes) <b>Monthly reports and individual incidents, as needed, are provided to the Probation Department and/or the referral source along with successful or unsuccessful terminations.</b>  |
| g. Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: <b>This Program provides services in the jail where PIHP treatment services are not funded.</b>   |
| 3. Evaluation is part of evidence-based principles which you <b>must</b> identify in (a.). You are <b>required</b> to develop at least one key performance measure for this program in (b.). Be sure to include the data source, how its tracked and measured.   |
| a. <b>Describe how this program meets evidence-based principles: This program utilizes evidence-based principles through the following: Assess Actuarial Risk/Needs by targeting moderate to high risk offenders and redirects the desire for criminal behavior, Target Interventions a) Risk Principle by targeting offenders who are at higher risk, e) Treatment Principle, as this program is an integral part of the sentence/sanctions process, Skill Train with Directed Practice, as the staff giving the program hold the high level of education needed to provide the training, and the program provides a Measurement of Feedback as outlined below.</b> |
| b. <b>Program key performance measure(s): 70% of successful completions will not receive a probation violation (new or technical) 6 months post completion.</b>  |



# Program Description

## Group Programming

|   |          |
|---|----------|
| CCAB: THUMB AREA REGIONAL   | FY: 2022 |
| Local Program Name: THINKING MATTERS  |          |
| Service Provider: Lapeer County - Alcohol Information and Counseling Center (AICC), Tuscola County - List Psychological Services, PLC., Sanilac County - Sanilac County Counseling Services |          |
| CCIS Service Type: C01 - Cognitive  |          |
| Total projected number of new enrollments: 179  |          |
| For Regional CCABs, projected number of new enrollments per member county: Lapeer County 60 / Tuscola County 66 / Sanilac County 53   |          |
| Program Location (select all that apply): Jail: <input checked="" type="checkbox"/> Residential: <input type="checkbox"/> Community: <input checked="" type="checkbox"/>                    |          |
| Program status: Continuation  |          |
| If modification, describe here:   |          |

**GROUP/CLASS DELIVERED PROGRAMMING –**

- This form is for program activities delivered through a group or class-type structure.
- Groups that are cognitive in nature must be separate for both male and female populations.
- When developing eligibility criteria, think about what behavior or characteristics in addition to addressing PCRs or jail utilization that the program is intended to address.
- Cognitive, Employability Skills, Education and Domestic Violence programs are all programs that would use this form.
- If this form is utilized for an Employability Skills group, the County must clearly identify how it is not a duplication of services provided through the Michigan Works Agency or other local workforce development agencies in (3.h.).
- G00 is an option for “other” group-type programming not specifically identified here (discuss with your coordinator first).

**ANSWER ALL QUESTIONS USING “NA” IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.**

|   |
|---|
| <b>1. What is your target population?</b><br><input checked="" type="checkbox"/> Sentenced Felons <input type="checkbox"/> Pretrial <input checked="" type="checkbox"/> Other: <b>Adjudicated Felony Offenders on Delayed Sentence.</b> |
|---|

|  |  |  |  |   |  |  |  |   |  |
|--|--|--|--|---|--|--|--|---|--|
| <b>2. Describe the program:</b>  |  |  |  |   |  |  |  |   |  |
| a. What is your referral process to this program? <b>Offenders can be sentenced to the program through a Court Order, Probation Referral, Attorney, Sheriff Department, Gatekeeper referral or self-referral.</b>  |  |  |  |   |  |  |  |   |  |
| b. What assessment is used, identify the tool: <b>COMPAS</b>   |  |  |  |   |  |  |  |   |  |
| c. Who completes the assessment? <b>MDOC Agents</b>  |  |  |  |   |  |  |  |   |  |
| d. P.A. 511 states eligibility for programming must include moderate to high risk. Please select which needs the program will impact (probable to highly probable). Then, identify the number of scales required for eligibility: 2  |  |  |  |   |  |  |  |   |  |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input checked="" type="checkbox"/> Criminal Involvement</td> <td style="width: 33%;"><input type="checkbox"/> History of Violence</td> <td style="width: 33%;"><input type="checkbox"/> Vocational/Ed</td> </tr> <tr> <td><input checked="" type="checkbox"/> History of Non-Compliance</td> <td><input checked="" type="checkbox"/> Family Criminality</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Criminal Opportunity</td> <td><input type="checkbox"/> Current Violence</td> <td></td> </tr> </table> | <input checked="" type="checkbox"/> Criminal Involvement | <input type="checkbox"/> History of Violence | <input type="checkbox"/> Vocational/Ed | <input checked="" type="checkbox"/> History of Non-Compliance | <input checked="" type="checkbox"/> Family Criminality |  | <input checked="" type="checkbox"/> Criminal Opportunity | <input type="checkbox"/> Current Violence |  |
| <input checked="" type="checkbox"/> Criminal Involvement   | <input type="checkbox"/> History of Violence             | <input type="checkbox"/> Vocational/Ed       |  |   |  |  |  |   |  |
| <input checked="" type="checkbox"/> History of Non-Compliance  | <input checked="" type="checkbox"/> Family Criminality   |  |  |   |  |  |  |   |  |
| <input checked="" type="checkbox"/> Criminal Opportunity   | <input type="checkbox"/> Current Violence                |  |  |   |  |  |  |   |  |



# Program Description

## Group Programming

Criminal Personality  
Cognitive Behavior  
Leisure and Recreation  
Social Isolation

Residential Stability  
Substance Abuse  
Criminal Associates/Peers  
Social Environment

### Gender Responsive Scales:

Experiences of Abuse as an Adult  
Experiences of Abuse as a Child  
Relationship Dysfunction  
Parental Stress

**Felony Probation Violator, regardless of COMPAS Assessment Score**

e. Describe the program design (programs using this description form should be delivered through a group or class structure):

i. Name of curriculum: **THINKING MATTERS**

ii. Identify what skills are taught in this program: **The Thinking Matters curriculum addresses the anti-social thinking patterns that lead to criminal behaviors. The program helps develop the skills necessary to identify thinking errors and establish replacement thoughts through thinking reports and role play.**

iii. Is the group open or closed? **Open**

iv. What is the minimum/maximum number of participants per group, as identified in the curriculum? **3 minimum / 8 maximum**

v. Minimum number of group sessions attended for successful completion: **A minimum of 6**

vi. If the group occurs in various locations, (jail/residential/community) identify how participants transition between them: **Participants may transition from the in jail program to the program provided in the community in order to achieve successful completion.**

f. Identify the training or credentials held by your service provider qualifying him/her to provide this service: **Certification by Abe French after attending training.**

g. How are delivered services and individual progress and participation documented by the service provider and provided to the probation agents and/or referral source? (i.e., progress notes, case notes and/or group notes) **Signed attendance sheets and progress notes kept in files.**

h. Provide any other pertinent information you feel is necessary:

3. Evaluation is part of evidence-based principles which you **must** identify in (a.). You are **required** to develop at least one key performance measure for this program in (b.). Be sure to include the data source, how its tracked and measured.

a. Describe how this program meets evidence-based principles: **This program utilizes evidence-based principles through the following: Assess Actuarial Risk/Needs by targeting moderate to high risk offenders, Enhanced Intrinsic Motivation by focusing on where the offender went wrong in their past behavior so they will not make the same mistake again, Skill Train with Directed Practice by using well**



# Program Description

## Group Programming

trained staff who have been trained to specifically give this program which includes role playing and the program provides a Measurement of Feedback as outlined below.

- b. Program key performance measure(s): 70% of successful completions will not receive a probation violation (new or technical) 6 months post completion.

