

TENTATIVE AGENDA

DELTA COUNTY BOARD OF COMMISSIONERS

June 16, 2015

5:15 p.m.

- I. CALL TO ORDER
- II. PRAYER
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL

SPECIAL ORDERS OF BUSINESS:

- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS
 - County Board minutes: 6-2-15
 - Committee of the Whole: 6-3-15
- VI. APPROVAL OF AGENDA
- VII. PRESENTATION OF WRITTEN COMMUNICATIONS
 - A. COMMUNICATIONS RECEIVED
 - B. COMMUNICATIONS FORWARDED
- VIII. REPORTS OF STANDING, STATUTORY, SPECIAL COMMITTEES AND OTHERS
- IX. **PUBLIC COMMENT ON AGENDA ITEMS** (Sign In)
- X. **COMMITTEE REPORTS**
 - 1. Administrator' Report
 - 2. Recommendations from the Committee of the Whole 6-3-15
- XI. GENERAL ORDERS OF BUSINESS
 - A. UNFINISHED BUSINESS
 - 1. Jail**
 - B. NEW BUSINESS
 - 1. Payment of Bills**

2. **Airport Grant- MDOT 2015-0302 Airport Awareness**
3. **UPCAP- West Central U.P. Community Corrections Program Grant**
4. **Pathways- Addendum to Letter of Agreement Jail Diversion Program**
5. **Veterans Museum/Chamber of Commerce**
6. **Appointment of Remonumentation Grant Administrator**
7. **2015 Tax Rate Request**
8. **FOIA Policy**

XII. GENERAL PUBLIC COMMENT

XIII. COMMISSIONER'S COMMENTS

XIV. MEETING SCHEDULE

- A. Board of Commissioners Meeting on 7-7-15 at 5:15 p.m. in the Service Center Board room.
- B. Board of Commissioners Meeting on 7-21-15 at 5:15 p.m. in the Service Center Board room.
- C. Board of Commissioners Meeting on 8-4-15 at 5:15 p.m. in the Service Center Board room.
- D. Board of Commissioners Meeting on 8-18-15 at 5:15 p.m. in the Service Center Board room.

XV. NOTICES

30 day notice of Appointments

XVI. ADJOURNMENT

*****DUE TO THE TIME CONSTRAINTS, THE DELTA COUNTY BOARD OF COMMISSIONERS HAS ADOPTED A POLICY THAT ANY INDIVIDUAL WISHING TO ADDRESS THE BOARD WILL BE ALLOCATED THREE (3) MINUTES. THE THREE MINUTES USED BY THE INDIVIDUAL ARE TO MAKE STATEMENTS. THERE WILL BE NO QUESTION AND ANSWER SESSION FORMAT. THIS WILL STRICTLY BE A STATEMENT TYPE FORMAT. IF YOU WISH TO ADDRESS THE BOARD, PLEASE SIGN YOUR NAME ON THE SIGN UP LIST AVAILABLE FROM THE COUNTY CLERK. SPEAKERS WILL BE CALLED IN ORDER OF SIGN UP.*****

THE COUNTY OF DELTA WILL PROVIDE REASONABLE AUXILIARY AIDS AND SERVICES FOR THE HEARING IMPAIRED AND TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON REASONABLE NOTICE TO THE COUNTY OF DELTA. INDIVIDUALS WITH DISABILITIES REQUIRING SERVICES SHOULD CONTACT THE COUNTY OF DELTA ADA COORDINATOR BY WRITING OR CALLING THE FOLLOWING:

Daniel Menacher, DELTA COUNTY ADA COORDINATOR
310 LUDINGTON STREET
ESCANABA, MI 49829
TELEPHONE (906) 789-5189

The Honorable Members of the Delta
County Board of Commissioners

Dear Commissioners:

A regular meeting of the Delta County Board of Commissioners is scheduled for
Tuesday, June 16, 2015 at 5:15 p.m. in the Board Room in the Delta County Service Center.

Sincerely yours,

Nancy J. Kolich
Delta County Clerk

Proposed

DELTA COUNTY BOARD OF COMMISSIONERS MEETING
June 2, 2015

Escanaba, Michigan

A Regular meeting of the Delta County Board of Commissioners was held this date, pursuant to the following call:

May 28, 2015

The Honorable Members of the Delta
County Board of Commissioners

Dear Commissioners:

A Regular Meeting of the Delta County Board of Commissioners is scheduled for Tuesday June 2, 2015, at 5:15 p.m. in the Boardroom of the Delta County Service Center.

Sincerely yours,
Nancy J. Kolich
Delta County Clerk

ROLL CALL

PRESENT: Commissioners Harrington, Malnar, Johnson, Moyle, and Rivard.

EXCUSED: None.

The meeting was called to order at 5:15 p.m. in the Boardroom of the Delta County Service Center by Delta County Clerk, Nancy Kolich.

V. APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved by Commissioner Moyle and seconded by Commissioner Johnson to approve the minutes of the May 19, 2015 meeting. MOTION CARRIED.

VI. APPROVAL OF AGENDA

Moved by Commissioner Moyle and seconded by Commissioner Malnar to approve to amend the agenda moving item 5. 2015 Taxable Value Report up to item 2. and Public Comment up before item 6. Closed Session. MOTION CARRIED.

Proposed

VII. PRESENTATION OF WRITTEN COMMUNICATIONS

- A. Received:
 - 1. Letter from Thomas Dubord, Ron Niergarth, Victor Groos, Daniel Dickerson, Jim and Polly Groos.
 - 2. Letter from Heritage Garden Wind Farms.
 - 3. Letter from Federal Energy Regulatory Commission.
 - 4. Letter from MMRMA.
 - 5. Letter from City of Escanaba (2).

- B. Forwarded:
 - 1. Letter to MI Quality of Life Departments.
 - 2. Letter to Dept. of Environmental Quality.
 - 3. Letter to Glen Taylor.
 - 4. Letter to Nora Viau.

VIII. REPORTS OF STANDING AND STATUTORY SPECIAL COMMITTEES AND OTHERS

- 1. Pinecrest Board minutes of 3-26-15.
- 2. CAA/HRA minutes of 4-9-15.
- 3. Human Services Board minutes of 4-20-15.
- 4. Concealed Weapons Board minutes of 4-21-15 & 5-21-15.
- 5. Solid Waste Management minutes of 4-28-15.
- 6. Board of Public Health Updated Meeting Schedule.

Moved by Commissioner Johnson and seconded by Commissioner Moyle to receive the Reports and place on file. MOTION CARRIED.

IX. PUBLIC COMMENT ON AGENDA ITEMS

None.

X. COMMITTEE REPORTS:

- 1. Administrator's Report.
The Budget Process was discussed.

XI. GENERAL ORDERS OF BUSINESS

A. UNFINISHED BUSINESS

B. NEW BUSINESS

- 1. Payment of Bills.

Moved by Commissioner Rivard and seconded by Commissioner Moyle to approve payment of the bills in the amount of \$212,226.17 and Commissioner's expenses of \$0. MOTION CARRIED.

Proposed

2. 2015 Taxable Value Report.

Moved by Commissioner Moyle and seconded by Commissioner Malnar to receive the 2015 Taxable Value Report, as presented, and place on file. MOTION CARRIED.

3. Resolution Supporting Appeal of Tax Tribunal Ruling.

Moved by Commissioner Rivard and seconded by Commissioner Malnar to adopt the Resolution Supporting Appeal of Tax Tribunal Ruling, as amended. MOTION CARRIED.

4. Road Patrol Contract Ratification Date.

Moved by Commission Malnar and seconded by Commissioner Johnson to pay the Road Patrol the difference in the discrepancy in the dates of ratification between January 1 and January 6, 2015, as presented. MOTION CARRIED.

5. Part Time Jail Staff.

The Sheriff and the Administrator have been working on addressing the part time Jail staff that is not in compliance with the Affordable Healthcare Act.

6. Closed Session.

Moved by Commissioner Moyle and seconded by Commissioner Malnar to move into closed session at 5:45 p.m. for the purpose of discussing an employee discipline under OMI Section 15.268(8)(a).

ROLL CALL	MALNAR	YES
	JOHNSON	YES
	MOYLE	YES
	RIVARD	YES
	HARRINGTON	YES

MOTION CARRIED.

Moved by Commissioner Rivard and seconded by Commissioner Johnson to reconvene into regular session at 8:15 p.m. MOTION CARRIED.

No actions were taken during executive session.

XII. PUBLIC COMMENT

None

Proposed

XIII. COMMISSIONERS CONCERNS

Commissioner Malnar: None.

Commissioner Johnson: None.

Commissioner Moyle: None.

Commissioner Rivard: None.

Commissioner Harrington: None.

XIV. MEETING SCHEDULE

June 3 rd	1:30 p.m.	Committee of the Whole meeting.
June 16 th	5:15 p.m.	Board meeting.
July 7 th	5:15 p.m.	Board meeting.
July 21 st	5:15 p.m.	Board meeting.

XVI. ADJOURNMENT

Moved by Commissioner Rivard and seconded by Commissioner Johnson to adjourn at 8:15 p.m. MOTION CARRIED.

Respectfully Submitted,

Nancy J. Kolich, County Clerk

Mary K. Harrington, Board Chair

Proposed

**DELTA COUNTY BOARD OF COMMISSIONERS MEETING
COMMITTEE OF THE WHOLE
June 3, 2015**

Escanaba, Michigan

A Committee of the Whole meeting of the Delta County Board of Commissioners was held this date, pursuant to the following call:

May 29, 2015

The Honorable Members of the Delta
County Board of Commissioners

Dear Commissioners:

A Committee of the Whole Meeting of the Delta County Board of Commissioners is scheduled for Wednesday June 3, 2015, at 1:30 p.m. in Boardroom of the Delta County Service Center.

Sincerely yours,
Nancy J. Kolich
Delta County Clerk

ROLL CALL

PRESENT: Commissioners Malnar, Harrington, Rivard.

EXCUSED: Commissioners Johnson and Moyle.

The meeting was called to order at 1:30 p.m. in Conference Room of the Delta County Service Center by Commissioner Rivard.

PRESENT: Ryan Bergman, Administrator
Brandon Couvillion, IT
Julianne Kolbe, Equalization Director
Lee Anne Strand, Equalization Property Appraiser
Thomas Sabor, Treasurer
Colleen Maki, Assessor: Fairbanks, Garden, Nahma, and Wells Townships
Vicki Esch, Assessor: City of Gladstone, Bark River and Ford River Townships
John Penegor, Escanaba Twp Planning Commission
Pat Beauchamp, Escanaba Township Clerk
Diane Wicklund, Bay de Noc Twp Treasurer
Ginny Dahlin, Bay de Noc Twp Supervisor/Assessor
Pete Brock, Masonville Twp Supervisor/Assessor
John Wolf, Ensign Township Supervisor

Proposed

Steve Rose, Cornell Township Supervisor
Judy Trudell, Maple Ridge Township Supervisor
James Hanson, Baldwin Township Supervisor
Barb Nummilien, Maple Ridge Township Treasurer
Gregg Johnson, Bark River Township Supervisor
Jonathan Mineau, GIS Specialist-Superior Mapping Systems
Jim O'Loughlin, AIS Marketing
Jordan Beck, Daily Press reporter

B. NEW BUSINESS

1. Equalization.

Equalization contract issues: mapping, services provided and fees charged were resolved. Hard copy of maps are updated. Electronic map issue will be addressed. The County will not charge the 10% fee that is in the contract for supplies and the townships will not be charged a delinquent fee if not paid within 30 days. A committee will be formed to address the electronic mapping needs.

XIV. MEETING SCHEDULE

June 16 th	5:15 p.m.	Board meeting.
July 7 th	5:15 p.m.	Board meeting.
July 21 st	5:15 p.m.	Board meeting.

XVI. ADJOURNMENT

Moved by Commissioner Harrington and seconded by Commissioner Malnar to adjourn at 3:11 p.m.

Respectfully Submitted,

Nancy J. Kolich, County Clerk David Rivard, Board Vice Chair

DELTA COUNTY BOARD OF COMMISSIONERS

ADMINISTRATION OFFICE
310 LUDINGTON STREET
ESCANABA, MICHIGAN 49829
PHONE: 906-789-5100
FAX: 906-789-5197

BI



June 16, 2015

TO: Delta County Board of Commissioners
FR: Ryan Bergman, Administrator
RE: Payment of Bills

I have examined all claims presented, and recommend payment of the following; and that the County Clerk be directed to issue orders on the County Treasurer to the Claimants for the amounts allowed.