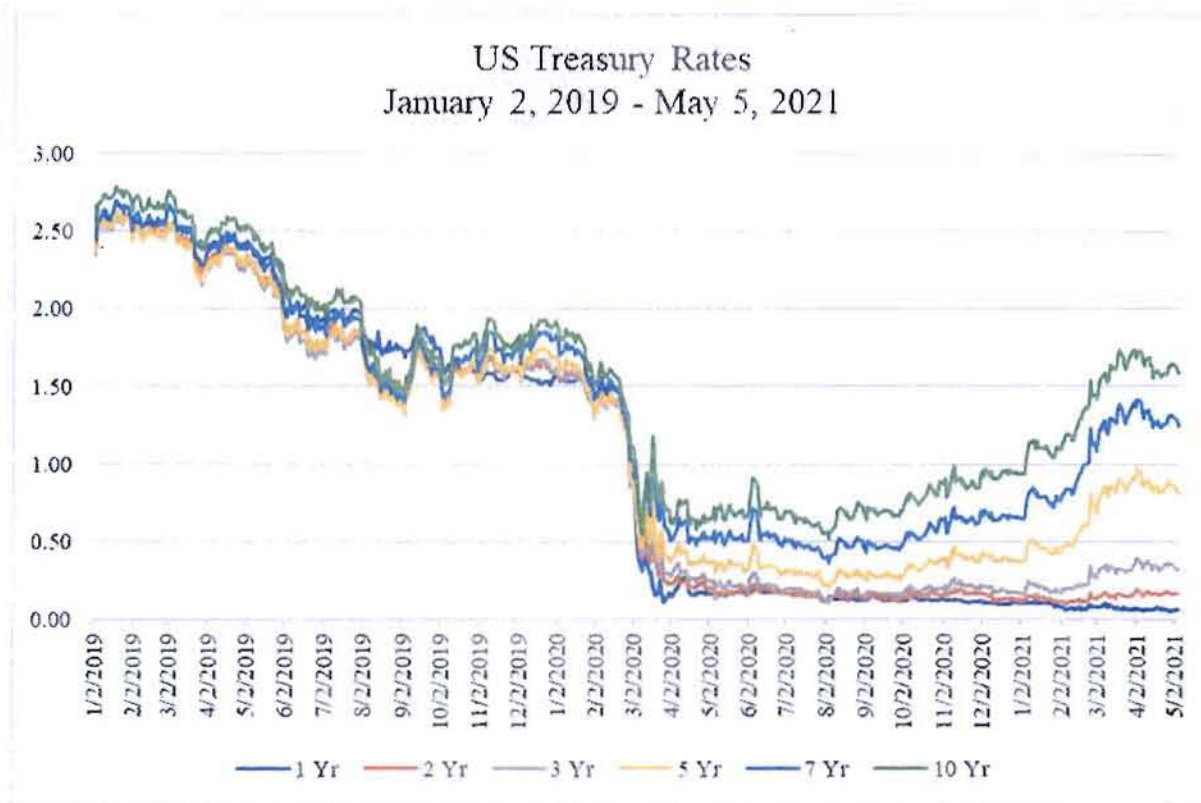
Clayette Zechmeister  
Tuscola County Controller/Administrator  
125 W Lincoln St, Suite 500  
Caro, MI 48723

May 7, 2021

Mrs. Zechmeister:

The following information is in response to the additional information requested by the Board of Commissioners on April 26, 2021. I look forward to answering any further questions.

**Item #1: United States Treasury Curve, 1-yr Rate – 10-yr Rate**



**Item #2: Multiple Scenarios of Refunding with Cash Contributions**

The following scenarios demonstrate the gross and net present value savings of four options discussed at the April 26, 2021 Board meeting. The net present value savings consider that the cash outlay by the County today is worth more than the same amount of money saved in the future years. There is a significant difference between 2021 dollars and 2034 dollars due to the time value of money.

| Scenario:                      | A                              | B  | C  | D                                    |
|--------------------------------|--------------------------------|--|--|--------------------------------------|
| Rates as of:                   | 5/5/2021                       | 5/5/2021   | 5/5/2021   | N/A                                  |
| Cash Contribution:             | \$90,725                       | \$645,725  | \$645,725  | \$555,000                            |
| Rounding Amount (contingency): | \$1,643                        | \$4,418  | \$4,143  | \$0                                  |
| Cash Contribution Source:      | Refunded Bonds 9/1/21 Interest | Refunded Bonds 9/1/21 Interest plus \$555,000 of Cash from other sources | Refunded Bonds 9/1/21 Interest plus \$500,000 of Cash from other sources | \$555,000 of Cash from other sources |
| Final Maturity:                | 2034                           | 2033   | 2034   | 2033                                 |

| Scenario:           | A                              | B                              | C                              | D                              |
|---------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Maturity Date       | Annual Savings - Gross Dollars | Annual Savings - Gross Dollars | Annual Savings - Gross Dollars | Annual Savings - Gross Dollars |
| 7/1/2021            | (89,082)                       | (641,307)                      | (586,582)                      | -                              |
| 9/1/2021            | 36,301                         | 53,395                         | 77,458                         | -                              |
| 9/1/2022            | 40,005                         | 52,530                         | 76,845                         | (555,000)                      |
| 9/1/2023            | 40,170                         | 52,695                         | 76,920                         | 22,200                         |
| 9/1/2024            | 36,485                         | 54,010                         | 78,130                         | 22,200                         |
| 9/1/2025            | 38,385                         | 50,880                         | 79,820                         | 22,200                         |
| 9/1/2026            | 35,985                         | 53,480                         | 77,123                         | 22,200                         |
| 9/1/2027            | 38,865                         | 51,305                         | 79,618                         | 22,200                         |
| 9/1/2028            | 36,953                         | 49,393                         | 77,215                         | 22,200                         |
| 9/1/2029            | 40,048                         | 52,488                         | 79,750                         | 22,200                         |
| 9/1/2030            | 37,658                         | 50,098                         | 76,748                         | 22,200                         |
| 9/1/2031            | 35,395                         | 52,835                         | 78,803                         | 22,200                         |
| 9/1/2032            | 37,715                         | 50,053                         | 80,303                         | 22,200                         |
| 9/1/2033            | 39,500                         | 51,838                         | 76,228                         | 22,200                         |
| 9/1/2034            | 39,863                         | 577,200                        | 80,803                         | 577,200                        |
| Total Gross Savings | \$ 444,244                     | \$ 610,890                     | \$ 509,178                     | \$ 266,400                     |

| Scenario:         | A                                   | B                                   | C                                   | D                                   |
|-------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Maturity Date     | Net Present Value Savings to 7/1/21 | Net Present Value Savings to 7/1/21 | Net Present Value Savings to 7/1/21 | Net Present Value Savings to 7/1/21 |
| 7/1/2021          | (89,082)                            | (641,307)                           | (586,582)                           | -                                   |
| 9/1/2021          | 36,186                              | 53,226                              | 77,212                              | -                                   |
| 9/1/2022          | 39,127                              | 51,377                              | 75,159                              | (542,821)                           |
| 9/1/2023          | 38,548                              | 50,568                              | 73,815                              | 21,304                              |
| 9/1/2024          | 34,353                              | 50,853                              | 73,564                              | 20,902                              |
| 9/1/2025          | 35,461                              | 47,004                              | 73,739                              | 20,509                              |
| 9/1/2026          | 32,617                              | 48,475                              | 69,905                              | 20,122                              |
| 9/1/2027          | 34,564                              | 45,627                              | 70,807                              | 19,743                              |
| 9/1/2028          | 32,244                              | 43,099                              | 67,377                              | 19,371                              |
| 9/1/2029          | 34,287                              | 44,937                              | 68,278                              | 19,006                              |
| 9/1/2030          | 31,633                              | 42,083                              | 64,469                              | 18,648                              |
| 9/1/2031          | 29,172                              | 43,546                              | 64,949                              | 18,297                              |
| 9/1/2032          | 30,499                              | 40,476                              | 64,938                              | 17,952                              |
| 9/1/2033          | 31,341                              | 41,130                              | 60,481                              | 17,614                              |
| 9/1/2034          | 31,032                              | 449,342                             | 62,904                              | 449,342                             |
| Total NPV Savings | \$ 381,982                          | \$ 410,436                          | \$ 381,014                          | \$ 119,992                          |

We assumed in Scenario A, B, and C that the September 2021 interest payment on the Refunded Bonds (\$90,725) would be contributed to the refunding.

The option to currently refund the bonds next year remains a viable option. If the County chooses to wait, the risk of interest rates rising is borne by the County, and alternatively, if interest rates fall, the County would benefit from higher savings. The negative arbitrage cost between a current refunding and advance refunding is currently about \$93,000. This number is reduced by about \$6,600 per month or an increase in the annual savings on the refunding bonds of about \$507.

### **Refunding Scenarios**

#### **Scenario A:**

Advanced Refunding – The Contribution of Cash is only the 9/1/2021 interest due on the Refunded Bonds. It is sized to create uniform savings on an annual basis.

#### **Scenario B:**

Advanced Refunding – The Contribution of Cash is the 9/1/2021 interest due on the Refunded Bonds plus \$555,000 of cash from other sources - representing the 2034 maturity. The issue is shortened by a year to reflect the cash paying off the 2034 maturity only. It is sized to create uniform savings on an annual basis.

#### **Scenario C:**

Advanced Refunding – The Contribution of Cash is the 9/1/2021 interest due on the Refunded Bonds plus \$500,000 of cash from other sources. The final maturity is 2034. It is sized to create uniform savings on an annual basis.

#### **Scenario D:**

The payoff of 2034 maturity in September 2022 only with no refunding transaction.

*[See the schedules on the following page]*



**Summary Table**

| <u>Scenario:</u>                       | <u>A</u>   | <u>B</u>   | <u>C</u>   | <u>D</u>   |
|--|------------|------------|------------|------------|
| Annual Savings -<br>Gross Dollars      | \$ 444,244 | \$ 610,890 | \$ 509,178 | \$ 266,400 |
| Net Present Value<br>Savings to 7/1/21 | \$ 381,982 | \$ 410,436 | \$ 381,014 | \$ 119,992 |

**Pension Fund – General Information**

The County's Pension Funding level stands at an estimated ~95%-96%, according to estimates from the County based on Q1 2021 assets and the 2019 actuarial liability. The County, relative to its peers, is in an excellent position at this estimated funding level – but remains slightly underfunded. The current discount rate assumed by MERS is 7.35%, making the net pension liability the most expensive liability on the County's balance sheet. The County could consider consulting its pension advisors to determine if it may be advantageous to use any excess funds toward the pension liability versus paying down other, lower-cost debt. MFCI is not engaged to provide municipal advice on this topic, and the County should consult its trusted pension advisor.

Sincerely,



Steven Burke, CFA  
MFCI, LLC

I.

Jodi Fetting  
Tuscola County Clerk  
www.tuscolacounty.org

Tuscola County Clerk's Office



440 N. State Street  
Caro, MI 48723  
989-672-3780

**NOTICE OF PUBLIC HEARING  
TUSCOLA COUNTY PROPOSED ORDINANCE AS AMENDED  
AUTHORIZING & REGULATING OFF ROAD VEHICLE (ORV) OPERATION**

The Tuscola County Board of Commissioners announces a public hearing on June 24, 2021 at 9:00 a.m. The purpose of the public hearing is to receive public comment regarding proposed amendments to the Tuscola County Off Road Vehicle Operation Ordinance. Copies of the proposed amended ordinance are available from the Tuscola County website – [www.tuscolacounty.org](http://www.tuscolacounty.org), at the Controller/Administrator's Office located in the HH Purdy Building, 125 W Lincoln Street, Caro Michigan or at the Tuscola County Clerk's Office, 440 N State Street, Caro Michigan. Written comments in advance of the meeting are encouraged and can be forwarded to Controller/Administrator Clayette Zechmeister at [zclay@tuscolacounty.org](mailto:zclay@tuscolacounty.org) or mailed to 125 W. Lincoln Street, Suite 500, Caro Michigan 48723 for Board of Commissioner review prior to the hearing date.

The public hearing will be held in-person with virtual participation using Google Meet Conferencing.

**To Participate In Person:**  
Midway Hall  
Tuscola County Fairgrounds  
700 S Almer Street  
Caro Michigan

**To Participate Virtually:**  
**Via Video Conferencing:**  
[meet.google.com/waf-kcnp-yns](https://meet.google.com/waf-kcnp-yns)  
**Via Phone:**  
(US)+1 321-351-6787  
PIN: 478 050 888#

Handwritten signature of Jodi Fetting in black ink.

Jodi Fetting,  
Tuscola County Clerk  
Posted: May 3, 2021

If you need accommodations to attend this meeting, please notify the Tuscola County Controller/Administrator's Office at 989-672-3700 at least two days in advance of the meeting.

DRAFT - DISCUSSION PURPOSES ONLY

# REQUEST FOR PROPOSAL

PROFESSIONAL BUILDING PLAN REVIEW SERVICES  
AND  
PROFESSIONAL BUILDING INSPECTION SERVICES

Tuscola County  
[Contact Information]

[Date]

**REQUEST FOR PROPOSAL—THIS IS NOT AN ORDER OR OFFER**

REQUEST FOR PROPOSAL

DATE OF REQUEST [Insert RFP Issuance Date]  
RFP DEADLINE [Insert date and time]  
SEALED BID OPENING DATE/TIME [Insert date and time]  
SUBMIT PROPOSAL TO Tuscola County  
[Insert Address]  
MARK EXTERIOR ENVELOPE: DELIVER TO [ ]  
IMMEDIATELY  
MARK INTERIOR SEALED ENVELOPE: “BUILDING CODES RFP.”

**GENERAL INFORMATION:**

- RIGHT TO ACCEPT OR REJECT:** Tuscola County reserves the right to accept or reject any or all items in the proposal; to accept or reject any or all proposals; to award the proposal in part or in total; to waive any informalities therein; or for any reason, to award the contract to other than the low bidder.
- FIRM BID:** All proposals shall be firm for sixty (60) days from the deadline listed above.
- CONTACT INFORMATION:** To receive future communications related to this RFP, possible bidders are asked to immediately send contact information by email to \_\_\_\_\_ at \_\_\_\_\_ failure to do so may limit your ability to submit a complete, competitive proposal.
- CHANGES TO RFP:** All additions, corrections or changes to the solicitation documents will be made in the form of a written Addendum submitted by \_\_\_\_\_. Bidders shall not rely upon interpretations, corrections, or changes made in any other manner.

**DRAFT – DISCUSSION PURPOSES ONLY**

whether by telephone or in person. Additions, corrections, and changes shall not be binding unless made by such a written Addendum. All written Addendums issued shall become part of the Agreement documents.

5. **RFP, PROPOSALS AND ACCEPTANCE DO NOT OBLIGATE:** The parties agree that they will not consider either distribution of this RFP or receipt of Proposals by the County or even notification of Proposal acceptance by the County as an obligation or commitment by the County to enter into a contractual agreement. Rather, the parties understand that the County will have no binding obligation until it signs the Contract approved by its Board of Commissioners.

6. **TAX-EXEMPT STATUS:** Tuscola County is a tax exempt entity. A tax exempt form will be provided to the successful bidder.

7. **FOIA:** All properly submitted sealed bids are confidential until the listed bid opening time and date; however, as a public entity, Tuscola County is subject to the Michigan Freedom of Information Act (FOIA). Information contained in proposals may be subject to FOIA requests.

8. **NON-DISCRIMINATION:** In the performance of the proposal and resultant contract, bidder agrees not to discriminate against or grant preferential treatment to any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education, or public contracting. Bidder shall not discriminate against any employee or applicant for employment to be employed in the submission of this Proposal or in performance of the duties necessitated by an award of the proposed Agreement with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, color, religion, national origin, ancestry, gender, height, weight, marital status, age, except where a requirement as to age is based on a bona fide occupational qualification, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Any breach of this provision will be regarded as a material breach of the Agreement.

9. **CONTRACT:** The County's award of any proposal is subject to and conditioned upon execution of a formal agreement for the proposed services between the successful bidder and the County. In submitting a proposal, the bidder acknowledges that the contents of the RFP will become incorporated within any formal agreement. This RFP does not include every term and provision which shall be included in the formal agreement. In the event that the bidder fails to execute the formal agreement within \_\_\_\_\_ of its presentment by the County, the County may reject the selected bidder, and proceed to accept another qualified proposal, or reject all proposals.

10. **RESPONSIBILITY:** Bidder is solely responsible for ensuring its bid is received by Tuscola County in accordance with the solicitation requirements, before the date and time specified in this Request, and at the place specified.

**DRAFT – DISCUSSION PURPOSES ONLY**

Tuscola County shall not be responsible for any delays in mail or by common carrier or mistaken delivery. Delivery of bid shall be made as outlined belowabove.

Deliveries made before the due date and time but to the wrong office will be considered non-responsive unless re-delivery is made to the office specified before the due date and time specified in this Request.