Ryan Bergman, Administrator

Date	Amount
05-28-15	215,603.70
06-11-15	266,936.36
Total Report of Claims \$	482,540.06
Total Jury Expense \$	0.00
GRAND TOTAL OF BILLS \$	482,540.06
Commissioner Expenses: \$	1,344.33 Paid

AUTHORIZED SIGNATURE _____

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank FIRST ALL FUNDS					
05/26/2015	157003	013950	MUNICIPAL EMPLOYEES RETIREMENT	RETIREMENT	155.30
				RETIREMENT	20.48
				RETIREMENT	23.67
				RETIREMENT	73.64
				RETIREMENT	5,241.95
				RETIREMENT	3,146.17
					<u>8,661.21</u>
05/28/2015	157004	001140	ANDERSON TACKMAN AND CO.	PREP OF 2014 F65	600.00
05/28/2015	157005	001151	AT&T	PHONE ACCT - 906 786-4902 919 7	298.83
05/28/2015	157006	001172	AUTOMATED BUSINESS EQUIPMENT	SECAP SI3500 SEALER/INSERTER MACHING YEA	1,200.00
05/28/2015	157007	001184	AUTO OWNERS INSURANCE	CLAIM# 22-01119-08 - HAACK 08-8067-FH	25.00
				RESTITUTION - MULHERN - 95-5843-FH	50.00
					<u>75.00</u>
05/28/2015	157008	002071	BARK RIVER TOWNSHIP	FIRE FUND APPROPRIATION 2014/15	915.00
05/28/2015	157009	002142	BERGMAN LAW OFFICE PC	PROBATE ATTORNEY FEES - MAY 2015	1,742.74
				CIRCUIT ATTORNEY FEES - MAY 2015	1,979.16
					<u>3,721.90</u>
05/28/2015	157010	002151	ROBERT A. BERBOHM	EMERG MGMT SERVICES - MAY 2015	4,408.33
05/28/2015	157011	002164	BILLY ELECTRIC INC	CONNECT ADDL JAIL PANELS TO GENERATOR	13,954.88
05/28/2015	157012	002170	BENOIT'S GLASS & LOCK	KEYS FOR BOAT	18.00
				KEYS FOR SERVICE CENTER	12.00
					<u>30.00</u>
05/28/2015	157013	002216	BENJAMIN BOOKER	MEAL REIMB - MADCPO CONFERENCE	25.66
05/28/2015	157014	002271	BRAMPTON TOWNSHIP FIRE DEPT.	FIRE FUND APPROPRIATION 2014/15	915.00
05/28/2015	157015	002320	BRUNETTE & SON, INC.	TOPSOIL COURTHOUSE	75.00
				TOPSOIL SERVICE CENTER	75.00
					<u>150.00</u>
05/28/2015	157016	002400	BURKHART, LEWANDOWSKI & MILLER, P.C	SEXUAL HARASSMENT COMPLAINT	11,605.80
05/28/2015	157017	003014	TIMOTHY F. CAIN	PROBATE ATTORNEY FEES - MAY 2015	1,742.74
				CIRCUIT ATTORNEY FEES - MAY 2015	1,979.16
					<u>3,721.90</u>
05/28/2015	157018	003058	CBM FOOD SERVICE	INMATE FOOD SERVICE 4/30 - 5/6/15	3,317.26
				INMATE FOOD 5/7/13 - 5/13/15	3,324.21
					<u>6,641.47</u>
05/28/2015	157019	003061	CARQUEST AUTO PARTS	AUTOMOTIVE FUSE	2.40
				PRESSURE GAUGE	26.39
				FILTERS-OIL TRUCK	34.11
					<u>62.90</u>
05/28/2015	157020	003137	MAUREEN CARY	RESTITUTION - JACK - 14-FH-9050	100.00

Check Date	Check	Vendor	Vendor Name	Description	Amount
05/28/2015	157021	003140	CITY OF GLADSTONE	RESTITUTION - MICHEAU - 13-FH-8845	25.00
05/28/2015	157022	003160	CLOVERLAND PAPER CO.	JANITORIAL SUPPLIES-TOILET PAPER AND PAP JANITORIAL SUPPLIES-MULTIFOLD WHITE	93.54 35.06 <u>128.60</u>
05/28/2015	157023	003240	COOPER OFFICE EQUIPMENT INC.	BIZHUB C353 CONTRACT BASE CHG 05/15/2015 TO 08/14/2	224.78 170.00 <u>394.78</u>
05/28/2015	157024	003250	CORNELL TOWNSHIP TREASURER	FIRE FUND APPROPRIATION 2014/15	915.00
05/28/2015	157025	003255	CORRECTIONAL HEALTHCARE COMPANIES I	CAP BILLINGS, 1ST QUARTER 2015	439.95
05/28/2015	157026	003267	BRANDON COUVILLION	PHONE REIMB-APRIL 2015 MILEAGE/BRIDGE REIMB- MERIT 5/11-14/15	45.00 493.30 <u>538.30</u>
05/28/2015	157027	003290	CRAWFORD FUNERAL HOME	BURIAL ALLOWANCE - EDWARD KRASSICK	300.00
05/28/2015	157028	004030	DAILY PRESS	NOTICE OF ELECTION	491.77
05/28/2015	157029	004075	DEGRAND, REARDON & HALL P.C.	DISTRICT COURT APPOINTMENT FEES - MAY 20 CIRCUIT ATTY FEES-MAY 2015 (PARMET)	2,083.33 1,979.16 <u>4,062.49</u>
05/28/2015	157030	004256	DELTA COUNTY AIRPORT	RIBBON CUTTING BOARDING RAMP	15.76
05/28/2015	157031	004270	DELTA COUNTY TREASURER	ADDRESS SERVICE-POSTAGE 7 REDEMPTION CERTS ADDRESS SERVICE POSTAGE	3.42 70.00 0.57 <u>73.99</u>
05/28/2015	157032	004418	DTE ENERGY	NAT'L GAS - ACCT:4576 043 0002 2 NAT'L GAS - ACCT 4576 012 0006 8 NAT'L GAS - ACCT 4576 012 0007 6 NAT'L GAS - 4576 043 0010 5 NAT'L GAS - ACCT: 4576 012 0002 7	100.59 866.93 50.40 301.53 71.29 <u>1,390.74</u>
05/28/2015	157033	004802	ECOLAB PEST ELIM DIV	3 BLDG PEST CONTROL SPRAY	75.00
05/28/2015	157034	004805	ECONOMOPOULOS LAW FIRM PC	DISTRICT ATTORNEY FEES - MAY 2015 PROBATE ATTORNEY FEES - MAY 2015 DISTRICT ATTORNEY FEES - MAY 2015	2,083.33 1,742.74 2,083.33 <u>5,909.40</u>
05/28/2015	157035	005010	ELCOM SYSTEMS	RADIO EQUIPMENT FOR PATROL VEHICLE	919.26
05/28/2015	157036	005030	ELMER'S COUNTY MARKET	GRAND OPENING-RAMP - REFRESHMENTS	56.16
05/28/2015	157037	005041	ENSIGN TOWNSHIP FIRE DEPT.	FIRE FUND APPROPRIATION 2014/15	915.00
05/28/2015	157038	005060	ESCANABA AREA PUBLIC SCHOOLS	RESTITUTION - KOLASKE- 08-FH-7979	30.00
05/28/2015	157039	005062	ESCANABA PUBLIC SAFETY DEPT.	FIRE FUND APPROPRIATION 2014/15 FIRE FUND APPROPRIATION 2014/15 (CASCADE)	915.00 850.00 <u>1,765.00</u>
05/28/2015	157040	005110	ESCANABA TOWNSHIP TREASURER	2014 TAX SETTLEMENT ESCANABA TWP	6,280.77
05/28/2015	157041	005111	ESCANABA TOWNSHIP FIRE DEPARTMENT	FIRE FUND APPROPRIATION 2014/15	915.00

Check Date	Check	Vendor	Vendor Name	Description	Amount
05/28/2015	157042	006010	FAIRBANKS TOWNSHIP TREASURER	2014 TAX SETTLEMENT FAIRBANKS	4,077.14
05/28/2015	157043	006047	FILTRATION CORPORATION	DUST CAP - FUEL FILTERS	144.72
05/28/2015	157044	006050	FIRST BANK	RESTITUTION - GUSTAFSON - 06-FH-7609	25.00
				RESTITUTION - GUSTAFSON - 06-FH-7609	25.00
				RESTITUTION - GUSTAFSON - 06-FH-7609	25.00
					<u>75.00</u>
05/28/2015	157045	006057	FIRST LUTHERAN CHURCH	RESTITUTION - OLIVER- 99-FH-6468	30.00
05/28/2015	157046	006082	FORD RIVER VOLUNTEER FIRE DEPT	FIRE FUND APPROPRIATION 2014/15	915.00
05/28/2015	157047	006088	DAN FORRESTER	5/13/15 TRAVEL	144.00
				TRAVEL /ASSESSMENT 5/20/15	284.00
					<u>428.00</u>
05/28/2015	157048	006121	FRIENDS OFFICE PRODUCTS	INK CARTRIDGE	31.99
05/28/2015	157049	007062	GBS INC	BALLOTS FOR MAY 5 ELECTION	5,477.99
				AV PRECINCT KIT FOR GLADSTONE	41.00
					<u>5,518.99</u>
05/28/2015	157050	007112	GLADSTONE PUBLIC SAFETY	FIRE FUND APPROPRIATION 2014/15	915.00
05/28/2015	157051	007130	ROBERT E. GOEBEL JR.	PHONE REIMB - MAY 2015	35.00
05/28/2015	157052	008017	HALL-BRITE INC.	LAMP, WINDSOCK, 100W 6.6 A	199.38
05/28/2015	157053	008027	HANNAHVILLE TRIBAL COURT	OUT OF COUNTY BOND FOR ZACH BELES, PD BY	500.00
05/28/2015	157054	008090	HIAWATHA CHEF SUPPLY	ELEMENT FOR DEEP FRYER, FREIGHT	508.50
				REPAIR OF DEEP FRYER FOR INMATE FOOD	815.00
					<u>1,323.50</u>
05/28/2015	157055	008124	MATT HUGHES	PHONE REIMB - APRIL 2015	35.00
05/28/2015	157056	009048	JEFFREY IVERSON	PRISONER TRSPT - LODGING/MEAL REIMB	109.35
05/28/2015	157057	010054	ABBY JOHNSON	RESTITUTION - AMBROSE - 13-FH-8787	153.72
				RESTITUTION - AMBROSE - 13-FH-8787	25.00
				RESTITUTION - AMBROSE - 13-FH-8787	25.00
				RESTITUTION - AMBROSE- 13-FH-8787	25.00
					<u>228.72</u>
05/28/2015	157058	011097	MARIE E. KWARCZYAN	MILEAGE - "SEMINAR - HIGH IN PLAIN SIGHT	78.20
05/28/2015	157059	012060	DONALD F. LEMIRE	DISTRICT ATTORNEY FEES - MAY 2015	2,083.33
05/28/2015	157060	012122	LADY KILLERS PEST CONTROL LLC	SPRAY SERVICE CENTER FOR BUGS	150.00
				SPRAY PEST CONTROL - COURTHOUSE	125.00
					<u>275.00</u>
05/28/2015	157061	013028	JAYNE MACKOWIAK	CIRCUIT ATTORNEY FEES-MAY 2015	1,979.16
05/28/2015	157062	013120	MASONVILLE TOWNSHIP TREASURER	FIRE FUND APPROPRIATION 2014/15	915.00
05/28/2015	157063	013175	ANNE B. MCNAMARA	COURT APPTD REFEREE - MAY 2015	2,000.00
05/28/2015	157064	013179	MENARDS	BLOW OFF DUSTER	19.84
				GRASS SEED AND WEED KILLER	80.56
				ROUNDUP-WEED KILLER	25.92
					<u>126.32</u>
05/28/2015	157065	013180	MEL'S LAWN AND GARDEN, INC.	BOOTS FOR ORV PATROL	155.00
05/28/2015	157066	013392	STATE OF MICHIGAN	CONCEALED PISTAL LICENSE NEW APPLICANTS	2,112.00

Check Date	Check	Vendor	Vendor Name	Description	Amount
05/28/2015	157067	013435	MIDWEST CLAIMS SERVICE	CONCEALED PISTOL LICENSES - RENEWALS	2,304.00
				CONCEALED PISTOL LICENSE	1,728.00
					<u>6,144.00</u>
05/28/2015	157068	013616	MORPHOTRUST USA	RESTITUTION - GUSTAFSON - 06-FH-7610	25.00
05/28/2015	157069	013725	DELANEY MULROY	RESTITUTION - GUSTAFSON - 06-FH-7610	25.00
05/28/2015	157070	014131	NORTH CARE NETWORK	RESTITUTION - GUSTAFSON - 06-FH-7610	25.00
05/28/2015	157071	014167	NESTEGG MARINE		
05/28/2015	157072	014192	NORWAY SPRINGS INC	CPL FINGERPRINTING FEES	75.00
				RESTITUTION - LANAVILLE - 13-FH-8762	396.00
				CONVENTION FACILITIES TAX (50%)	5.00
				SEAL KIT	27,423.50
				WATER	129.99
					55.20
05/28/2015	157073	016013	PREIN&NEWHOF	ESC REGIONAL PASSENGER LOADING BRIDGE 88	925.50
				ARFF ACQUISITION 25.31%	562.50
				ESC-CRACKSEAL, REMARK, PCN STUDY 46.73	2,352.00
					<u>3,840.00</u>
05/28/2015	157074	016027	PLASTOCON INC.	DISPOSABLE LIDS	265.44
05/28/2015	157075	016055	JESSICA PELTO	EXPENSES FOR NEW PROSECUTOR TRAINING	469.55
05/28/2015	157076	016074	PAMELA FARROW	RESTITUTION - GREEN - 11-FH-8463	10.00
05/28/2015	157077	016075	FRANCIS PERLICH	RESTITUTION - GREEN - 11-FH-8463	10.00
05/28/2015	157078	016088	PIT STOP QUICK LUBE	OIL CHANGE	55.00
				OIL CHANGE	46.00
					<u>101.00</u>
05/28/2015	157079	017010	QUILL CORPORATION	OFFICE SUPPLIES	318.19
05/28/2015	157080	018067	REAL ESTATE TRF.TAX,DEPT.77627	RE TRANSFER APRIL 2015	34,901.25
05/28/2015	157081	018074	RENT-A-MAID INC	COMMERCIAL SPRING CLEANING	1,885.00
				COMMERCIAL CARPET CLEANING	873.00
					<u>2,758.00</u>
05/28/2015	157082	018077	UPPER MICHIGAN LAW	DISTRICT ATTORNEY FEES - MAY 2015	2,083.33
				DISTRICT ATTORNEY FEES - MAY 2015	2,083.33
					<u>4,166.66</u>
05/28/2015	157083	018115	RIVERSIDE AUTO SALES, INC	WIPER BLADES FOR JAIL TRANSPORT CAR	20.16
05/28/2015	157084	018190	ELIZABETH ANN ROMAN	ADMIN EXPENSE - APRIL 2015	50.00
05/28/2015	157085	019155	SKRADSKI FUNERAL HOME, INC.	BURIAL ALLOWANCE - HARRY CARIGNAN	300.00
05/28/2015	157086	019189	SPARLING CORPORATION	FUEL TESTING MEMBRANES/PADS	96.19
05/28/2015	157087	019196	STANDARD ELECTRIC COMPANY	PARTS FOR NEW DRAIN LINE IN HEALTH DEPAR	52.70
				GAS LINE FOR DEEP FRER KITCHEN	15.74
				PVC FITTINGS FOR LEAK IN KITCHEN	2.91
				OUTLETS FOR ANNEX CELLS	4.75
					<u>76.10</u>
05/28/2015	157088	019201	STATE OF MICH,ST.EDUCATION TAX	SET & TLR TAX 5/1 TO 5/15/15	922.08
05/28/2015	157089	019228	STATE OF MICHIGAN	RESITUTION - GAGNE - 12-FH-8594	25.00
05/28/2015	157090	020010	T & T HARDWARE	SPRAY NOZZLES	23.97
				GATE KEYS	7.14