DRAFT

## PROPOSAL SUBMISSION REQUIREMENTS:

- Each bidder must provide with its formal Proposal a written sworn statement certifying that it has not colluded with any competing bidder or County employee or entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Request for Proposal. This certification must be in the form as outlined in **Exhibit A** to this RFP.
- Each bidder must complete the accompanying business information form, as outlined in **Exhibit B** to this RFP, and submit the form as part of its Proposal.
- **All Proposals (a total of including 1 original and 6 copies) must be delivered within a sealed envelope marked "BUILDING CODES RFP." This sealed envelope should be enclosed within an envelope addressed and delivered as described above.**
- The County will not accept proposals send by fax or e-mail.
- The County will not accept late proposals.
- In addition to addressing the relevant proposal details (outlined below) each Proposal must address each of the following:
  - A. **Firm Overview:** History of firm, including organization type, age, size, number and location of offices, number of employees (fulltime & part-time) and their level of experience, number of clients and any specialty areas.
  - B. **Qualifications:**
    - a. Biographies/resumes of firm leadership and key personnel.
    - b. Specialized equipment/vehicles available to service the County.
    - c. What is your normal availability and response time for non-emergency service work.
    - d. Describe your procedure for taking emergency service requests and what your response time is.
    - e. Please provide examples of similar experience, whether governmental or commercial, and describe services provided.
    - f. Describe what additional "value added services" your firm can provide.
    - g. List the key differentiators for your firm. What factors distinguish your firm from your competitors?
    - h. Experience with Construction Code Commission meetings.
  - C. **References:**
    - a. List five (if you have less than five, list all current) similar clients you currently provide ongoing Professional Building Plan Review and Inspection services for:

**DRAFT – DISCUSSION PURPOSES ONLY**

- i. Name of company
- ii. Length of time a customer
- iii. Services provided
- iv. Contact name and title
- v. Phone number

**D. Conflict of Interest:**

- a. Disclose any conflicts or perceived conflicts of interest.
- b. Identify what procedures your firm utilizes to identify and resolve conflicts of interest.

**E. Additional Documentation:**

- a. Errors and omissions coverage (if none, indicate).
- b. Liability coverage.
- c. Any and all relevant state registration certificates.

- If there are general questions that require clarification concerning this RFP, please contact \_\_\_\_\_ at \_\_\_\_\_.



## PROPOSAL DETAILS:

A. **DESCRIPTION** – Tuscola County is seeking proposals for Professional Building Department Services, Permit Issuance, Plan Review and Inspection Services. The County is soliciting proposals from qualified contractors to perform Professional Building Plan Review Services and Building Inspection Services for new commercial/industrial building, additions, and remodels; new residential construction additions and remodels; and other retro-fits of any and all buildings. The Contractor will serve as the Building Official for Tuscola County. Inspection services will encompass:

- Building Plan Review/Inspections
- Mechanical (HVAC, Fire Suppression) Plan Review/Inspections
- Plumbing Plan Review/Inspections
- Electrical Plan Review/Inspections
- Permit Issuance, all disciplines

B. **BACKGROUND:** Tuscola County currently contracts with a third party for Professional Building Plan Review and Professional Building Inspection Services.

C. **TUSCOLA COUNTY OFFICE:** The winning Contractor will be required to maintain a regular office presence in Tuscola County. ~~All Proposals should address whether bidder is seeking to lease office space from Tuscola County in connection with its Proposal. The terms of any lease agreement between the County and a bidder shall be negotiated concurrently with the final Contract.~~

D. **COMPENSATION:** All proposals must indicate bidder's proposed compensation (fee schedule).

~~D. **COMPENSATION:** The incumbent Contractor provides services in exchange for compensation pursuant to the fee schedule attached as Exhibit C to this RFP. All proposals must indicate acceptance of this fee schedule. If a bidder is unable to accept the current fee schedule, its Proposal must propose an alternative fee schedule and justify bidder's need for revised compensation.~~

E. **SCOPE OF WORK:**

### **Building Plan Review Services (All Disciplines)**

- Provide plan review of any and all types of structures including, but not limited to, single family dwellings, multiple family dwelling units, commercial and industrial building for compliance with all local ordinance, Michigan Building codes, Michigan Mechanical Codes, Michigan Plumbing Codes, Michigan Electrical Codes, American with Disabilities Act and Michigan Barrier Free Codes and the Michigan Energy Codes and referenced standards.

## DRAFT – DISCUSSION PURPOSES ONLY

- Generally, residential initial plan check turn-around time shall be no more than \_\_\_\_\_ working days. Large commercial/industrial plan check turn-around time shall be no more than \_\_\_\_\_ working days.
- Plan reviews shall include electronic comment reports describing code violations in full with reference to plan sheet and detail identification and specific codes and code sections relating to each comment as applicable.

### **Building Inspection Services (All Disciplines)**

- Provide Building Inspection Services for any and all types of structures including single family dwellings, multiple family dwelling units, commercial and industrial buildings, and other structures for compliance with local building codes.
- Inspections shall occur between the hours of \_\_\_\_\_ Monday – Friday, unless otherwise agreed upon by the contractor and the customer.
- Inspectors shall respond to phone messages and be available to answer customer questions each working day. Inquiries may be handled from the office of the Contractor.
- Whenever possible and appropriate, the contractor shall coordinate inspections between disciplines to occur on a common site on the same day.
- Contractor's inspectors shall be provided by the Contractor with all the necessary code books, tools, equipment, and transportation required to perform plan review and inspection duties. All inspectors shall maintain a cell phone number which shall be available to the public to access the inspector.

## **F. QUALIFICATIONS AND SELECTION CRITERIA:**

### **Required Qualifications:**

- Contractor, and any employee of Contractor providing services to the County, must be appropriately licensed, qualified and registered as required by PA 54 of 1986 and all other applicable state or federal statutes, rules and regulations.
- Contractor **must** be qualified to act as the County's Building Official under applicable state law and regulations.
- Contractor must be duly licensed to do business in the State of Michigan and acceptable to Tuscola County.
- The contractor must understand, interact and communicate well with all local departments and agencies involved in the inspection and zoning process.
- The County seeks a contractor that can address the challenges of a rural community, able to communicate effectively with all agencies involved with building permits.
- The contractor must be able to communicate effectively with County employees, the construction industry, utilities, developers, property owners, other agencies and property owners.
- The contractor will function as an agent of Tuscola County and provide plan review services, inspections, enforcement of appropriate building codes, respond to citizen

**DRAFT – DISCUSSION PURPOSES ONLY**

complaints and have the ability to communicate effectively to ensure minimal impacts to the public, neighborhoods, etc. from building activities in the County.

- The contractor shall provide current qualifications and certifications of all its employees providing services.
- Contractor shall hold and save harmless the County from all claims by others whose personnel or property may be damaged or injured by Contractor, its employees or subcontractors in the performance of the duties of the contract.
- Contractor shall make reasonable and prompt restitution by cash, replacement or repairs, subject to the approval of the County, for any damages for which the Contractor is liable, of which the County shall be sole judge.
- Contractor shall ensure that its employees and agents conform to all Federal (OSHA) laws and regulations, State and County safety and health regulations, and shall assume full responsibility for any violations and/or non-compliance with such regulations.

**Selection Criteria:** The requested information is intended to provide information that will assist Tuscola County in the selection of the most qualified, competent, experienced, responsive and economical service provider, who will best serve the needs of the County. During the evaluation process, where it may serve the its best interest, the County reserves the right to request additional information or clarifications from proposing firms, to reject any or all proposals or unauthorized modifications, to allow corrections of errors or omissions, or to waive irregularities. A selection committee will evaluate the proposals based upon the factors listed above. After a review of the written proposals, selected firms may also be asked to make an in-person presentation or field follow-up questions. Tuscola County will choose the proposal(s) that best fits its needs. The County is not obligated to award the contract based on cost alone. The selected firm will be required to enter into a written agreement with the Tuscola County that will detail the specifics of the relationship and include scope of work, compensation, insurance requirements and other matters. This agreement is anticipated to be for \_\_\_\_\_ years. If an agreement cannot be reached, Tuscola County reserves the right to render the proposal invalid and may award the contract to another qualified vendor in its sole discretion.

EXHIBIT A

CERTIFICATION

The individual signing below swears, affirms and certifies:

1. He/She fully authorized to submit this Proposal, including all assurances, understanding and representations contained within it which shall be enforceable as specified.
2. He/She has been duly authorized to act as the official representative of the bidder, to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by County.
3. This Proposal was developed solely by the Bidder indicated below and was prepared without any collusion with any competing bidder or County employee and Bidder has not entered into any type of agreement of any nature to fix, maintain, increase or reduce prices or competition regarding the items covered by this Proposal.
4. The content of this Proposal has not and will not knowingly be disclosed to any competing or potentially competing bidder prior to the proposal opening date, time, and location indicated.
5. No action to persuade any person, partnership, or corporation to submit or withhold a Proposal has been made.