Check Date	Check	Vendor	Vendor Name	Description	Amount
05/28/2015	157091	020012	TRI TOWNSHIP FIRE BOARD	FIRE FUND APPROPRIATION 2014/15	31.11
05/28/2015	157092	020031	BOBBI JO & ROBERT TAYLOR	RESTITUTION - BALDWIN - 14-FH-8994	915.00
05/28/2015	157093	020045	TELNET WORLDWIDE INC	PHONE - ACCT: CORP-005103	184.97
				PHONE - ACCT: CORP-000861	933.44
					<u>1,118.41</u>
05/28/2015	157094	020114	TRAVELERS INSURANCE	RESTITUTION - CLAIM EHS69998 - DUNCAN /	35.00
				RESTITUTION - CLAIM EHS69998 - DUNCAN /	35.00
				RESTITUTION - CLAIM EHS69998 - DUNCAN /	35.00
				RESTITUTION - CLAIM EHS69998 - DUNCAN /	35.00
				RESTITUTION - CLAIM EHS69998 - DUNCAN /	35.00
					<u>175.00</u>
05/28/2015	157095	021050	U.P. MARKETING CONSULTANTS	MONTHLY MARKETING WEB/FB/ADV	450.00
05/28/2015	157096	021070	U.P. POWER CO.	MALSAR GATE ACCT 0420193263-00001	21.59
05/28/2015	157097	021081	U.S. POST OFFICE	REFILL POSTAGE METER	20,000.00
05/28/2015	157098	022025	VERIZON WIRELESS	PHONE - ACCT: 482996167-00001	432.92
				PHONE ACCT - 482996167-00001	354.45
				PHONE - ACCT 383057717-00001	75.07
					<u>862.44</u>
05/28/2015	157099	022050	NORA M. VIAU	REIMB MILEAGE- BOARD MEETING JAN-MAY	37.95
05/28/2015	157100	023062	RICKI WELLMAN	RESTITUTION - JOSLIN - 13-FH-8728	17.00
05/28/2015	157101	023080	THOMSON REUTERS - WEST PAYMENT CTR	MONTHLY & SUBSCRIPTION PRODUCT CHARGES	469.10
				SUBSCRIPTION CHGS-ACCT 1000555445	321.10
					<u>790.20</u>
05/28/2015	157102	023140	WRIGHT EXPRESS FINANCIAL SERVICES	CREDIT CARD BILL-ACCT 5567 3400 0301 807	1,809.32
05/28/2015	157103	084072	LUKE HAMLIN	PHONE REIMB - APRIL 2015	35.00
05/28/2015	157104	084203	GEORGE CRELLER	RESTITUTION - SUNDBY - 13-FH-8783	10.00
05/28/2015	157105	084345	YVONNE ELLSWORTH	RESTITUTION - NAULT - 09-FH-8186	20.00
05/28/2015	157106	084475	JUST FOR HER	RESTITUTION- HAACK - 08-FH-8068	100.00
05/28/2015	157107	084476	PROFESSIONAL PROPERTY MANAGEMENT	RESTITUTION - HAACK - 08-FH-8067	75.00
05/28/2015	157108	084614	RENAISSANCE ACADEMY OF BEAUTY	RESTITUTION - LEMIRE - 01-FH-6745	10.00
05/28/2015	157109	084778	JOSEPH BERGEON	RESTITUTION - KOBASIC - 10-FH-8317	5.00
05/28/2015	157110	084779	BRAD MCPHEE	RESTITUTION - PORATH - 10-FH-8281	10.00
05/28/2015	157111	084861	VANDERMISSEN & SON	RESTITUTION - GRAVES - 12-FH-8675	20.00
05/28/2015	157112	085015	TIMOTHY KOBASIC	RESTITUTION - ARBOUR- 11-FH-8519	50.00
				RESTITUTION - ARBOUR- 11-FH-8519	150.00
					<u>200.00</u>
05/28/2015	157113	085379	MICHAEL & NANCY KOSSOW	RESTITUTION - IVES - 11-FH-8522	200.00
				RESTITUTION - IVES - 11-FH-8522	200.00
					<u>400.00</u>
05/28/2015	157114	085431	MEEMIC INSURANCE COMPANY	RESTITUTION - CHILDRESS- 11-FH-8531	10.00
05/28/2015	157115	ADMIN MISC	MARLENE CLAUSEN	BURIAL ALLOWANCE - FRED LEACH	300.00
05/28/2015	157116	ADMIN MISC	KRISTEN JEAN LAROCK	RETURN BIRTH CERTIFICATE FEE	14.00
05/28/2015	157117	ADMIN MISC	JEFF THORSEN	BURIAL ALLOWANCE - WALLACE THORSEN	300.00
05/28/2015	157118	ADMIN MISC	PATRICIA SWANSON	BURIAL ALLOWANCE - ARNOLD EAGLE	300.00
05/28/2015	157119	CLERK MISC	JOHN ROBINETTE	RESTITUTION - LAUSCHER - 14-FH-9044	64.24

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Check Date	Check	Vendor	Vendor Name	Description	Amount
05/28/2015	157120	DLQ TAX	NINA JOHNSON	OVERPAY 01315601200	6.08
05/28/2015	157121	PROS MISC	LEANNA HARDWICK	WITNESS FEE	6.00
05/28/2015	157122	PROS MISC	RICHARD HENDERSON	WITNESS FEE	6.00
05/28/2015	157123	PROS MISC	RONALD HENDERSON	WITNESS FEE	7.40
FIRST TOTALS:					
Total of 121 Checks:					215,603.70
Less 0 Void Checks:					0.00
Total of 121 Disbursements:					<u>215,603.70</u>

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Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank FIRST ALL FUNDS					
05/28/2015	157124	018077	UPPER MICHIGAN LAW	ATTORNEY FEES - MAY 2015	2,083.33
05/28/2015	157125	004805	ECONOMOPOULOS LAW FIRM PC	ATTORNEY FEES - DISTRICT CT - MAY 2015 ATTORNEY FEES - PROBATE CT - MAY 2015	2,083.33 1,742.74 <u>3,826.07</u>
05/29/2015	157126	019234	STATE OF MICHIGAN	TRAVEL/CONTINUING EDUCATION	60.00
06/11/2015	157144	019300	STATE OF MICHIGAN	TRAVEL/CONTINUING EDUCATION	60.00
06/11/2015	157145	001011	A-1 WATER SYSTEMS, INC.	SALES TAX - MAY 2015	120.00
06/11/2015	157146	001012	A-1 DRAIN CLEANING	SPRINKLER START UP SPRINKLER START UP	1,489.82 99.50 87.50 <u>187.00</u>
06/11/2015	157147	001027	ADVANCED AUTO PARTS	DRAIN/SEPTIC SERVICE	375.00
06/11/2015	157148	001050	ALGER DELTA ELECTRIC ASSOC.	DRAINS PUMPED	155.00
06/11/2015	157149	001132	APPLE OFFICE PRODUCTS	WIPER BLADES AND WASHER FLUID TOWER POWER ACCT 200500	530.00 37.14 132.67
06/11/2015	157150	001151	AT&T	MISC OFFICE SUPPLIES CANARY YELLOW PAPER FOR SUMMER TAX BILLS	7.18 272.50 <u>279.68</u>
06/11/2015	157151	002141	RYAN BERGMAN	PHONE BILL- ACCT 906 786-3633 835 3 PHONE - ACCT: 906 786-5902 665 3	438.81 25.97 <u>464.78</u>
06/11/2015	157152	002144	BERTRANDS	REIMB MILEAGE-6/4/15 MARQUETTE FOIA	78.20
06/11/2015	157153	002296	BRIAN'S AUTO GLASS & QUICK LUBE	PLATES FOR PICTURES	24.00
06/11/2015	157154	002317	BRP US INC	WINDOW FOR SHERIFF'S VEHICLE	430.00
06/11/2015	157155	002400	BURKHART, LEWANDOWSKI & MILLER, P.C	EVINRUDE ENGINE FOR SAFEBOAT	344.40
06/11/2015	157156	003039	CARPET & DRAPERYPY SHOP, INC.	DISCIPLINARY MATTER	250.00
06/11/2015	157157	003058	CBM FOOD SERVICE	COVE BASE - ADHESIVE	456.90
06/11/2015	157158	003060	CDW GOVERNMENT INC	FOOD SERVICE - 5/14/15 - 5/20/15	3,263.62
06/11/2015	157159	003061	CARQUEST AUTO PARTS	FOOD SERVICE 5/21/15 - 5/27/15	3,260.20
06/11/2015	157160	003065	COAST TO COAST COMPUTER PRODUCTS	MS GSA SQL SRV CORE SGL STD 2014	6,523.82
06/11/2015	157161	003080	CHAMBER OF COMMERCE-DELTA COUNTY	OIL FILTER AND OIL FOR CUB CADET TRACTOR	4,912.02
06/11/2015	157162	003087	CHARTER COMMUNICATIONS	DELL DRUM PK496/KVK63	22.56
06/11/2015	157163	003110	CITY OF ESCANABA	DELL DRUM KVK63	239.95
				2% HANNAVILLE GRANT- ED-LPGA	119.97
				CABLE/INTERNET - ACCT 8245 02 032 009191	359.92
				SBA STEEL LLC 051-430-0000-406-000	45,000.00
					240.02
					153.89

157127-157143 Payroll



Check Date	Check	Vendor	Vendor Name	Description	Amount
06/11/2015	157164	003120	CITY OF ESCANABA	GASOLINE FOR MARINE PATROL	176.42
					330.31
06/11/2015	157165	003137	MAUREEN CARY	MAY 2015 PENAL FINES	2,412.04
06/11/2015	157166	003140	CITY OF GLADSTONE	COST SHARING-MENARDS TAX TRIBUNAL APPEAL	2,879.68
					5,291.72
06/11/2015	157167	003170	COMMUNITY ACTION AGENCY	FY2015 SPEC SERVICES 10/1/14- 9/30/15	11,073.00
				2% HANNAHVILLE GRANT-HOME DELIVERED MEAL	30,000.00
					41,073.00
06/11/2015	157168	003255	CORRECTIONAL HEALTHCARE COMPANIES I	JULY 2015 MEDICAL SERVICES	16,208.02
06/11/2015	157169	003323	CYCLE CITY	FILTERS, LIGHT AND PARTS FOR BOAT	123.85
06/11/2015	157170	004030	DAILY PRESS	AD- RESTRICTED ACCESS CH	133.36
06/11/2015	157171	004036	MEL DAVIS	REMON SERVEY SERVICES-CORNERS	5,865.00
06/11/2015	157172	004140	DSTECH	ISONAS POWERNET IP READER/CONTROLLER/PRO	1,370.00
06/11/2015	157173	004200	DELTA COUNTY CLERK	APPLY BOND \$ TO FINES - POPOUR - 14-FH-9	45.00
				APRIL 2015 CVR	78.26
				MAY 2015 CVR	53.89
				10% BOND - KOPSI - 14-FH-9031	50.00
					227.15
06/11/2015	157174	004205	DELTA COUNTY FRIEND OF THE COURT	FOC BOND - GURLEA - 04-DS-17436	149.00
				FOC BOND - MAYERS - 01-DP-16162	2,800.00
				FOC BOND - BEHLING - 14-DS-22414 & 10-DS	900.00
					3,849.00
06/11/2015	157175	004205	DELTA COUNTY FRIEND OF THE COURT	POSTAGE REIMBURSEMENT	24.72
06/11/2015	157176	004230	DELTA COUNTY ROAD COMMISSION	GAS FOR APRIL, 2015	271.47
06/11/2015	157177	004240	DELTA COUNTY SHERIFF DEPT.	CIVIL PROCESS - CHRISTINE NOWAK	25.00
				CIVIL PROCESS - RYAN FONTAINE	25.00
				CIVIL PROCESS - MARC KARGOLA	25.00
				CIVIL PROCESS - TYLER MCMILLAN	40.96
					115.96
06/11/2015	157178	004270	DELTA COUNTY TREASURER	ADDRESS SERVICE -POSTAGE	0.57
				REDEMPPT CERT 0514202919300021	10.00
				RETURN ADDRESS-POSTAGE	0.59
				FORECLOSURE FILING FEE 15 CZ 022753	150.00
					161.16
06/11/2015	157179	004272	DELTA DISPOSAL	GARBAGE DISPOSAL - ACCT: 496	395.00
06/11/2015	157180	004331	DELTA SOLID WASTE MANAGEMENT	GENERAL REFUSE	10.26
06/11/2015	157181	004395	DELTA COUNTY 94TH DISTRICT COURT	REMANDED BOND TO DISTRICT - SEXTON - 15-	325.00
06/11/2015	157182	004413	MICHAEL DOBY	REIMBURSEMENT FOR VISUAL TRIAL SCHOOL-6/	223.40
06/11/2015	157183	004418	DTE ENERGY	NAT'L GAS - ACCT:4576 043 0003 0	272.18
				NAT'L GAS - ACCT:4569 786 0001 7	658.85
				NAT'L GAS - ACCT:4576 043 0002 2	100.59
				NAT'L GAS - ACCT 4576 021 0002 8	3,157.76
					4,189.38

Check Date	Check	Vendor	Vendor Name	Description	Amount
06/11/2015	157184	004419	STEVEN A. DOSH, M.D.	MEDICAL EXAMINER FEES- JUNE 2015	3,500.00
06/11/2015	157185	004441	JASON DIX	PHONE REIMB - MAY 2015	35.00
06/11/2015	157186	005030	ELMER'S COUNTY MARKET	COFFEE	107.82
06/11/2015	157187	006010	FAIRBANKS TOWNSHIP TREASURER	2014 TAX SETTLEMENT FAIRBANKS	4,077.14
06/11/2015	157188	006022	FASTENAL COMPANY	EAR PLUGS FOR INMATES SAFETY GLASSES	35.08 11.58 46.66
06/11/2015	157189	006080	FORD RIVER TOWNSHIP TREASURER	2014 TAX SETTLEMENT FORD RIVER	5,159.53
06/11/2015	157190	006088	DAN FORRESTER	TRAVEL - 5/27/2015 TRAVEL AND THERAPY - 6/7/2015	144.00 224.00 368.00
06/11/2015	157191	006093	TEISH FOSTER	MAY 2015 FOSTER CARE - ISAIAH LEDFORD	534.44
06/11/2015	157192	006121	FRIENDS OFFICE PRODUCTS	OFFICE SUPPLIES	100.12
06/11/2015	157193	007030	GARDEN TOWNSHIP TREASURER	2014 TAX SETTLEMENT GARDEN	15,323.59
06/11/2015	157194	007201	NAULT'S GREEN LAWN FERTILIZER INC	LAWN CARE PROGRAM-SERV CENTER LAWN CARE PROGRAM- SHERIFF DEPT LAWN CARE PROGRAM- COURTHOUSE LAWN CARE PROGRAM-SC NORTH(OLD MIWORKS)	1,223.60 190.00 399.00 505.40 2,318.00
06/11/2015	157195	007250	GUARDIAN PEST CONTROL, INC.	PEST CONTROL	51.05
06/11/2015	157196	008027	HANNAHVILLE TRIBAL COURT	OUT OF COUNTY BOND-JORDAN TEEPLE OUT OF COUNTY BOND - TEEPLE, GLEN	500.00 500.00 1,000.00
06/11/2015	157197	008031	MARK HANSON	MEAL REIMB - (UPSET) - MAY 2015	106.25
06/11/2015	157198	008049	MARY HARRINGTON	MILEAGE/PHONE REIMB-MAY 2015	127.30
06/11/2015	157199	008090	HIAWATHA CHEF SUPPLY	MOP HAMMERHEADS	159.60
06/11/2015	157200	008124	MATT HUGHES	MILEAGE REIMB - MAY 2015	215.05
06/11/2015	157201	009026	INDUSTRIAL MARKETING	EXTENDED WARRANTY 2 YR	6,232.22
06/11/2015	157202	009046	JESSICA IRVING	PHONE REIMB - FEB 2015 PHONE REIMB - MARCH 2015 PHONE REIMB- APRIL 2015 PHONE REIMB - MAY 2015	35.00 35.00 35.00 35.00 140.00
06/11/2015	157203	010054	ABBY JOHNSON	RESTITUTION - AMBROSE - 13-8787-FH	25.00
06/11/2015	157204	010110	JOHNSTON PRINTING & OFFSET	ARRANGMENT FORMS	260.00
06/11/2015	157205	011050	K-MART	STORAGE BOXES COLD PACKS - MEDICAL CLOROX WIPES AND SCRUBBING BUBBLES	33.42 11.98 46.91 92.31
06/11/2015	157206	011097	MARIE E. KWARCZYNY	MEAL REIMB - MADCPO CONFERENCE - MAY 19-	51.52
06/11/2015	157207	012013	LAKE SUPERIOR BUSINESS MACHINES INC	LASER PRINTER TONER CARTRIDGE	155.00
06/11/2015	157208	012027	TRACY LANTAGNE	REIMB MILEAGE/MEALS- 6/4/15 MARQUETTE FO	85.45
06/11/2015	157209	012030	LAPORTE STUDIO	PRINT, PORTRAIT SITTING AND REFRAMING	47.50
06/11/2015	157210	012078	TRANSUNION RISK AND ALTERNATIVE	CRIMINAL CHECKS/INVESTIGATIONS	15.75
06/11/2015	157211	012091	SANDRA LINSMEYER	FOSTER CARE - MAY 2015- BROOKLYN GORDON	638.29
06/11/2015	157212	012128	LOU'S GLOVES	GLOVES FOR JAIL	567.00

Check Date	Check	Vendor	Vendor Name	Description	Amount
06/11/2015	157213	012131	PERRY LUND	GLOVES	486.00
06/11/2015	157214	013037	JOHN MALNAR	GLOVES	324.00
06/11/2015	157215	013060	MAPLE RIDGE TOWNSHIP TREASURER	PHONE REIMB- MAY 2015	35.00
06/11/2015	157216	013095	DLP MOT PHYSICAN PRACTICES INC	MILEAGE/PHONE REIMB- MAY 2015	322.80
06/11/2015	157217	013120	MASONVILLE TOWNSHIP TREASURER	2014 TAX SETTLEMENT	4,027.35
06/11/2015	157218	013179	MENARDS	PHYSICAL/DRUG SCREEN- RYAN BERGMAN	203.00
06/11/2015	157219	013200	MICHIGAN ASSOCIATION OF COUNTIES	2014 TAX SETTLEMENT	25,195.73
06/11/2015	157220	013330	MICHIGAN DISTRICT JUDGES' ASSOCIATI	WINDEX, BATTERIES, PEST STRIP	20.10
06/11/2015	157221	013391	MICHIGAN STATE INDUSTRIES	MAC REG SUMMIT- RIVARD, MALNAR 7-20-15	50.00
06/11/2015	157222	014040	NAHMA TOWNSHIP TREASURER	2015 MI DISTRICT JUDGES ASSN DUES	200.00
06/11/2015	157223	014143	NORTHERN MICHIGAN EMER PHY LLP	CHLORINE BLEACH	169.00
06/11/2015	157224	014192	NORWAY SPRINGS INC	DETERGENT, CITRUS CLEANER, LAUNDRY DETER	1,713.20
06/11/2015	157225	014210	NORTHERN PLUMBING & HEATING		1,882.20
06/11/2015	157226	014212	NORTHERN UNITED FEDERAL CREDIT UNIO	2014 TAX SETTLEMENT	4,196.66
06/11/2015	157227	014214	NORTHERN SCREEN PRINTING	OUTSTANDING MEDICAL BILL	928.00
06/11/2015	157228	014218	NORTHGATE EQUIPMENT & SALES	WATER FOR VICTIMS/WITNESSES	21.60
06/11/2015	157229	014250	NU-WAY CLEANERS	PARTS FOR REPAIRING DISHWASHER	36.72
06/11/2015	157230	015025	OFFICE DEPOT	DISHWASHER/DISPOSAL REPAIR	3.84
06/11/2015	157231	015039	OFFICE PLANNING GROUP		40.56
06/11/2015	157232	015091	OSF MEDICAL GROUP	MAY 2015 BILLING- CC #7450	44.03
06/11/2015	157233	015091	OSF MEDICAL GROUP	EMBROIDERY AND SHIRT/MARTINEAU	19.50
06/11/2015	157234	016032	P & M INSPECTIONS, INC.	EXTENSION FOR POLE SAW TRIMMER	49.99
06/11/2015	157235	016069	PERFORMANCE AUDIO & RESTYLING	HEDGE TIMMER ATTACHMENT FOR POLE TRIMMER	245.00
06/11/2015	157236	016122	PRIMARY AIRPORT SERVICES LLC		294.99
06/11/2015	157237	017010	QUILL CORPORATION	DRY CLEANING - MAY 2015	143.85
06/11/2015	157238	018063	REINHART FOOD SERVICE	CREAMER/ENVELOPES/TISSUE/SPOONS/FORKS	30.10
06/11/2015	157239	018074	RENT-A-MAID INC	OFFICE SUPPLIES	135.29
				STAMP	23.99
					189.38
				INK FOR MAP PLOTTER - LESS CREDIT MEMO 3	70.00
				MEDICAL BILL-WILLIAMS, HENRY	91.00
				MEDICAL BILL - WILLIAMS, HENRY L.	91.00
				PAYROLL 5-18-2015 THROUGH 5-29-2015	2,236.00
				LABOR TO REPLACE CAMERA CABLE IN DELTA	50.00
				PROJECT MANAGEMENT PFC	216.90
				OFFICE SUPPLIES	49.97
				STAPLERS, PENS, ENV MOISTENER, HI LITERS	152.00
				OFFICE SUPPLIES	88.56
					290.53
				CANLINER, LUNCH BAGS	139.46
				MOP HEAD AND SKIMMER FOR KITCHEN	26.85
				CUPS, SANDWICH BAGS, LIDS	321.80
					488.11
				WINDOW CLEANING	1,645.00

Check Date	Check	Vendor	Vendor Name	Description	Amount
06/11/2015	157240	018077	UPPER MICHIGAN LAW	CT APPT ATTY FOR ERIC WILLIAMS COURT APPT ATTY FOR RANDALL/COBLE COURT APPT ATTY FOR ERIC DROSSART COURT APPT ATTORNEY FOR KRISTINE RUPRECH COURT APPT ATTY FOR RICHARD ANDERSON	157.50 54.00 49.50 63.00 22.50 <u>346.50</u>
06/11/2015	157241	018115	RIVERSIDE AUTO SALES, INC	REPAIR OF TRANSPORT CAR	1,057.77
06/11/2015	157242	018116	DAVID RIVARD	MILEAGE/PHONE REIMB-MAY 2015	69.23
06/11/2015	157243	018190	ELIZABETH ANN ROMAN	ADMIN EXPENSE - MAY 2015	50.00
06/11/2015	157244	019010	ST. FRANCIS HOSPITAL	BLOOD RESULTS RE: MARIA JOHNSON	22.49
06/11/2015	157245	019025	STAPLES CREDIT PLAN	CHAIR - ACCT 6035 5178 2022 2536 VELCRO AND PENS-ACCT 6035 5178 2022 2536 STAPLER - ACCT 6035 5178 2022 2536	289.98 20.77 96.95 <u>407.70</u>
06/11/2015	157246	019027	LESLIE STANEK-NAULT	PHONE REIMB - APRIL 2015 PHONE REIMB - MAY 2015	35.00 35.00 <u>70.00</u>
06/11/2015	157247	019152	SISV, INC	BILL FOR SUPER 8, ESCANABA	306.49
06/11/2015	157248	019155	SKRADSKI FUNERAL HOME, INC.	BURIAL ALLOWANCE - JOSEPH KODANKO	300.00
06/11/2015	157249	019168	KELLY SMITH	TRAVEL TO HOUGHTON FOR ARFF LIVE DRILL T	192.05
06/11/2015	157250	019175	SOCIAL SECURITY ADMINISTRATION	RE: C. CLIFFORD 383-31-7950 CASE15NA118	1,466.00
06/11/2015	157251	019201	STATE OF MICH, ST. EDUCATION TAX	SET & TLR TAX 5/16-5/31/15	6,026.00
06/11/2015	157252	019234	STATE OF MICHIGAN	CERTIFICATION FOR RENEE ALEXANDRONT, BRE	90.00
06/11/2015	157253	019238	STATE OF MICHIGAN	STATEWARD COLLECTIONS FOR MAY 2015	128.10
06/11/2015	157254	019305	STATE OF MICHIGAN	GATEWAY CONNECTION FEES	387.00
06/11/2015	157255	019356	STERICYCLE, INC	HAZARDOUS WASTE PICKUP	153.51
06/11/2015	157256	020112	TRACTOR SUPPLY COMPNAV	TRUCK BOX FOR THE NEW TRUCK	339.99
06/11/2015	157257	021038	UPACC	SPRING CONF-RYAN BERGMAN 6-12-15	20.00
06/11/2015	157258	021041	U.P. ACTION NEWS	PC AD FOR JUNE 1, 2015 MEETING	138.00
06/11/2015	157259	021049	THE UPS STORE	BRIEF TO APPEALS COURT RE: AVERY	39.19
06/11/2015	157260	021054	U.P. OTOLARYNGOLOGY PC	MEDICAL - RYAN LUCIER	206.00
06/11/2015	157261	022060	VILLAGE OF GARDEN	2014 TAX SETTLEMENT	8,674.32
06/11/2015	157262	023070	WELLS TOWNSHIP TREASURER	2014 TAX SETTLEMENT	2,480.67
06/11/2015	157263	023076	TAMMY WETTHUHN	PHONE REIMB - MAY 2015 MILEAGE REIMB - 5/30/15	35.00 95.45 <u>130.45</u>
06/11/2015	157264	023084	WEX BANK	GASOLINE- ACCT 0496-00-165010-0	308.01
06/11/2015	157265	023140	WRIGHT EXPRESS FINANCIAL SERVICES	CREDIT CARD BILL-ACCT 5587 3400 0301 807 SURFACE PRO/COMP EQUIP/AIPHONE/SIGN SEND	1,204.60 4,064.65 <u>5,269.25</u>
06/11/2015	157266	026091	KAMMI YOUNG	MAY 2015 CARE FOR CALIEGH GORDON	824.29
06/11/2015	157267	084072	LUKE HAMLIN	MILEAGE REIMB - MAY 2015	255.87
06/11/2015	157268	085317	BRUCE & JENNIFER MESSERSMITH	MAY 2015 FOSTER CARE - JORDON POPIOLEK MAY 2015 FOSTER CARE - KALYN JONES	534.44 534.44 <u>1,068.88</u>
06/11/2015	157269	ADMIN MISC	STEVEN BELONGIE	BURIAL ALLOWANCE- FRANCIS BELONGIE	300.00
06/11/2015	157270	ADMIN MISC	RITA EGBERT	BURIAL ALLOWANCE - RICHARD WENTWORTH	300.00
06/11/2015	157271	B&Z MISC	ANDERSON RICHARD	PARTIAL REFUND ON 00014755	170.00

11

12

Check Date	Check	Vendor	Vendor Name	Description	Amount
06/11/2015	157272	CLERK MISC	JEFFERY KOPSI	RETURN BALANCE OF BOND - KOPSI - 14-FH-9	450.00
06/11/2015	157273	CLERK MISC	JOEL POPOUR	RETURN BALANCE OF BOND - POPOUR - 14-FH	607.00
06/11/2015	157274	DLQ TAX	CHARLES MCMARTIN	OVERPAY 00326401200 & 00326402300	15.50
06/11/2015	157275	DLQ TAX	D & T ARMSTONG ENTERPRISES LLC	OVERPAY DLQ TAX 011-212-007-00	8.07
06/11/2015	157276	DLQ TAX	MARY CARTER	OVERPAY 012-181-039-00 & 040-00	3.80
06/11/2015	157277	FOC MISC	SOUTHWEST LEGAL SERVICES	SERVICE ON TYLER DALTON KUH BANDER	72.00
06/11/2015	157278	PROS MISC	NICOLE BROWN	WITNESS FEE	22.60
06/11/2015	157279	PROS MISC	MELISSA HANSON	WITNESS FEE	14.40
06/11/2015	157280	PROS MISC	RUTH LARSON	WITNESS FEE	6.00
06/11/2015	157281	PROS MISC	MARY GROSS	WITNESS FEE	15.00
06/11/2015	157282	PROS MISC	SHANNON GENDRON	WITNESS FEE	12.00
06/11/2015	157283	PROS MISC	STACEY TRUDELL	WITNESS FEE	16.00
06/11/2015	157284	PROS MISC	MELISSA GAGNE	WITNESS FEE	14.40
06/11/2015	157285	PROS MISC	VALINE KOBASIC	WITNESS FEE	12.00
06/11/2015	157286	PROS MISC	DORIS KERN	WITNESS FEE	12.00
06/11/2015	157287	PROS MISC	LOIS GEROU	WITNESS FEE	60.00
06/11/2015	157288	PROS MISC	RICHARD STACY	WITNESS FEE	6.00
06/11/2015	157289	PROS MISC	JANET KERN	WITNESS FEE	12.00
06/11/2015	157290	PROS MISC	WILLIAM KERN	WITNESS FEE	12.00
06/11/2015	157291	PROS MISC	STEVE OLSEN	WITNESS FEE	72.00
06/11/2015	157292	PROS MISC	CHRISTOPHER AHO	WITNESS FEE	26.20

FIRST TOTALS:

Total of 152 Checks:
 Less 0 Void Checks:

Total of 152 Disbursements:

266,936.36
 0.00
 266,936.36

DELTA COUNTY TRAVEL EXPENSE VOUCHER

Vendor Number: 13037

Department _____

Charged: _____

Employee: John Malnar

Address: _____

Line item: _____

Date: 6/8/15

Period _____

Covered: 4-29-15 to 5-30-15

Date	\$20.00 0-3 hrs	\$35.00 3-6 hrs	\$50.00 over 6 hrs	Meeting	Meals Other	Comments	Mileage	Mileage \$	Meeting \$
4-29	X			Baldwin Township			12		20.00
5-3	X			meet with Ron Collins Fairbanks			96		20.00
5-4	X			Fill in for Dave Mc @ Planning Comm. @			32		20.00
5-5	X			Board Meeting			26		20.00
5-6	X			Bay de Noc Township meeting			43		20.00
5-7	X			Mich works killed in for Mary 26					20.00
5-12	NC			Conservation Dist meeting					NC
5-12		X		Gardex township meeting			77		35.00
5-13	X			Joint Government			32		20.00
5-14		X		Negotiation			32		35.00
5-18	X			Brampton Township			14		20.00
5-19	X			Board meeting			26		20.00
5-20	X			AS per Mary H ECC @			26		20.00
5-20	X			Cornell Township			17		20.00
5-21	X			WCUP Comm. Corrections			32		20.00
5-21	X			WCUP service			NC		20.00
5-27	X			Meeting with Ryan Bergman			32		20.00
5-28	X			TOWNSHIP ASSO.			21		20.00
	300	70					544	312.80	

I hereby certify that all items of expense included in this statement were incurred in the discharge of authorized official business, that the amounts are correct, and that they represent proper charges against the County.