Company Name: \_\_\_\_\_

Signatory Name: \_\_\_\_\_

Signatory Title: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT – DISCUSSION PURPOSES ONLY

EXHIBIT B

BIDDER INFORMATION

|                  |  |
|------------------|--|
| *Name:           |  |
| *Title:          |  |
| *Name Company:   |  |
| *Address         |  |
| *City/State/Zip: |  |
| *Phone Number:   |  |
| *Fax Number:     |  |
| *Email Address:  |  |

EXHIBIT C

Current Fee Schedule

DRAFT



Tuscola County

Clayette Zechmeister <zclay@tuscolacounty.org>

IT Space needs

2 messages

Clayette Zechmeister <zclay@tuscolacounty.org> Wed, Mar 24, 2021 at 11:55 AM  
To: Doug DuRussel <ddurussel@tuscolacounty.org>, Dan Grimshaw <dgrimshaw@tuscolacounty.org>

Commissioners,  
Eean provided a little history and some information on his space needs. This will give you some extra time to review before we set up a meeting. He also included a list of potential uses if we were to seek additional space. The Clerk, Emergency Services and potentially other offices could use the training space area if considered. Please review and let me know if you need any further information

--

*Clayette A. Zechmeister*

Clayette A. Zechmeister  
Tuscola County Controller/Administrator  
125 W Lincoln St, Suite 500  
Caro, MI 48723  
zclay@tuscolacounty.org  
voice 989-672-3710  
fax 989-672-4011

Visit us Online for County Services @ [www.tuscolacounty.org](http://www.tuscolacounty.org)

CONFIDENTIALITY NOTICE

The information contained in this communication, including attachments, is privileged and confidential. It is intended only for the exclusive use of the addressee. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited if you have received this communication in error. Please notify us by telephone immediately.

is office space needs.pdf  
136K

Clayette Zechmeister <zclay@tuscolacounty.org> Wed, Mar 24, 2021 at 12:50 PM  
To: Doug DuRussel <ddurussel@tuscolacounty.org>, Dan Grimshaw <dgrimshaw@tuscolacounty.org>

\*\*Faxed To Commissioner Grimshaw  
[Quoted text hidden]

Commissioners,

Attached you'll find a draft layout Mr Miller and I put together in 2019 with minimal office space needs. This was discussed as an add on to the existing Annex building. I believe with the plans the Sheriff has drafted for his proposed jail, the mechanic building in his lot would be moved over to the Annex lot, making this idea no longer feasible. We received a preliminary estimate from an architect of \$1 million to make this renovation happen.

Since then, Steve Anderson and I have discussed the need for a legit Emergency Operations Center and other larger training spaces. You'll find a list of ideas we came up with for uses of this larger space.

Please let me know if you have any questions and I'll be happy to answer anything you have.

Thanks!

**Eean Lee**

Chief Information Officer

Tuscola County

[www.tuscolacounty.org](http://www.tuscolacounty.org)

989-672-3773 (Office)





Tuscola County

Eean Lee <eean.lee@tuscolacounty.org>

## Re: Draft Layout

1 message

Eean Lee <eean.lee@tuscolacounty.org>  
To: Mike Miller <mmiller@tuscolacounty.org>

Fri, Sep 20, 2019 at 2:15 PM

Flipping the data center to the other side, would make for a massive reduction in rewiring and save us on cost.

I really like having the break room, rest room and conference room in the same vicinity. There doesn't have to be any doors on the outside access to break room. That can remain open at points if possible.

At some point, if we're going to be training people, they will need to enter the building and I don't want them to be able to just walk in, thus the reception area. Having the bathroom accessible from the lobby is nice. And close to the training for when folks are there.

Training room must have lockable doors to remain CJIS compliant.

Sacrificed some storage for a larger office for the Security position.


Enlarged CIO office.

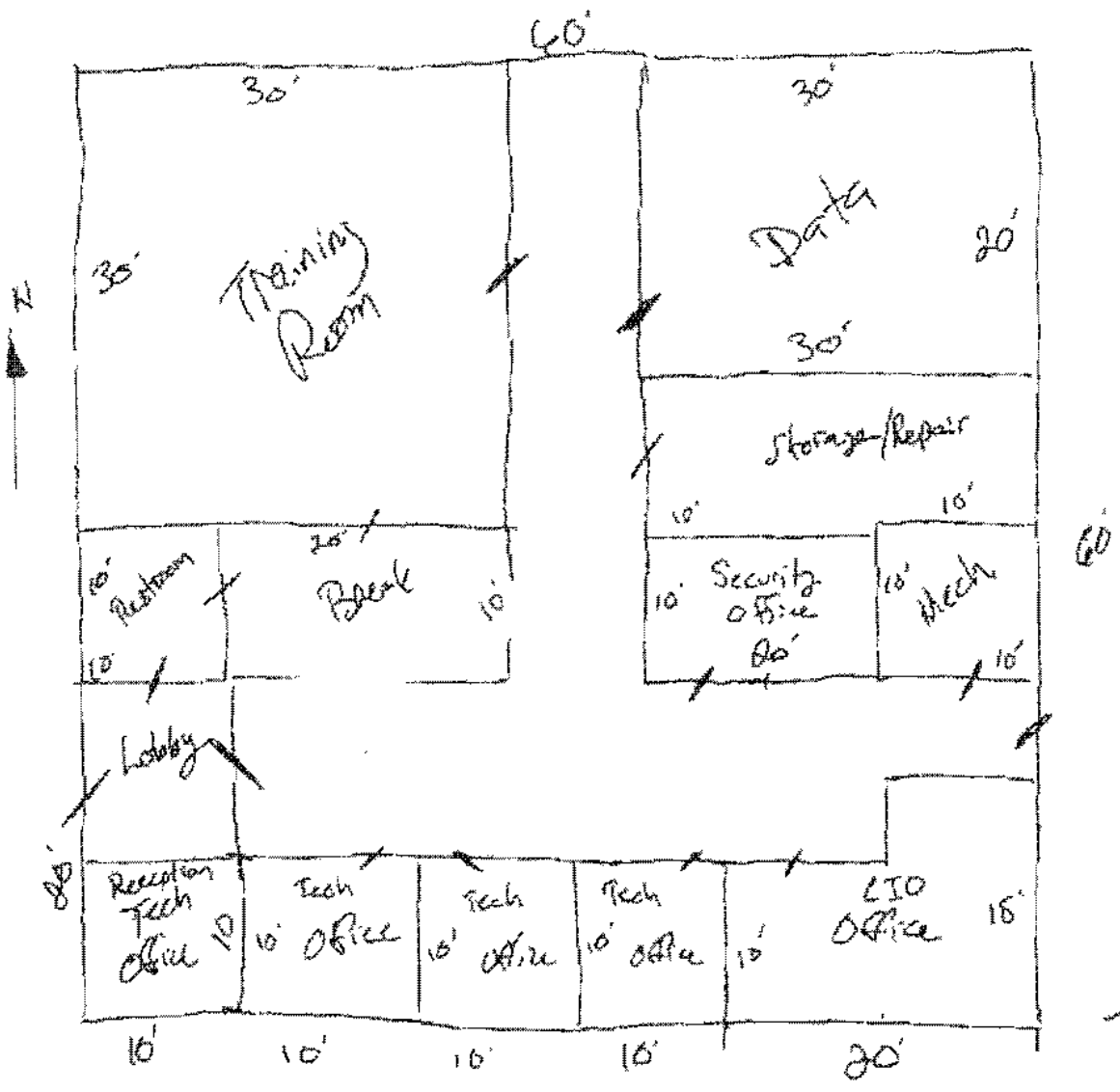
### Eean Lee

Chief Information Officer  
Tuscola County  
www.tuscolacounty.org  
989-672-3773 (Office)