TOTAL PER DIEM: 370.00
 101-101-710.002
 TOTAL MILEAGE: 312.80
 101-101-860.001
 TOTAL PHONE: 10.00
 101-101-850.000
 OTHER: _____

NATURE OF BUSINESS: _____
 SIGNED: John Malnar
 APPROVED: _____

AP
322.80

GRAND TOTAL: 692.80

13



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

RICK SNYDER
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

June 4, 2015

BZ

Kelly Smith, Manager
Delta County Airport
3300 Airport Rd
Escanaba, Michigan 49829

Dear Ms. Smith:

SUBJECT: Delta County Airport
Escanaba, Michigan
Airport Awareness Project
MDOT Contract No. 2015-0302

Enclosed are the original and one copy of the above-described contract between your organization and the Michigan Department of Transportation. Please take time to read and understand this contract. If this contract meets with your approval, please complete the following checklist:

- ___ PLEASE DO NOT DATE THE CONTRACTS. MDOT will date the contracts when they are executed. (A contract is not executed unless both parties have signed it.)
- ___ Secure the necessary signatures on both contracts.
- ___ Include a certified resolution/authorization that specifically names the official(s) authorized to sign the contract. One must be submitted for each contract even though you may have submitted one to us in the past.
- ___ If applicable, please provide any credit documentation to the project manager as soon as possible.
- ___ Return both copies of the contract to my attention at the address below for execution by MDOT. In order to meet the scheduled project start date and/or timely processing of project costs, *please return the signed sponsor contracts as soon as you have secured local approval.* One fully executed contract will be forwarded to you.

If you have any questions, please call me at (517)335-9960.

Sincerely,

Anu Taneja, Contract Administrator
Office of Aeronautics

Enclosures

cc: Ralph Sims
File

MICHIGAN AIR SERVICE PROGRAM GRANT CONTRACT
FOR
AIRPORT AUTHORITY OR ELIGIBLE GOVERNMENT AGENCY
AIRPORT AWARENESS PROJECTS

THIS CONTRACT is made and entered into this date of _____ by and between the Michigan Department of Transportation (MDOT) and Delta County Board of Commissioners (AGENCY) for the purpose of MDOT assisting the AGENCY with cooperative airport awareness efforts.

The parties agree that:

1. DEFINITIONS

As used in this Contract:

- | | | |
|------------|---|--|
| GUIDELINES | - | Means the Michigan Air Service Program Guidelines, dated January 2012, as approved on February 7, 2012, incorporated herein by reference. |
| OFFICE | - | Means the Office of Aeronautics of MDOT. |
| PLAN | - | Means the cooperative Airport Awareness Activity Plan submitted by the AGENCY and approved in writing by MDOT in accordance with the GUIDELINES. |
| PROJECT | - | Means the preparation of the PLAN and the performance of the work set forth in the approved PLAN. |
| STATE | - | Means the State of Michigan. |

2. PURPOSE

This Contract sets forth a grant from MDOT to the AGENCY for the purpose of performing or causing to be performed the PROJECT.

The AGENCY will begin, carry on, and complete the PROJECT with all practical dispatch in a sound, economical, and efficient manner and in accordance with the provisions of this Contract and with all applicable laws.

The AGENCY will initiate and prosecute to completion all proceedings necessary to enable the AGENCY to commit its share of the PROJECT costs at or prior to the time that such funds are needed to meet PROJECT commitments.

3. FUNDS

The following is MDOT's maximum obligation for funds for the PROJECT.

The PROJECT cost participation is estimated to be shown below:

Maximum MDOT Funds (90).....	\$20,000.00
Estimated AGENCY Funds (10) ¹	<u>\$2,223.00</u>
<i>Estimated</i> Total	\$22,223.00

The maximum amount of MDOT funds or the percentage share shown here will not be increased without a prior written amendment to this Contract. Payments to the AGENCY under this Contract will be subject to the availability of sufficient funds as certified by MDOT.

MDOT funds in this Contract made available through legislative appropriation are based on projected revenue estimates. MDOT may reduce the amount of this Contract if the revenue actually received is insufficient to support the appropriation under which this Contract is made.

4. ELIGIBLE PROJECT COSTS

- a. Eligible PROJECT costs are limited to (1) the costs of the PROJECT items and activities shown in the approved PLAN, subject to the provisions of the GUIDELINES; and (2) PLAN preparation costs incurred after the award of this Contract and prior to the approval of the PLAN (if a consultant is used in accordance with the GUIDELINES), up to three percent (3%) of the PROJECT total.
- b. AGENCY administrative costs and in-kind services of AGENCY staff are not eligible PROJECT costs.

To Whom It May Concern:

Re: MDOT Contract No. 2015-0302
Airport Awareness Grant - Marketing

At a regular meeting of the Delta County Board of Commissioners held on Tuesday, June 16, 2015, the Board authorizes the Chairman of the Board, Mary Harrington, to sign the above referenced State MDOT contract. Further, the Board authorizes Kelly Smith, Delta County Airport Manager, to sign any and all documents in connection with this contract, requiring only her signature. This will remain in full force and effect until revoked by the Delta County Board of Commissioners.

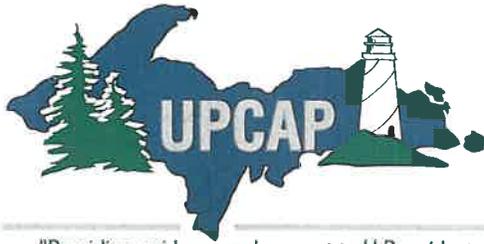
I, Mary Harrington, Chairman of the Delta County Board of Commissioners do hereby set my hand this 16th day of June 2015.

Mary Harrington, Chairman
Delta County Board of Commissioners

I, Nancy Kolich, Delta County Clerk and Clerk of the Delta County Board of Commissioners do Hereby certify this to be a true and exact copy from the minutes of the regular meeting of the Delta County Board of Commissioners held on June 16, 2015.

I, Nancy Kolich, Delta County Clerk do hereby set my hand and seal this 16th day of June, 2015.

Nancy Kolich, Delta County Clerk



WCUP Community Corrections

310 Ludington Street, Suite #210, Escanaba, MI 49829

Phone: (906) 789-0511 • Fax (906) 789-1877

www.upcap.org

"Providing guidance and support to U.P. residents since 1961"

B3

June 3, 2015

Mr. Ryan Bergman
Delta County Administrator
310 Ludington Street
Escanaba, MI 49829

Dear Sirs:

Enclosed, please find a summary of the FY2015 Grant Renewal Application for funds from the West-Central U.P. Regional Community Corrections Program to the Office of Community Corrections. This is the final year of a three year application that was submitted and approved in FY2013. As with past years, the West-Central U.P. Community Corrections Program needs to receive approval of the grant application from all six county boards in our region prior to State Board approval.

A full copy of the grant renewal is attached for your review.

We respectfully request the County Board's approval of this application. Once the County Board has approved the grant application, we request confirmation by letter.

If you have any questions, please do not hesitate to contact either myself or your Community Corrections Advisory Board Representative: Mr. John Malnar. We thank you in advance for your prompt attention to this matter.

Sincerely,

Becky McIntyre
Community Corrections Manager,
WCUP Community Corrections

CC: Mr. John Malnar

EXECUTIVE SUMMARY
WEST-CENTRAL U.P. REGIONAL
COMMUNITY CORRECTIONS PROGRAM
APPLICATION FOR PLAN YEAR 2016

For the Community Corrections Comprehensive Plan and Application, Fiscal Year 2016:

With the changes to PA 511 with the creation of HB5929, there has been little direction from the State regarding programming. As always, the purpose of the programs is to directly reduce prison commitment rates and, now, impact recidivism.

As in past years, we will continue to focus on programming that eliminates lower level offenders in the local jails, thereby allowing diverted felons to be housed locally, instead of at the prison level.

The work crew programs, individual community service work placement and tether programs will continue, and as the year proceeds, if possible, we would like to increase programming in Cognitive Behavior classes (Thinking Matters). At this time, we are asking for an increase in funding, as our programs do demonstrate and meet and need in our communities.

Residential Services are now allowable for anyone with an assessed risk need of moderate to high. This will begin as of October 1, 2015 and will require our staff to perform a full COMPAS assessment on individuals seeking treatment in order to determine eligibility. As such, we will be requesting additional funding for a line item program F22-Pretrial Assessment.

An overview of our most important goals and objectives follows. These are just some of the areas the WCUP Community Corrections Program will be targeting:

- Maintain overall PCR at or below the State's current levels (FY2014 lists that at 21%) by the continued use of programming that offers earned release credits for participants in county jails to reduce average length of stay on both felons and misdemeanants, thereby creating more available space to house those non-violent offenders that would otherwise be prison bound.
- Reduce PCR of group 2 offenders to at or below the State's current level (12% or less) by working with Probation/Parole Supervisors to monitor overall Group 2 sentencing practices and offering appropriate diversion programs before sentencing.

Additionally, the new focus is on impacting the State's new definition of recidivism, and how program will affect that. As such, the WCUP CCAB will work with the following categories:

- Probation Violators with a new sentence: Provide programming to impact risk of recidivism in PV with new sentences
- Probation Violators with a new sentence : Facilitate RS placements for pretrial individuals facing new charges with Substance Abuse issues

The total budget for the upcoming fiscal year, FY2016 will be at \$349,130.

An electronic copy of the complete grant can be forwarded to you for review, as printed copies do not contain all information due to table design limits.

Should you have any questions, or need further information from me, please feel free to contact me at 906-789-0511 or e-mail at mcintyrereb@upcap.org.

We look forward to another successful year of programs, plans and services in the West-Central U.P. and appreciate all the support received throughout the region.

MICHIGAN DEPARTMENT OF CORRECTIONS

Reentry Administration

"Help Make Things Right"



Office of Community Corrections

Community Corrections Plan and Application
Fiscal Year 2016

**CCAB Name: WCUP CCAB
Annual/Full**

Application Type:

Email the application to:

1. MDOC-OCC@michigan.gov
2. Grant Coordinator

DUE DATE: June 1, 2015

SECTION I: INTRODUCTION –				
Name of CCAB: WCUP CCAB			Federal I.D. Number: 38-1957176	
A: General Contact Information:				
	Contact Person (Manager)	Manager's Direct Supervisor	CCAB Chairperson	Fiscal Agent
Name:	Becky McIntyre	Jonathan Mead	C. Joseph Schwedler	Rick Aird
Title:	Manager	Director	Circuit/District/Probate	CFO
Address:	210 Ludington Street	PO Box 606	2 South 6 th Street	PO Box 606
City:	Escanaba	Escanaba	Crystal Falls	Escanaba
State:	MI	MI	MI	MI
Zip:	49829	49829	49920	49829
Phone:	906-789-0511	906-786-4701	906-875-6688	906-786-4701
Fax:	906-789-0511	906-786-5853	906-875-0656	906-786-5853
Email:	mcintyre@upcap.org	meadj@upcap.org		airdr@upcap.org

Type of Community Corrections Board: Regional Advisory Board
Counties/Cities Participating in the CCAB: Delta, Dickinson, Gogebic, Iron, Menominee, Ontonagon
Date application was approved by the local CCAB: May 21, 2015
Date application was approved by county board(s) of commissioners (and city council): Pending
Date application was submitted to OCC: June 1, 2015

B: CCAB Membership		
Representing:	Name	Email
County Sheriff:	Dale Rantala	drantala@ontonagoncounty.org
Chief of Police:	Ken Marks	kmarks@menomineeco.com
Circuit Court Judge:	Honorable Roy Gotham	judgegotham@gogebic.org
District Court Judge:	Honorable Chris Ninomya	cn@dickinsoncountymi.gov
Probate Court Judge:	Honorable C. Joseph Schwedler	none
County Commissioner(s):	John Malnar - Delta Joe Stevens - Dickinson John Cane- Gogebic Tim Aho- Iron James Furlong - Menominee Jeff Wasley- Ontonagon	jmalnar@deltacountymi.org none canefuneralhome@hotmail.com None jfurlong@menomineeco.com wasley.j@giwa.org
Service Area (Up to 3):		
County Prosecutor:	Jim Jessup	jjessup@up.net
Criminal Defense:	Kalen Lipe	lipelaw@up.net
Business Community:	Dawn Wells	dawnmwells@sbcglobal.net
Communications Media:	Vacant	
Circuit/District Probation:	Kevin Ayotte	ayottekp@michigan.gov
General Public:	Judy Hickman	hickmanj@michigan.gov
City Councilperson:	Vacant (extra commissioners instead)	
Workforce Development:	New position per new act. Not appointed	

	yet.	
Does your CCAB have Bylaws? Yes If yes, have they been revised within the last 2 years? (Please send copy) No		
Describe the contact and frequency of contact between the CCAB Manager and the Probation Supervisor: Weekly		

C: Summary - Briefly summarize the key points of your Community Corrections Plan:

(all fields permit carriage returns)

1. What programs, practices and policies contribute to a reduction of (or maintenance of low) prison commitment rates: **Community Service Work, Work Crews, Electronic Monitoring, Thinking Matters**
 - a. How do they contribute to reduced/maintained PCRs? **All of the above programs are designed to reduce the numbers of offenders going to jail or prison, or to reduce the amount of time they spend incarcerated in a facility. The programs are designed to improve jail utilization by clearing out the lower-level offenders and making room for those offenders who truly need incarceration. The programs also provide a catalyst to change/modify thinking of current behaviors that lead to criminal activity. Our jail bed days have increased steadily over the years, freeing up more beds for those local felony offenders to be housed in jail as opposed to prison**
 - b. Explain what data/measures show your PA511 funded programs have contributed to reductions in your PCR: **OMNI and COMPAS data show maintenance of low prison commitment rates in line or below the State's current rate for target populations.**
2. What programs, practices and policies contribute to improved recidivism as defined by the State Corrections Board? **Cognitive Behavioral Programming (Thinking Matters) and PRS**
 - a. How do they contribute to improved recidivism? **Both programs are designed to correct behaviors that lead to anti-social behaviors and criminal behaviors, dealing with cognitive thinking issues and substance abuse issues.**
 - b. Explain what data/measures show your PA511 funded programs have contributed to improvements in local recidivism: **Current data compilation is derived from the OMNI Report #3, as instructed by OCC managers/director. Current data only focuses on 8 dispositions for the region. Moving forward, hopefully, the State's system will be able to track and import OMNI data or the department in charge of OMNI data will produce reports in a more timely manner.**

SECTION II: ANALYSIS & STRATEGIC PLAN

A: INTRODUCTION AND INSTRUCTIONS FOR STRATEGIC PLAN:

Strategic Issues, Goals, and Priorities have been established by the Office of Community Corrections in accordance with Public Act 511 and Key Performance Indicators. CCABs will be required to establish **Objectives** and **Strategies** based upon OMNI Felony Disposition, JPIS, CCIS and local data that will support State **Goals and Priorities**.

Strategic Issues are identified as ***Felony Dispositions, Recidivism and Local Priorities***.

OCC will provide the CCABs with **OMNI Felony Disposition** and **JPIS** data. CCABs shall analyze this data along with local **CCIS data** (reports run locally from Case Manager) and develop **Key Objectives** and supporting **Strategies** that will lead toward attainment of **Goals and Priorities** established by the State Board and OCC, as well as local objectives and priorities promoted in the comprehensive plan.

A thorough review 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 technical probation violation PCRs
- Reference to changes in PCRs compared to prior years
- Other changes in your CCAB/area that influence changes (new stakeholders, policies, emerging crimes, offender characteristics, etc.)
- Review your past OCC funding proposals for ideas

Example:

For the Strategic Issue of Felony Dispositions, consider the stated **Goal and Priority** as outlined on the following pages and complete an analysis of your county’s prison commitment rate data provided by OCC. Establish objectives related to prison commitment rates. For example:

- 1. Reduce PV commitment rate from 32% to 25%
- 2. Reduce the Group 2 Straddle rate to from 43% to 35%

Under each **OBJECTIVE** outline in bullet form those **STRATEGIES** (steps) to be taken, including continuing, new and revised programs, or established and revised policies or practices, that will support the attainment of the objectives you have specified. Identify if these are “new”, “continuations,” or “modifications,” or for short term (this fiscal year) or long term implementation.

Keep in mind that all of the programs for which you are requesting PA511 funding should be identified as strategies. Additionally, policies and practices you propose (such as targeting specific populations or characteristics) are also strategies. Strategies may apply to more than one objective and should be repeated under each objective as appropriate.

For Example, the objective of “Reduce PV rate from 32% to 25%” may have the following strategies:

- 1. Initiate structured sentencing with jail followed by RS followed by community Cognitive Behavioral Treatment program that targets probation violators. (New, FY 2014)
- 2. Target PVs as priorities for Residential Services. (Continuation)

The same strategies (with modifications) would be appropriate for the objective of reducing the PCR of Straddle Cell offenders. Further OMNI data analysis may support an additional strategy of:

- 3. Target CJRP eligible straddle cells, especially those from Group 2 without MDOC status, for local sanctions including _____.

B: Felony Disposition Analysis

(NOTE: Regional CCABs should complete analysis for each county. Carriage returns are permitted in this section.)

Strategic Issue: Felony Dispositions

Public Act 511 of 1988 stipulates that counties shall develop a community corrections comprehensive plan and provide an explanation of how the county or counties’ prison commitment rate will be reduced by diverting non-violent offenders, and promote recidivism reduction while public safety is maintained. The Act is intended to encourage the participation in community corrections programs of offenders who would likely be sentenced to imprisonment in a state correctional facility or jail, who would not increase the risk to public safety, have not demonstrated a pattern of violent behavior, and do not have a criminal record that indicates a pattern of violent offenses.

Goal: Reduce demand for prison resources and related budgetary requirements.

Priority: Reduce prison commitment of offenders who can be safely and effectively sanctioned and treated in the community by following the principles of effective intervention (i.e., risk, need, responsivity).

Your analysis forms the basis for your objectives and strategies. A weak connection between data analysis, objectives and proposed programming (strategies) may result in denial or conditional approval of your plan.

B-1: Using OMNI Felony Disposition data supplied by OCC for FY 2013 and FY 2014:

- 1. Are felony dispositions increasing, decreasing, or stable? Decreasing
- 2. Describe changes within SGL categories. Report rates with detailed explanation: **Between FY 2013 and FY 2014 prison commitment rates have decreased by approximately 23% (125 dispositions). In FY 2014 there**

were a total of 411 dispositions recorded in OMNI for the six-county region. In FY 2013 there were 536 total dispositions. Region's current prison commitment rate is at 16.5% (68) which is a decrease from FY2013's PCR of 18.4% (99). The State's average prison commitment rate was 21% (10,840). We believe that the programs we are offering do have a potential to positively impact reductions on the current prison commitment rates. In the past fiscal year, over 313 (75% of all dispositions) of the overall 411 felony dispositions have been dealt with on the local level (jail, jail with probation or other). Keeping in mind the limited resources in the rural and smaller communities in our regional programming, diversion programs have allowed the Department of Corrections the privilege of utilizing local jail space and resources while "COMMUNITY" corrections program has moved lower level misdemeanants out of the local jail system and into alternative sentencing programs.

3. Can you attribute any changes to strategies/programs in your comprehensive plan? Programs are being utilized by vested stakeholders appropriately based on current standards and practices by the Office of Community Alternatives and the West-Central U.P. Regional Community Corrections Advisory Board. The opening of available bed space to diverted felons has continued because of a direct result of targeting and focusing on moving lower level offenders out of our already over utilized local facilities to allow for longer and increased felony stays.
4. Describe any changes in criminal justice system stakeholders that may have contributed to changes in rates: Continued close working relationships with local Judiciary and FOA have continued to increase enrollment in alternative programming. Coordinators and Managers are involved with FOA whenever we can be of assistance to provide alternatives for appropriate clientele.
5. Describe any changes in felony populations that warrant a change in your plan: Currently, no changes are expected, but we have a fluid application and support of our CCAB, and changes can be handled as necessary without difficulty.
6. Provide additional analysis you feel necessary to explain your prison commitment rates:

B-2: Felony Analysis Key Objectives and Strategies

NOTE:

- Five objectives are not required; objectives should be measurable and provide sufficient detail so progress can be monitored.
- Each objective should be followed by at least one strategy (step, action, policy, and program) that will help you achieve your objective.
- Your objectives and strategies should be supported by the analysis above. If you did not provide analysis for a PV or Group 2 population, you wouldn't develop an objective related to that population.
- Keep in mind that all programs for which you are requesting funding are considered *strategies*. Be sure to clearly identify them as strategies.

1. Objective #1 is intended to impact the overall prison commitment rate – please state the Objective: **Maintain overall PCR at or below the State's current levels (FY2014 lists that at 21%) by the continued use of programming that offers earned release credits for participants in county jails to reduce average length of stay on both felons and misdemeanants, thereby creating more available space to house those non-violent offenders that would otherwise be prison bound.**

Programs in support of Objective #1 (number and separate strategies by using carriage return [enter]):

Community Service Work
 Work Crew - Community
 Work Crew - Inmate
 Electronic Monitoring
 PRS

2. Objective #2 is intended to impact the Group 2 Straddle Cell rate – please state the Objective: **Reduce PCR of group 2 offenders to at or below the State's current level (12% or less) by working with Probation/Parole**

Supervisors to monitor overall Group 2 sentencing practices and offering appropriate diversion programs before sentencing. Specifically, targeting Delta and Dickinson counties as they have the largest population of prison bound straddle cell offenders.

Programs in support of Objective #2:

Community Service Work
 Work Crew-Community
 Work Crew- Inmate
 Electronic Monitoring
 PRS

B-3: Assessment

- Use OMNI data to track changes in prison commitment rates that were identified as objectives.
- Monitor and report on changes in local circumstances or offender populations/characteristics that prevent attainment of your objectives.
- Use CCIS data to determine the utilization of your programs by your targeted populations.

What steps will you take if you find that you are not meeting your objectives or your strategies are not being implemented as planned? **CCAB and Manager will work closely with OCC to maintain accurate and viable records to ensure compliance with goals and objectives. Manager will work with FOA staff to ensure communication regarding ONMI disposition reports, as they are available for review.**

C: Jail Data Analysis:

- Using JPIS or local snapshot data, please provide information pertaining to the number of offenders on record as well as the ADP % of housed inmates for each of the categories below.

(NOTE: Regional CCABs should complete analysis for each county.)

Current Jail Utilization

County	Delta	Dickinson	Gogebic	Iron	Menominee	Ontonagon
--------	-------	-----------	---------	------	-----------	-----------

General Information

RDC	85	71	32	50	51	19
Utilization as % of RDC		75.75	28.4	49.26	39	UNK
Number of off-line beds			0			UNK

Felon Population

Sentenced Felons		13.81	12	24.63	10.97	UNK
Sentenced Prior to Admission		4.97	2		4.78	UNK
Sentenced After Admission		8.84	10		6.19	UNK
Unsentenced Felons		4.64	9		2.4	UNK

Misdemeanant Population

Sentenced Misdemeanants		26.5	3	0	3.0	UNK
-------------------------	--	------	---	---	-----	-----

Sentenced Prior to Admission		13.24	1		2.45	UNK
Sentenced After Admission		13.35	2		.55	UNK
Unsentenced Misdemeanants		6.16	5	0	.5	UNK
1. Does your county have a written county jail population management plan per PA 139 of 2007? No						
2. In FY 2014, did your sheriff initiate a reduction in population because the jail exceeded 95% of RDC for 5 consecutive days per Public Act 140 of 2007? Yes. If YES, explain how this was carried out: Delta: Yes; Followed procedures under the Emergency Overcrowding Act; Dickinson: No; Menominee: No; Gogebic: No; Iron: No; Ontonagon: No.						
3. In FY 2014 how many times did the county declare an official (in writing) jail overcrowding state of emergency (over 100% of RDC for 7 consecutive days) per Public Act 140 of 2007? Delta: 1; Dickinson: 0; Gogebic: 0; Menominee: 0; Iron: 0; Ontonagon: 0						
4. Does your jail submit JPIS data? No If not, please provide a rationale for not submitting JPIS data: Delta, Gogebic and Ontonagon do not submit JPIS data because the software is not compatible with the State's staffing and/or program. Dickinson, Iron and Menominee do.						
5. What vendor or jail management software is used to report jail utilization? Delta: JAMIN; Dickinson: LEMS; Gogebic: Crimestar -- In 2015 SRMS through the Michigan State Police; Iron: ID Networks; Menominee: ID Networks; Ontonagon: EJustice						

C-1: Using JPIS data (or local data as available) provide an analysis of local jail utilization including the average daily populations/lengths of stay of jail populations including felon and misdemeanor utilization, sentenced and unsentenced populations, partially sentenced populations, boarders, and offense categories. (Regionals: use carriage return [Enter] to separate information by jail)
1. This application uses JPIS Data
2. Are bookings up, down, or stable? Up
3. Describe changes in ADP or AvLOS for the population groups reported above: Delta: Uses Local Data; Bookings are up; Dickinson: uses JPIS Data; bookings are stable; Gogebic: Uses local data; bookings are stable; No significant changes in ADP or AvLOS; Iron: JPIS data; bookings are stable; Menominee: uses JPIS data, bookings are stable; Ontonagon: uses local data; bookings are stable; Changes are occurring in slight increments in the amount of felons and parole violators that are being house locally. With the trends and policies at the DOC level for FOA, we expect that those categories will continue to increase.
4. Provide additional information to explain your jail utilization here including changes in stakeholders, law enforcement priorities, bed closures, etc.:

C-2: Describe policies and practices that influence jail population:
1. Does the jail have a "bed allocation plan"? No
2. Does the county have a "jail task force" in place to address jail utilization issues? No
3. How are sheriff's good time and trustee credits awarded / forfeited? Delta: No bed allocation plan; No jail task force, but does have a County Commissioner Liason; Delta County Sheriff's Good Time Credit: 1 for 6; Dickinson: No bed allocation plan; No jail task force; Sheriff's Good Time Credit: 1 day for each month worked; Gogebic: No bed allocation plan; no jail task force; Sheriff's Good Time Credit: 1 for 6; Iron: No bed allocation plan; no jail task force; Sheriff's Good Time Credit: 1 for 6; Menominee: No bed allocation plan; no jail task force; Sheriff's Good Time: 1 for 6; Ontonagon: No allocation plan; no jail task force; Good time

credits are calculated using sentenced time divided by 6. Ontonagon county has no trustees.	
4. Is the jail "closed" to certain types of offenses/offenders/warrants?	No
5. Does the jail accept boarders from other counties? Yes/If YES, what is the daily rate charged for a boarder?	Delta :Yes - Hannahville Indian Community; \$35 per day; Dickinson: No; Gogebic: Yes; for Lac View Desert Tribal police - 1 bed only; Iron: Menominee: Yes - from Hannahville Indian Community - \$20 per day; Ontonagon:
6. Does the jail have a county-imposed cap on local bed utilization to provide space for boarding? No If YES, report number of boarders and the % of the RDC for all boarders.	
7. Does the jail accept Parole Violators on MDOC detainers? Yes	
8. Does the jail accept MDOC or Federal boarders under contract? Yes If YES, what is the daily rate charged for MDOC and/or Federal boarders?	Delta:\$40 MDOC: \$42; Dickinson: No; Gogebic: Yes - MDOC= \$100; Iron: Menominee: 40; Ontonagon: N/A
9. What was the revenue from boarders for CY 2014?	Delta: \$32,889; Dickinson:NONE; Gogebic: 10,950 from Lac View Desert Tribal Court/Police; Iron: Menominee: Ontonagon
10. What was the revenue from County Jail Reimbursement in CY 2014?	Delta: \$41,585; Dickinson: NONE; Gogebic: \$; Menominee: \$1925; Iron: ; Ontonagon: NONE
11. Does the jail operate a work release program (offenders leave the jail to work and then return to the jail)? Yes If YES, how many beds (number and % of RDC) are work release beds?	Delta: No allocated amounts; Dickinson: No set amount of beds; Gogebic: As needed; Iron: as needed; Menominee: No allocated amounts; Ontonagon: No allocated amounts.
How much are offenders charged to be on work release?	Delta: \$20/day; Dickinson: \$15/per day; Gogebic:\$25/per day; Iron: Menominee: Ontonagon.
12. Does the jail accept weekend sentences? Yes If YES, approximately how many weekenders book in each weekend?	Delta: 1-3; Dickinson: 0-2; Gogebic: Yes - with opposition; Iron: Menominee: Ontonagon
13. Provide additional analysis you feel is necessary to explain your jail utilization:	

D: Recidivism Analysis

The 2014 updated 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. Male Probation Violators with a new felony conviction resulting in a prison sentence
- ii. Female Probation Violators with a new felony conviction resulting in a prison sentence
- iii. Male Technical Probation Violators resulting in a prison sentence
- iv. Female Technical Probation Violators resulting in a prison sentence

Please use the following table to report the number of Probation Violators that resulted in a prison disposition for each listed category. See the table for an example of how this should look – You may delete the sample data to insert your local data.