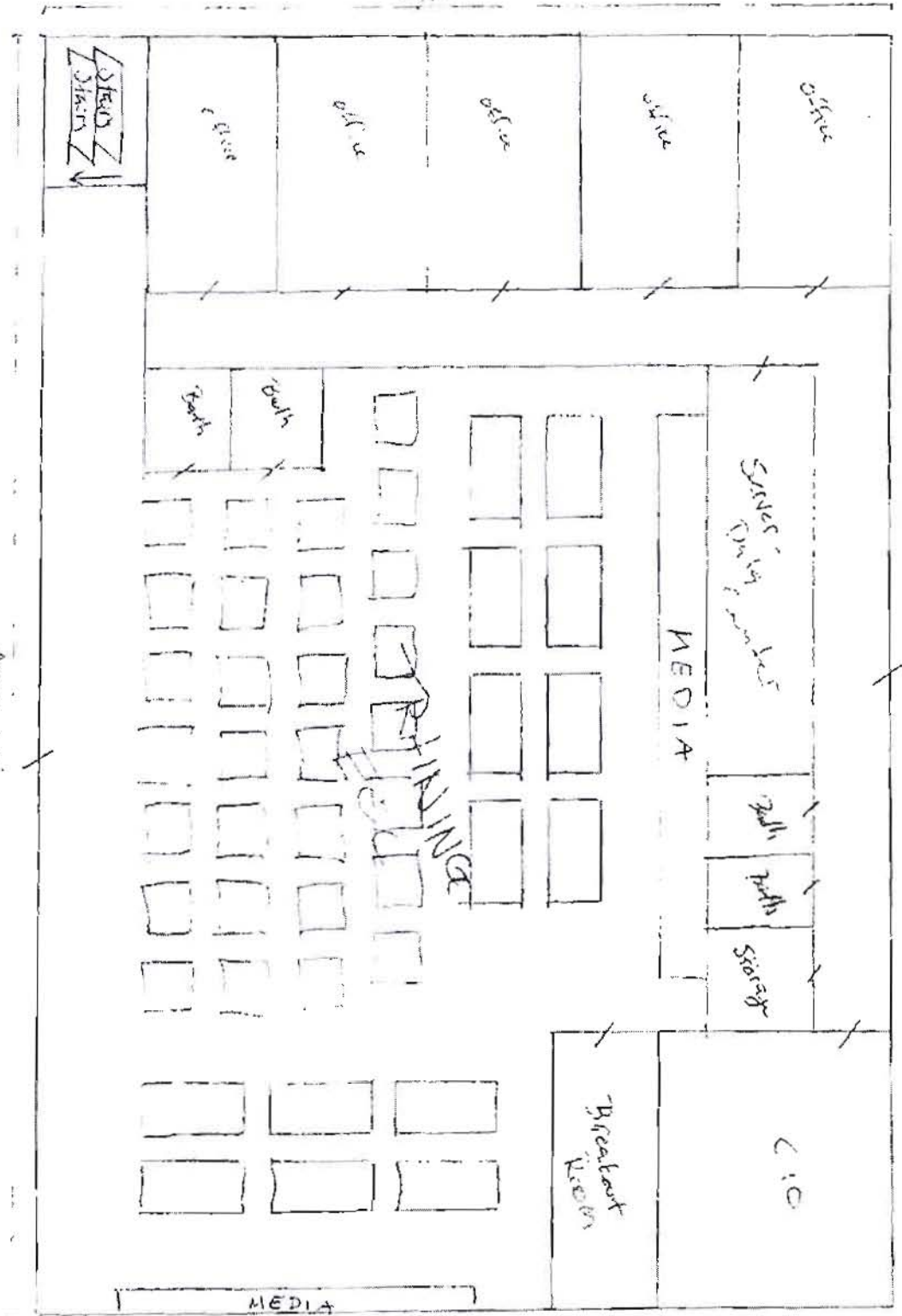
On Fri, Sep 20, 2019 at 10:09 AM Mike Miller <mmiller@tuscolacounty.org> wrote:  
Here's a simple draft layout. Just an idea.

Disregard the second page.

 officedraft2.pdf  
265K



9/30/19



1st floor

1

Potential uses for additional building space

Info Sys Offices and Data Center

Training facility

All Hazards Meetings

Emergency Operation Center

Police Chiefs Meetings

Overflow from BOC meetings

Large BOC meetings

Election worker trainings

County Employee Professional Development Trainings

Fire Chiefs Meetings

Community Engagement Events

Sheriff's Office Training

Drain Board of Review

Juror Training

Potential courtroom for backlog cases

Workers Comp Training

BOE Trainings

SMOKE Training for TCSO

## 2021 Work Comp

1.02

Based on 203  
Employees

| WC #               | Description            | 2021 Estimated Payroll | Rate    | Annual Modified Premium | Per WC Code Annual Per EE | Current Per EE | Current Annual Premium |
|--------------------|------------------------|------------------------|---------|-------------------------|---------------------------|----------------|------------------------|
| 7590               | Recycling              | \$ 97,491.16           | \$ 5.79 | \$ 5,757.63             | \$ 1,439.41               | \$ 642.80      | \$ 2,571.20            |
| 7720               | Police Officers        | \$ 2,612,031.44        | \$ 3.35 | \$ 89,253.11            | \$ 1,593.81               | \$ 642.80      | \$ 35,996.80           |
| 8395               | SD Mechanic            | \$ 8,395.00            | \$ 2.93 | \$ 250.89               | \$ 250.89                 | \$ 642.80      | \$ 642.80              |
| 8810               | Clerical               | \$ 4,061,019.47        | \$ 0.28 | \$ 11,598.27            | \$ 122.09                 | \$ 642.80      | \$ 61,066.06           |
| 8820               | Attorneys              | \$ 694,766.33          | \$ 0.22 | \$ 1,559.06             | \$ 194.88                 | \$ 642.80      | \$ 5,142.40            |
| 8831               | Animal Control         | \$ 132,614.32          | \$ 1.36 | \$ 1,839.63             | \$ 367.93                 | \$ 642.80      | \$ 3,214.00            |
| 8832               | Physicians             | \$ -                   | \$ 0.42 | \$ -                    | \$ -                      | \$ -           | \$ -                   |
| 9015               | Janitorial             | \$ 259,347.00          | \$ 3.95 | \$ 10,449.09            | \$ 1,044.91               | \$ 642.80      | \$ 6,428.00            |
| 9410               | Municipal Employees/MA | \$ 737,620.10          | \$ 1.30 | \$ 9,780.84             | \$ 407.54                 | \$ 642.80      | \$ 15,427.20           |
|                    |                        | \$ 8,603,284.82        |         | \$ 130,488.53           |                           |                | \$ 130,488.46          |
| <b>Grand Total</b> |                        | \$ 8,603,284.82        |         | \$ 130,488.53           |                           |                | \$ 130,488.46          |



Tuscola County

Clayette Zechmeister &lt;zclay@tuscolacounty.org&gt;

## Board Potential Adoption of an Anti-Nepotism and Anti-Fraternization Policy

4 messages

Clayette Zechmeister &lt;zclay@tuscolacounty.org&gt;

Thu, Apr 29, 2021 at 4:03 PM

To: Department Heads &lt;deptheads@tuscolacounty.org&gt;, Shelly Lutz &lt;lutzs@tuscolacounty.org&gt;

Cc: Thomas Bardwell &lt;tbardwell@tuscolacounty.org&gt;, Dan Grimshaw &lt;dgrimshaw@tuscolacounty.org&gt;, Doug DuRussel &lt;ddurussel@tuscolacounty.org&gt;, Tom Young &lt;tyoung@tuscolacounty.org&gt;, Kim Vaughan &lt;kvaughan@tuscolacounty.org&gt;

Good Afternoon All,

During the Full Board meeting today (April 29, 2021) the Commissioners discussed the potential adoption of a new policy. This Anti-Nepotism and Anti-Fraternization Policy from Livingston County may be the one the Commissioners would like to adopt.

Please take the time to review and send your input/thoughts to me or a Commissioner so they can be addressed at the May 10th Committee of the Whole.

Please attend if you have time for the open discussion with the Commissioners.

Thank you

--


*Clayette A. Zechmeister*

**Clayette A. Zechmeister**  
**Tuscola County Controller/Administrator**  
 125 W Lincoln St, Suite 500  
 Caro, MI 48723  
 zclay@tuscolacounty.org  
 voice 989-672-3710  
 fax 989-672-4011

Visit us Online for County Services @ [www.tuscolacounty.org](http://www.tuscolacounty.org)

### CONFIDENTIALITY NOTICE

The information contained in this communication, including attachments, is privileged and confidential. It is intended only for the exclusive use of the addressee. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited if you have received this communication in error. Please notify us by telephone immediately.

 Livingston County Anti-Nepotism & Anti-Fraternization Policy.pdf  
 2223K

Leigh Nacy &lt;lnacy@tuscolacounty.org&gt;

Thu, Apr 29, 2021 at 5:41 PM

To: Clayette Zechmeister &lt;zclay@tuscolacounty.org&gt;

I see no issues with it.