Regional CCABs should list the Probation Violation Data for each County separately and provide a total, regional rate at the end of each row.

****PLEASE NOTE** If you do not have a tracking process for probation violations you may use OMNI Disposition Report #3 for Probation Violation New Sentence data.**

D-1: Using OMNI Felony Disposition data supplied by OCC for FY 2014:

2014 Recidivism Rates

County Name	Delta	Dickinson	Gogebic	Iron	Menominee	Ontonagon	Totals for Region:
Probation Violation - New Sentence to Prison							
Male							
Female							
Combined	2	4	0	0	1	0	7
Probation Violation – Technical to Prison							
Male							
Female							
Combined	UNK	UNK	UNK	UNK	UNK	UNK	UNK
D-2: Using OMNI Felony Disposition data supplied by OCC for FY 2013 and FY 2014:							
1. Are Probation Violations increasing, decreasing, or stable? Decreasing							
2. Describe changes within the Probation Violation data from FY 2013 to FY 2014. Report rates with detailed explanation:							
3. Can you attribute any changes to strategies/programs in your comprehensive plan?							
4. Describe any changes in criminal justice system stakeholders that may have contributed to changes in rates:							
5. Describe any changes in Probation Violation data that warrant a change in your plan:							
6. Provide additional analysis you feel necessary to explain your recidivism rates:							

B-2: Recidivism Key Objectives and Strategies
NOTE:
<ul style="list-style-type: none"> Five objectives are not required; objectives should be measurable and provide sufficient detail so progress can be monitored. Each objective should be followed by at least one strategy (step, action, policy, and program) that will help you achieve your objective. Your objectives and strategies should be supported by the analysis above. Keep in mind that all programs for which you are requesting funding are considered <i>strategies</i>. Be sure to clearly identify them as strategies.
1. Objective #1 is intended to impact recidivism by targeting: Probation Violators with a new sentence State the Objective: Provide programming to impact risk of recidivism in PV with new sentences
Programs in support of Objective #1:
Thinking Matters
PRS
2. Objective #2 is intended to impact recidivism by targeting: Probation Violators with a new sentence State the Objective: Facilitate RS placements for pretrial individuals facing new charges with Substance Abuse issues
Programs in support of Objective #2:
Pre-trial Assessment
Thinking Matters
PRS
3. Objective #3 is intended to impact recidivism by targeting: Choose an item. State the Objective:

Programs in support of Objective #3:		
4. Objective #4 is intended to impact recidivism by targeting:	Choose an item.	State the Objective:
Programs in support of Objective #4:		
5. Objective #5 is intended to impact recidivism by targeting:	Choose an item.	State the Objective:
Programs in support of Objective #5 :		
6. Objective #6 is intended to impact recidivism by targeting:	Choose an item.	State the Objective:
Programs in support of Objective #6:		

E: COMPAS Criminogenic Needs Profile

Please list the top 3 needs scales as identified within the COMPAS Criminogenic Needs and Risk Profile provided by OCC. Additionally, present both the local and OCC strategies that will impact the identified needs scales:

The top three needs listed for the eight (8) profiles for the entire region are as follows:

- Substance Abuse (74 %)
- Vocational/Education (50%)
- Risk of Recidivism (62%)

It seems a bit ridiculous to develop strategies based on 8 evaluations. This CCAB reserves the right to develop programming if/and unless more accurate and aggregate data is collected.

F: Other Local Strategies

Present any local priorities such as development of criminal justice coordinating councils, Specialty Courts, public education, etc., which have not been identified in the above sections, but have an impact on the performance indicators:



Program Description

Group/Class Delivered Programming

CCAB: WCUP	FY: 2016	<i>For OCC Use Only:</i>
Local Program Name: Thinking Matters		Approved CCIS Code:
Service Provider: WCUP/Valentine Consulting		Approved Projected Enrollment:
CCIS Service Type: C01 - Cognitive Programming		Budget Recommendation:
Projected Enrollment: 95		Conditions:
Projected Length of Stay: 90		Coordinator:
Does this program also use DDJR funding? <i>NO</i> If YES, how many OUIL 3rds are projected?		
Program Location (select all that apply):	Jail: <input type="checkbox"/>	Residential: <input type="checkbox"/> Community: <input checked="" type="checkbox"/>
Program Status (new, modification, continuation): <i>Continuation</i>		
If a modification, describe here:		
List projected enrollment by member county: Delta: 40; Dickinson: 55		

GROUP/CLASS DELIVERED PROGRAMMING –

- This form is for program activities delivered primarily through a group or class-type structure.
- When developing eligibility criteria think about what behavior or characteristic in addition to addressing PCRs or jail utilization that the program is intended to address.
- Use of individual sessions should be described when asked for.
- New CCIS codes have been established to identify the specialized nature of some programs and their populations.
- Cognitive, Substance Abuse Treatment, Sex Offender Treatment, Employment, Life Skills, and Domestic Violence programs are all programs that would use this form.
- G18 – Substance Abuse Outpatient: Counties should exhaust all other funding resources (i.e. Medicaid) before utilizing P.A. 511 funding.
- G00 is an option for “other” group-type programming not specifically identified here (discuss with your coordinator first).
- In the future cognitive programs may have separate CCIS codes based on a beginning, intermediate or intensive program design.
- It will be recommended that CCABs receive a memorandum of understanding from local school districts, substance abuse coordinating councils, community mental health agencies, etc., clarifying what services are or are not available for your targeted populations under their existing funding and why/why not PA511 funds are required for these services.

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

1.	Copy the objective(s) from your felony and/or jail analysis (Part I) that this program is designed to address:
a.	Recidivism Objective Which state(s): Provide programming to impact risk of recidivism in PV with new sentences
b.	Overall PCR Objective Which state(s): Maintain overall PCR at or below the State's current levels (FY2014 lists that at 21%) by the continued use of programming that offers earned release credits for participants in county jails to reduce average length of stay on both felons and misdemeanants, thereby creating more available space to house those non-violent offenders that would otherwise be prison bound.
c.	Group 2 Straddle Cell Objective Which state(s): Reduce PCR of group 2 offenders to



Program Description

Group/Class Delivered Programming

at or below the State's current level (12% or less) by working with Probation/Parole Supervisors to monitor overall Group 2 sentencing practices and offering appropriate diversion programs before sentencing. Specifically, targeting Delta and Dickinson counties as they have the largest population of prison bound straddle cell offenders.

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

Sentenced felons or misdemeanant;

3. Describe the program:

- a. Based on what your program is intended to address within your targeted population, what are your eligibility (including exclusionary) criteria? Include requirements for assessments and assessment results. **Approved target populations for sentenced offenders in the cognitive learning programs would include the following characteristics:**
- b.
- c. ***Recidivism score of 3 or higher on COMPAS/Northpointe Assessment from probation office**
- d. ***Has cognitive education needs**
- e. ***Misdemeanants must have 3 or more prior misdemeanor convictions OR 1 felony conviction**
- f. Assessment (not screening) is the foundation of evidence-based practices. Referrals to treatment programs should be based upon assessed needs. Please describe your assessment practices below: **Not a treatment program.**
 - i. Is a risk and/or need assessment (includes substance abuse or mental health assessment) required **prior to referral** or admission to this program? **YES, Prior to Admission**
 - ii. If an assessment is used, identify the tool: **COMPAS**
 - iii. Who completes the assessment? **WCUP CCAB Staff**
 - iv. Does the substance abuse assessment result in a recommended level of treatment per American Society of Addition Medicine (ASAM) criteria? **NA**
 - v. Is there a process to ensure that offenders receive the recommended level of treatment per the assessment? **NA**
- g. Are recommendations for the program made in the PSI or PV sentence recommendation? **YES** Are required assessments completed prior to the recommendation? **YES**
- h. How else are offenders identified and/or referred to the program?
- i. Identify who is responsible for confirming eligibility and describe the process. **Coordinators/manager**
- j. Describe your process for addressing referrals not meeting program target/eligibility. **Appropriate referring agencies will be notified in writing.**
- k. How is CCIS data gathered/entered? **CCIS data is gathered at intake and entered in by manager/coordinator.**
- l. Describe the program design (programs using this description form should be delivered primarily through a group or class structure):



Program Description

Group/Class Delivered Programming

i.	Name of curriculum (if applicable and please spell out abbreviations). Thinking Matters
ii.	Is the group open or closed? Open
iii.	What is the minimum/maximum number of participants per group, as identified in the curriculum? 8-12
iv.	What is anticipated number of groups that will be conducted during the fiscal year? ongoing
v.	How many sessions will be completed per group? 8-12
vi.	What is the length of each group session? 1.5-2 hours based on participation
vii.	Identify what skills are taught in this program: Thinking Matters uses a set of ideas to teach offenders to discover their own personal logic that leads to breaking rules and laws. Because this logic is pervasive, offenders begin to understand their own thinking by helping others in a group setting.
viii.	Identify if/how participants transition between various phases or treatment locations (jail/residential/community) as applicable to your program: The program will currently only be run in the community.
ix.	Are individual sessions part of the program? NO
x.	If individual sessions are part of the program and billed separately, how many individual sessions are anticipated per participant? N/A
xi.	On what basis would individual sessions be used? N/A
m.	Identify the training or credentials held by your service provider qualifying him/her to provide this service: Certified training by OCA for Thinking Matters – Abe French and Linsey LaMontagne
n.	How are delivered services and offender progress and participation documented by the service provider? Delta: Contract will be billed on a monthly basis/Dickinson County: services will be provided by UPCAP Community Corrections Coordinator as a part of her job performance.
o.	How is offender progress/participation reported to the probation officer or referral source? Include frequency of reporting positive and negative progress and types of reports provided such as intake, monthly, termination, etc. Update forms will be forwarded to probation on a monthly basis.
p.	Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program:
4.	A program must meet at least one of the following objectives and there should be consistency between the objectives and strategies identified in Part I of your application, your targeting and eligibility noted above and your response here.
a.	Will this this program reduce prison commitments? YES
i.	If YES, by targeting which Key Performance Indicator? Overall PCR
ii.	Clearly describe how this program will impact the PCR: continued use of programming that offers earned release credits for participants in county jails to reduce average length of stay on both felons and misdemeanants, thereby creating more available space to house those non-violent offenders that would otherwise be prison bound.
b.	Is this program intended to impact recidivism? YES
i.	If YES, by targeting which Key Performance Indicator? Probation Violators with



Program Description

Group/Class Delivered Programming

a new sentence

- ii. Clearly describe how recidivism will be impacted: By providing individuals with the life skills they need to be aware of decision making opportunities, and by giving them the tools they need to succeed in other programming (i.e. substance abuse programs), this program seeks to reduce recidivism by eliminating the behavior that produces anti-social behavior and criminal thinking.

5. PERFORMANCE MEASUREMENT: At Midyear and Year end you are required to report on the status of the following Key Performance Indicators, at a minimum:

- a. OCC recommends that 75% of PA511 funded program enrollees are from this program's primary target population. This discourages net-widening and focuses on populations in support of your objective(s).
- b. Track the changes in PCRs, ADP and/or LOS based upon your program objectives per Part I. This will reflect status toward achievement of your objective(s).
- c. Track jail bed days saved if applicable to your program design.
- d. Track successful and unsuccessful terminations from the program.
- e. Track the successful /unsuccessful discharge from probation for program completions/failures.

6. Develop additional performance indicators based on your program design such as newly acquired or improved skills, tests passed, pre/post test results, etc., as you deem appropriate. Contact your grant coordinator for assistance if necessary.



Revised 09/13

Program Description

Residential Services

CCAB: WCUP **FY: 2016**

In order for OCC to balance Residential Service contracts amongst all vendors we need a general idea of how many beds you anticipate using and at which program. You will still be able to access any program where there is a funded bed available but your *thoughtful* request for beds helps us plan:

Vendor	Great Lakes Recovery Center	Phoenix House			
Projected ADP	1.025	.455			

Vendor					
Projected ADP					

Check with your coordinator to determine how much DDJR funding your County still has available.

How many DDJR funded residential beds do you have: 0

If you use DDJR funds for residential beds, identify where you are using those beds. Be careful to not exceed your total DDJR set-aside including any 5-day housing or CPS-type programming.
 DDJR eligibility is:

- Convicted of OUIL 3rd
- Intermediate sanction cell, or, Straddle cell with a PRV of less than 35

Vendor					
Projected ADP					

Vendor					
Projected ADP					

Describe your Residential Services referral process:

Are offenders assessed for type of residential placement (substance abuse treatment v. half-way house) prior to order/referral to the program? Explain: **Risk/Needs assessments are required as part of participation by State rules**

Are referrals to residential processed by the local manager/staff or do probation officers make direct referrals to the program? Explain: **Local manager accepts referrals from PO and then contact is made by manager to locate appropriate facility and secure bed.**

Is residential enrollment captured in Case Manager? **Yes**

Describe any use of CPS funds in your plan to support non-core services at residential programs. Clearly describe at which RS vendor and type of non-core service: **None**

How is non-core service enrollment captured in Case Manager? **N/A**

Do you count bed days saved for participation in residential programs? **YES**



Revised 09/13

Program Description

Residential Services

If YES, clearly describe how jail credit is awarded and documented for residential participation. **Per order as stated by Judge at time of sentencing. Copies are kept in all files.**



Program Description

Program Summary Sheet

CCAB: WCUP

FY: 2016

Select the program code and complete with the local program name. Clearly describe any acronyms.
(You do not need to list Residential Services)

Program 1: A19 - Community Service – Individual Placement

Program 2: A25 - Work Crew - Inmate

Program 3: A26 - Work Crew - Community

Program 4: D08 - Electronic Monitoring - Tether

Program 5: C01 - Cognitive – Thinking Matters

Program 6: F22 - Pretrial Assessment

Program 7: Choose an item.