Sent from my iPhone



Tuscola County

Clayette Zechmeister &lt;zclay@tuscolacounty.org&gt;

**livingston policy**

1 message

**Sheriff Glen Skrent** <ggs@tuscolacounty.org>  
To: Clayette Zechmeister <zclay@tuscolacounty.org>

Fri, Apr 30, 2021 at 10:38 AM

I dont see an issue right now except if there is some reason the dept head wants to hire someone who is the best or possibly only candidate for a position that they at least can approach the personnel committee with the details and let the personnel committee decide if that hiring impinges on the policy? There is always a grey area to consider. There are some highly specific job requirements for some positions within the county not just for the Sheriff's Office but for others as well that there is just no one else "qualified" either thru certification, degree or title.  
just my thoughts

also can i get in writing what was decided at Thursdays board meeting? to reflect what Commissioner Grimshaw said about future FTE hiring.

Confidentiality Notice: This message, including any attachments, is intended solely for the use of the named recipient(s) and may contain confidential and/or privileged information. Any unauthorized review, use, disclosure, or distribution of any confidential and/or privileged information contained in this email is expressly prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy any and all copies of the original message.

*It is not the strongest species that survive, nor the most intelligent, but the most responsive to change.* -Charles Darwin quote

This is the way

Sheriff Glen Skrent Tuscola County Sheriff's Office

On Apr 29, 2021, at 16:03, Clayette Zechmeister <zclay@tuscolacounty.org> wrote:

[Quoted text hidden]

<Livingston County Anti-Nepotism & Anti-Fraternization Policy.pdf>

**Clayette Zechmeister** <zclay@tuscolacounty.org>  
To: Leigh Nancy <lnacy@tuscolacounty.org>

Thu, Apr 29, 2021 at 6:06 PM

Thank you



[Quoted text hidden]

**John Bishop** <jbishop@tuscolacounty.org>  
To: Clayette Zechmeister <zclay@tuscolacounty.org>

Fri, Apr 30, 2021 at 9:37 AM

Clayette:

I think nieces and nephews should be added to the list of relatives. The way it is currently written you can't hire your children, your parents' children, your aunts' and uncles' children, but you can hire your siblings' children. Makes no sense. Also there's a typo in the last sentence of the definitions. I believe that the sentence should say, ".....or conduct that creates the appearance or impression that such a relationship exists."

John Bishop

[Quoted text hidden]



# Livingston County Michigan Human Resources Policy Manual

|          |                                     |
|----------|-------------------------------------|
| Section: | Employment                          |
| Subject: | Anti-Nepotism & Anti-Fraternization |

## A. POLICY

### i. PURPOSE:

Livingston County is committed to the highest standard of professional conduct and expects all employees to adhere to them. Livingston County employees must take care to ensure that relationships within the community do not create conflicts of interests and situations that might impair objective judgment. The purpose of this anti-nepotism policy is to promote a positive work environment.

### 2. POLICY STATEMENT:

It is Livingston County's policy to hire, promote and transfer employees on the basis of individual merit and to avoid any suggestion of favoritism or discrimination in making such decisions. The employment of relatives in positions where one might have influence over the other's status or job security is regarded as a potential violation of this policy. Even if favoritism or discrimination is not shown, the existence of the situation within ones' sphere of influence, may precipitate questions to answer or may cause some discomfort for the individuals involved.

It is therefore, our policy to prohibit the hiring of relatives in situations where a relative would be under the direct or general supervision of an elected official, department head, supervisor or team leader, or to employ relatives where the status of employment of that person might be influenced by an elected official, department head, supervisor or team leader.

By adhering to the above policy which prohibits relatives from working in positions where they might have influence over each other's status, or the hiring of those relatives, a potentially discriminatory situation is avoided altogether. Livingston County realizes that there may be existing relationships among employees which are contrary to this policy. It is the purpose of this policy statement to avoid creating any new situations where relatives are employed in spheres of influence relationships, and not to affect the employment of any relationships that currently exist.

### 3. APPLICABILITY:

All employees, elected officials, independent contractors, volunteers and student interns.

### 4. DEFINITIONS:

Relative - Parent, foster parent, spouse, child, sibling, grandparent, grandchild, aunt, uncle, cousin, in-law or step relative, or any person with whom the employee has a close personal relationship.

Personal relationship – relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

Spheres of influence – scope in which an employee exerts direct or indirect control over another.

Economic relationship – fiduciary relationship in which one employee benefits by receiving financial remuneration such as landlord/tenant relationships or business partnerships.

Fraternization – relationship of an intimate or romantic nature between a supervisor and his/her subordinates or conduct that creates the appearance of impression that such a relationship exists.

### 5. REFERENCE AND LEGAL AUTHORITY:

6. SEE ALSO:

7. SUPERSEDES:  
none

8. APPROVED BY:

Personnel Committee: Approved: October 4, 2006

Board of Commissioners: Approved October 16, 2006

9. RESOLUTION: No. 2006-10-336

10. REVIEW HISTORY:

B. PROCEDURE:

Livingston County permits members of the same family to work at the county. However, the county will not authorize an appointment where employment would result in a supervisor subordinate relationship between relatives or in a possible conflict of interest.

Specific to the supervisory relationship, the following guidelines will govern these situations:

- a. No employee will be permitted to participate in the hiring of, recommend the hiring of or hire a relative.
- b. One relative may not supervise another relative or work in a position which has an audit or control function over the other relative.
- c. Related persons will not be involved in evaluating each other's job performance or in making recommendations for salary adjustments, promotions or other decisions.
- d. Additionally, the same restrictions are placed on supervisors who have an economic relationship with applicants or other employees requesting transfer or promotion.
- e. Any pre-existing family relationships that predate this policy shall be exempt under this policy. However, if the existing employment relationship is changed so that this conflict no longer exists, i.e., the relative is in a position that no longer directly reports to the relative supervisor, this policy will apply for future employment decisions, i.e. the relative's supervisor then could no longer reemploy the relative in a directly subordinate position.

Pre-Existing relationships are subject to restriction if conflicts of interest are found.

An employee who is involved in a personal relationship with another employee may not work directly for, or supervise the employee with whom he or she is involved.

If a personal relationship exists, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship to the elected official, department head, supervisor or team leader. If a conflict or a potential for conflict arises because of a relationship affecting employment, the individuals concerned will be given the opportunity to decide who is to be transferred to another position or terminated if no position is available.

Livingston County reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who occupy positions at any level (higher or lower) in the same line of authority that may affect employment decisions. Supervisors are prohibited from dating subordinates or any type of fraternization and may be disciplined for such action, up to and including termination.

Any employee who feels aggrieved by the provisions of this policy shall have the right of appeal to the Personnel Committee. The Personnel Committee's decision will be final.

## CONSENT AGENDA

- Agenda Reference: A
- Entity Proposing: COMMITTEE OF THE WHOLE 1/8/18
- Description of Matter: *X* Move that per the request of the Sheriff, county hiring practices be temporarily modified and the Sheriff be authorized to offer employment as soon as possible to candidates after graduating from the police academy, to be able to offer timely employment to the top candidates. This approval is granted contingent upon satisfactory background checks and physicals. Also, all hiring record keeping will continue to be coordinated with the Human Resource Coordinator and official board action is taken at a later date to concur with the hiring.
- Agenda Reference: B
- Entity Proposing: COMMITTEE OF THE WHOLE 1/8/18
- Description of Matter: Move that per the recommendation of the Buildings and Grounds Director that one of the boilers in the Jail, which is not functioning, be replaced with the purchase of a new boiler from Johnson Controls for an amount of \$42,360.00. Also, the 2018 capital improvement budget be amended through the use of fund balance to pay for the new boiler.

### *New Business -*

-Health Department Plan for Using Cost Based Reimbursement Funds - Ann Hepfer and Deb Cook explained to the Board how the cost base reimbursement funds are received by the Health Department. There are restrictions to how the funds can be spent as they can only be used in the program that earned the funds. Funds not used in the year earned are placed in a restricted fund account. Deb explained how some of the rollover funds were spent in 2017. Ann explained how the 2018 rollover funds are being proposed to be used.

### *-Draft 2018 Work Program -*

Mike Hoagland presented the work program at the January 8, 2018 Committee of the Whole. Board had no additional items to be placed on the work program.

18-M-004

Motion by Young, seconded by Kirkpatrick that the 2018 County Work Program be received and placed on file and put on the county web page. Motion Carried.

### *-Jail Office Window Bids -*

-Mike Miller opened the one bid received from Dave's Glass located in Caro. Bid was open and it is in the amount of \$27,700.00.

## EMPLOYEE SELECTION

Amended: 10/30/06

### I. PURPOSE

To establish policies and procedures regarding employee selection.

### II. POLICY

The County Board is responsible for the selection, employment, and discharge of the County Controller. The County Controller is responsible for the selection, employment, and discharge of the Recycling Coordinator, Mosquito Abatement Director, Information System Director, Dispatch Director and employees within the Controller's Office. Elected or appointed Department Heads are responsible for the selection, employment and discharge of employees within their Department

When a permanent full-time or regular part-time job or vacancy occurs in a County position, notice of the job or vacancy shall be posted in the office where the vacancy occurred, in the lobby of the Controller's Office and advertised by such other means as deemed appropriate by the Human Resources Coordinator and the Department Head. Individuals interested in the position may file a written application by the deadline established in the vacancy notification. The County Board shall determine if a vacancy exists which is to be filled.

The County shall give due consideration to all applicants for the permanent vacancy, including applications from non-County employees. The applicant considered by the County to be the best qualified shall be awarded the permanent vacancy. The County reserves the right to determine that none of the applicants are qualified and leave the position open or to seek further applicants.

### III. PROCEDURES

A. All new employees shall be selected exclusively on merit. Employment of relatives of the County Controller, a Department Head or County Board members will require unanimous approval of the County Board. Employment of relatives of employees shall be at the discretion of the Department Head, with this information being shared with the County Board.

B. The Department Head will notify the County Board of openings or needs for additional personnel, setting forth such items as the number of additional employees needed, education required, training and experience, and personal qualities preferred. The County Board will determine whether any vacancy will be filled.

Position vacancies will be posted in the lobby of the Controller's Office and at all other locations within the complex. In addition, the Human Resources Coordinator may cause notice of the vacancy to be publicized through the use of regularly circulated newspapers, professional publications, departmental bulletin boards, e-mail bulletin boards, listings with employment services and other means of communication. The notice of position vacancy shall include a statement that the County is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national origin, sex, sexual preference, age, height, weight, marital status, religion, or disability. Application forms will be available at the Human Resources Office.

C Each applicant shall submit a written application and references in the form to be determined by the Human Resources Coordinator. The application form will request information concerning conviction of crimes and disclosure of pending felony charges, and will advise prospective employees that their employment is subject to termination if the information provided is subsequently determined to be false. In addition, each applicant shall be requested to sign a waiver allowing a thorough background search to be conducted, and to provide evidence of citizenship or lawful entry into the United States.

D Applicants will not be employed unless they met the minimum requirements for the position. The County may require applicants to undergo written, oral or physical testing to demonstrate the skills and qualifications necessary for the position.

E The Human Resources Coordinator will normally review the employment history of the applicants, interview those applicants considered to be potentially eligible of the position, arrange for final interviews by Department Heads and advise the County Board regarding the applicant to be hired.

F Applicants tentatively selected for appointment to a position may be required to undergo a medical examination by a physician designated by the County at the County's expense prior to commencement of employment. This pre-employment physical examination will include drug testing. The physician will be provided with a copy of the job description of the position and requested to advise the County if the applicant can presently perform the essential functions required for that position.

G Each appointment to a position shall be on a probationary basis.

H The Department Head may vary the hiring procedures in appropriate circumstances.

I. In order to prevent litigation and in order to establish proper taxing structure, departments are required to obtain a decision from the Human Resource Coordinator (with assistance from the County labor attorney as necessary) to determine whether a hiring situation is classified as an independent contractor or County employee.

# TUSCOLA COUNTY BOARD OF COMMISSIONERS

125 W. Lincoln Street  
Suite 500  
Caro, MI 48723

Telephone: 989-672-3700  
Fax: 989-672-4011

---

May \_\_\_\_, 2021

**VIA FEDERAL EXPRESS**

Chris Hamilton  
Administrative Manager  
SCMCCI  
113 South Capitol Ave.  
Athens, MI 49011

Re: Building Codes Inspection and Enforcement Services Agreement

Dear Chris:

The Tuscola County Board of Commissioners decided that it will not renew its contract with your company to provide building codes inspection and enforcement services. Please consider this letter as formal written notice that Tuscola County will not renew your agreement when it expires this year. Pursuant to Section 10 of the agreement, your company will cease providing services to Tuscola County as of September 30, 2021, and your designation as the County's agent for enforcement of the building code will cease at that time. The County will be in communication with you in the coming weeks about matters of transition and expects your cooperation with the same.

Should you have any questions regarding this matter, please do not hesitate to contact me.

Thomas Bardwell, Chair  
Tuscola County Board of Commissioners

cc: Tuscola County Board of Commissioners

# TUSCOLA COUNTY BOARD OF COMMISSIONERS

125 W. Lincoln Street  
Suite 500  
Caro, MI 48723

Telephone: 989-672-3700  
Fax: 989-672-4011

---

May \_\_\_\_\_, 2021

**VIA US MAIL**

[Address Block]

Re: Building Codes Administration

Dear \_\_\_\_\_:

During its April 29, 2021 meeting, the Tuscola County Board of Commissioners voted not to renew its current contract with SCMCCI for building codes administration and enforcement services. This letter is intended to provide your municipality with an update about the current situation and the County's evaluation of how to handle building codes administration going forward.

First, the County's action is not effective immediately. Instead, the contract, which expires on September 30, 2021, will simply not be renewed this year. This means that—for now—SCMCCI retains its responsibility for building codes administration in those municipalities, such as yours, that have not taken on that responsibility.

Second, the County is already engaged in the process of preparing and issuing an RFP for building codes administration services. That process will continue, and the County hopes to receive quality proposals to replace SCMCCI. When the RFP is finalized, the County will send a copy to your attention. You should feel free to forward the RFP to any entity that you think may be interested in submitting a proposal.

Finally, replacing SCMCCI and continuing with County administration of the building codes is not the only option available. Local municipalities are empowered to take responsibility for building codes administration within their jurisdictions. They may also cooperate with each other to share the costs of such administration. Some in Tuscola County have already taken this approach. Finally, building codes administration will be conducted by the State of Michigan if neither the County nor the local municipality has opted to enforce the building codes.



Please understand that the decision to end the County's relationship with SCMCCI was not taken lightly, and the decision about how to move forward will be best made after informed deliberations. To that end, the County wants your input (whether in writing, in discussions with a County Commissioner or by participating in the County's Board of Commissioners meetings over the next several months) about your municipality's experience with SCMCCI and about how to best provide building code administration services after the relationship with SCMCCI is over.

Should you have any questions regarding this matter, please do not hesitate to contact me.

Thomas Bardwell, Chair  
Tuscola County Board of Commissioners

cc: Tuscola County Board of Commissioners

## Discussion for Dog Ordinance

May 6, 2021

### Dog Licensing:

MCL 287.266

<http://legislature.mi.gov/doc.aspx?mcl-287-266>

MCL 287.268

<http://legislature.mi.gov/doc.aspx?mcl-287-268>

MCL 287.269

<http://legislature.mi.gov/doc.aspx?mcl-287-269>

MCL 287.269a

<http://legislature.mi.gov/doc.aspx?mcl-287-269a>

MCL 287.272

<http://legislature.mi.gov/doc.aspx?mcl-287-272>

MCL 287.273

<http://legislature.mi.gov/doc.aspx?mcl-287-273>

Dogs Running at Large- MCL: 287.262

<http://legislature.mi.gov/doc.aspx?mcl-287-262>

**Kennel Licenses** - *Looking for input from the Board on the number of dogs required for a kennel license (if it should match MCL or differ) or if this should be left to be handled under State Law rather than include it in the County Ordinance?*

MCL 287.270

<http://legislature.mi.gov/doc.aspx?mcl-287-270>

MCL 287.270B

<http://legislature.mi.gov/doc.aspx?mcl-287-270b>

MCL 287.271

<http://legislature.mi.gov/doc.aspx?mcl-287-271>

**Dogs killing livestock** – MCL 287.279 and 287.280 - *Up for discussion – would the Board like this included in the ordinance?*

<http://legislature.mi.gov/doc.aspx?mcl-287-279>

<http://legislature.mi.gov/doc.aspx?mcl-287-280>

**Penalties for Chapter 287:** *Up for discussion – I can get penalties from other surrounding counties*

<http://legislature.mi.gov/doc.aspx?mcl-287-286>

**Definitions for reference:**

<http://legislature.mi.gov/doc.aspx?mcl-287-261>