Program 8: Choose an item.

Program 9: Choose an item.

Program 10: Choose an item.

Program 11: Choose an item.

Program 12: Choose an item.

Program 13: Choose an item.

Program 14: Choose an item.

Program 15: Choose an item.

Program 16: Choose an item.

Program 17: Choose an item.

Program 18: Choose an item.

Program 19: Choose an item.

Program 20: Choose an item.



Program Description Administration

FY: 2016
CCAB: WCUP

Administration –

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 allocable share of fringe benefits, costs, operation and maintenance expenses, and if applicable, depreciation and interest costs.

NOTE: A **SUPPLY** has a life expectancy of less than a year (paper, toner, folders, urine testing supplies, etc.) while **EQUIPMENT** has a life expectancy of more than a year (fax machine, PBT, leaf blower).

1. Identify administrative staff and the duties and responsibilities of those staff:	
a.	Name and title of CCAB manager: Becky McIntyre
b.	Name(s) and title(s) of clerical and/or administrative support staff: Marilyn Noble
c.	Is there a request for funding of administrative or support personnel such as IT, human resources, etc.? NO
d.	How frequently are CCAB meetings held? Two to three times a year, as necessary depending on State changes and issues
e.	Describe what is done to prepare/prepare board members for CCAB meetings and who (manager, clerical, etc.) does what: Meeting packets are mailed to all Board members, containing, minutes, reports and agenda. Meeting location is set and arraigned, meetings are posted in accordance with the Open Meetings Act.
f.	Do your CCAB meeting agenda include the following items (please remember to forward agenda and meeting minutes to our office):
i.	Review of prison commitment rates/recent sentencing trends: No
ii.	Jail utilization/state of crowding: Yes
iii.	Program utilization in general and by targeted populations: Yes
iv.	Status of contractual conditions (if applicable): Yes
v.	Status of contractual objectives: Yes
vi.	Correspondence from Lansing Office of Community Alternatives: Yes
vii.	Expenditures and reimbursements to date: Yes
viii.	What other items are typically on your meeting agenda? Programming issues/new information regarding initiatives in Community Corrections/cooperative partnerships
g.	Describe how expenditure reports are processed and forwarded to OCC in Lansing: Expenditure reports are prepared by UPCAP's CFO, forwarded to Manager for review, then sent to OCC.
h.	How often does the manager meet with, visit, and evaluate contracted programs? Monthly Explain: Emails and attendance and completion information is shared on a



Program Description Administration

monthly basis between Manager and Cog Behavioral partner
i. Answer the following two questions only if PA511 funds support the CCAB manager's salary:
i. How many staff does the manager directly supervise? 7
ii. How much time is spent training, evaluating or disciplining staff? 25-30%
j. How often does the manager meet with probation supervisors/officers? Weekly Explain: Manager checks in with probation and supervisor on a weekly basis, sometimes more frequently, depending on caseload and client issues.
k. How often does the manager meet with the prosecutor? As needed Explain: Manager meets with proecutor on a case-by-case basis, as needed.
l. How often does the manager meet with judges? District Court - Weekly; Circuit - As needed. Explain: Coordinator meets with Judge prior to sentencing/show cause hearings and issues that may arise with felony probation violations
m. How often does the manager meet with the sheriff/jail staff? Weekly Explain: Manager communicates weekly to discuss referrals, inmate issues and client enrollments.
n. How often does the manager meet with financial support staff? As needed Explain: Manager meets with the Accounting staff on an as needed basis to ensure appropriate reporting.
o. How often are CCIS data reports run and reviewed for accuracy? Monthly Explain: Administrative assistant and coordinator run CCIS data review prior to the 10th of the month, Manager reviews on the 10th.
p. How much time is spent reviewing OMNI and jail data? Unk Explain: OMNI data is reviewed whenever it is recieved from OCC, which is not consistently distributed or compiled.
q. How much time is estimated to be spent developing the plan and application? 4-6 weeks Describe when and how the plan is developed: Plan is developed by Manager based on current statistics and county needs. Managaer presents recommendations for programming to CCAB.
r. Describe the involvement of other stakeholders or subcommittees in data analysis or plan/program development. CCAB are advised of current data analysis and potential for new initiatives, as needed.
s. How are utilization and expenditures monitored? Quarterly with Program Utilizaiton data
t. What actions are taken when programs are under- or over-utilized? Under – adjustments are made in programming referrals and budget issues/Over – we make do with what we have.
u. Who develops the subcontracts for CPS funded services? N/A
v. Who calculates jail bed days saved and how much time is devoted to that task? All staff – done during data entry into COMPAS; part of daily duties
w. What specific tasks are assigned to clerical support and what is the frequency and amount of time dedicated to those tasks? Board meeting packets – bi monthly; correspondence to OCC as needed; filing of montly reports and management of same. 25-30% of time, depending on issues at hand. Phone answering/copying/filing and office maintenance; data entry and COMPAS oversight 75-80%



Program Description Administration

If there is no clerical support, describe clerical tasks/frequency and time demands if performed by the manager:

- x. Does the county have procurement or purchasing policies for contractual services, supplies, and/or equipment? Not a county entity Describe: UPCAP has a purchase policy and accounting manual.
- y. Please describe the county's policies on travel expense reimbursement (mileage, meal allowance, etc.): Mileage and meal allowance are set at the IRS reimburseable rates
- z. Does your county have the facilities to host training (such as for cognitive programs or application training)? YES How many can your facilities comfortably accommodate? 30
- aa. Does your county have a computer lab available for computer-based training? NO How many can your computer lab comfortably accommodate? Would you be interested in hosting training? Choose an item.



Program Description

Supervision Services

CCAB: WCUP		FY: 2016	<i>For OCC Use Only:</i>	
Local Program Name: Electronic Monitoring			Approved CCIS Code	
Service Provider: WCUP CCAB			Approved Projected Enrollment:	
CCIS Service Type: D08 - Electronic Monitoring			Budget Recommendation:	
Projected Enrollment: 75			Conditions:	
Projected Length of Stay: 90			Coordinator:	
Does this program also use DDJR funding? <i>NO</i> If YES, how many OUIL 3rds are projected?				
Program Location (select all that apply):		Jail: <input type="checkbox"/>	Residential: <input type="checkbox"/>	Community: <input checked="" type="checkbox"/>
Program Status (new, modification, continuation): Continuation				
If a modification, describe here:				
List projected enrollment by member county: Delta: 25; Dickinson: 50				

SUPERVISION SERVICES –

- Supervision programs include Day Reporting, Electronic Monitoring, Intensive Supervision and Pretrial Supervision.
- It may be proposed that *Day Reporting* be eliminated as a program type since service typically delivered under DR could be funded under Case Management or Intensive Supervision.
- PA511 funds can not be used to provide Electronic Monitoring Services for MDOC probationers unless it is for pretrial supervision of a probationer with a new charge (call your grant coordinator for exceptions).
- When developing eligibility criteria, think about what behavior or characteristic in addition to addressing PCRs or recidivism that the program is intended to address.
- Supervision programs are not intended to simply provide access to substance abuse testing absent other supervision activities.
- Costs associated with Substance Abuse Testing may be incurred as “supply” costs in this program’s budget if testing is part of the program design.
- OCC requires that an objective pretrial assessment be used before defendants are referred for pretrial supervision.

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

1.	Copy the objective(s) from your felony and/or jail analysis (Part I) that this program is designed to address:
a.	Overall PCR Objective Which state(s): Maintain overall PCR at or below the State's current levels (FY2014 lists that at 21%) by the continued use of programming that offers earned release credits for participants in county jails to reduce average length of stay on both felons and misdemeanants, thereby creating more available space to house those non-violent offenders that would otherwise be prison bound.
b.	Group 2 Straddle Cell Objective Which state(s): Reduce PCR of group 2 offenders to at or below the State's current level (12% or less) by working with Probation/Parole Supervisors to monitor overall Group 2 sentencing practices and offering appropriate diversion programs before sentencing. Specifically, targeting Delta and Dickinson counties as they have the largest population of prison bound straddle cell offenders.
c.	Recidivism Objective Which state(s):



Program Description

Supervision Services

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

Offender sentenced on a non-assaultive misdemeanor charge
 If Pre-Trial, offense must be non-assaultive
 Offender has a reasonable balance of incarceration time to allow for processing and participation (generally 15 days or more)
 Offender expresses a willingness to follow the rules of the program
 Offender lives in a county represented by the CCAB
 Offender has not been convicted of a CSC
 Offender has not failed to complete a community corrections program within the past three months
 If living with family, no history of spousal or family abuse is known
 Offender has the capability of paying for the tether use (unless specifically waived by Community Corrections Manager)
 Offender has appropriate telephone and/or electric capability to maintain equipment
 Offender's answering machine/voice mail must be disconnected (if applicable)

3. Describe the program:

a.	Is an assessment or screen required to determine eligibility? N/A
b.	If an assessment is used then provide the name of the assessment tool: N/A
c.	Based on what your program is intended to address within your targeted population, what are your eligibility (including exclusionary) criteria? Be sure to include assessment scores if applicable. Client must demonstrate a willingness to participate in the program and follow all rules and regulations.
d.	Are recommendations for the program made in the PSI or PV sentence recommendation? NO
e.	How else are offenders identified and/or referred to the program? N/A
f.	Identify who is responsible for confirming eligibility and describe the process? CCAB manager/Coordinator
g.	Describe your process for addressing referrals not meeting program target/eligibility. Memo is sent to referring agency stating why client was refused. Copy sent to the presiding judge
h.	How is CCIS data gathered/entered? Court ordered data entered by CCAB staff.
i.	Are offenders supervised through (select all that apply): Office Visits: <input type="checkbox"/> EMS: <input checked="" type="checkbox"/> TX Reporting: <input type="checkbox"/> TX System (e.g. OffenderLink): <input type="checkbox"/> Field Contacts: <input type="checkbox"/> Other (describe):
j.	If using electronic monitoring or other technology (including phone systems) answer and clearly explain the following (use NA if not applicable to your program). NOTE: The MDOC charges \$6.50 per day for radio frequency or Sobrietor units with monitoring, or, \$7.75 per day for both.
i.	What kind of equipment/system: MEMS; Soberlink
ii.	Vendor for equipment/service: House Arrest
iii.	Cost assessed by the vendor per unit/offender/day (clearly describe): \$5.25/6.50/12.00
iv.	Who does the equipment installation/retrieval? CCAB staff



Program Description

Supervision Services

<p>v. Who sets up schedules and/or monitors compliance? CCAB Staff</p>
<p>k. What is the frequency of reporting/contact with the offender? When utilizing the MEMS units for alcohol monitoring, contact is made visual multiple times daily; reports are submitted to the office on a daily basis; problems/violations are reported to coordinator/manager immediately and trouble shooting is done by local community corrections staff.</p>
<p>l. How is frequency of reporting/contact determined? Standard reporting requirements are generated by providers (House Arrest). CCAB may request changes to reporting, adding or decreasing monitoring requirements after discussions are had with both Judges and Probation officers.</p>
<p>m. What happens during a typical "report" and how long is it estimated to take? Alcohol monitoring takes approx. 30 seconds, pbt and picture are taken –EVERY TIME. Minimum amounts taken daily are four tests.</p>
<p>n. Does the program design include collateral contacts with family, employer, school, treatment provider, etc.? NO (explain why not)</p>
<p>o. Does the program assist offenders with securing identification and/or refer to additional social or supportive services? No If Yes, how?</p>
<p>p. Does the program monitor for new criminal activity? No If Yes, how?</p>
<p>q. This program Monitors drug/alcohol testing.</p>
<p>r. Explain involvement in 'p' above including the frequency/cost of testing if provided: N/A</p>
<p>s. How are delivered services and offender progress and participation documented by the service provider? Daily reports from provider are available on line and via daily emails to Manager/Coordinator</p>
<p>t. How is offender progress/participation reported to the probation officer or referral source? Include frequency of reporting positive and negative progress and types of reports provided such as intake, monthly, termination, etc. Only negative performance is reported to judiciary staff, on an as needed basis. A copy of reports is given in the event of a violation for an offender.</p>
<p>u. Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program:</p>
<p>4. A program must meet at least one of the following objectives and there should be consistency between the objectives and strategies identified in Part I of your application, your targeting and eligibility noted above and your response here.</p>
<p>a. Will this this program reduce prison commitments? YES</p>
<p>i. If YES, by targeting which Key Performance Indicator? Overall PCR</p>
<p>ii. Clearly describe how this program will impact the PCR: Removes pre-trial individuals and sentenced misdemeanants from jail, freeing up valuable space to house otherwise prison bound offenders</p>
<p>b. Is this program intended to impact recidivism? NO</p>
<p>i. If YES, by targeting which Key Performance Indicator? Choose an item.</p>
<p>ii. Clearly describe how recidivism will be impacted:</p>
<p>5. PERFORMANCE MEASUREMENT: At Midyear and Year end you are required to report on the status of the following Key Performance Indicators, at a minimum:</p>



Program Description

Supervision Services

- a. OCC recommends that 75% of PA511 funded program enrollees are from this program's primary target population. This discourages net-widening and focuses on populations in support of your objective(s).
 - b. Track the changes in PCRs, ADP and/or LOS based upon your program objectives per Part I. This will reflect status toward achievement of your objective(s).
 - c. Track jail bed days saved if applicable to your program design.
 - d. Track successful and unsuccessful terminations from the program.
 - e. Track the successful/unsuccessful discharge from probation for program completions/failures.
6. Develop additional performance indicators based on your program design such as securing of identification, completion of other monitored programs and conditions, etc., as you deem appropriate. Contact your grant coordinator for assistance if necessary.



Program Description

Assessment Services

CCAB: WCUP	FY: 2016	<i>For OCC Use Only:</i>
Local Program Name: PRS Pretrial Assessment		<i>Approved CCIS Code</i>
Service Provider: WCUP		<i>Approved Projected Enrollment:</i>
CCIS Service Type: F22 - Pretrial Assessment		<i>Budget Recommendation:</i>
Projected number of assessments (enrollment): 100		<i>Conditions:</i>
Does this program also use DDJR funding? <i>NO</i> If YES, how many OUIL 3rds are projected?		<i>Coordinator:</i>
Program Location (select all that apply):	Jail: <input checked="" type="checkbox"/>	Residential: <input type="checkbox"/>
		Community: <input checked="" type="checkbox"/>
Program Status (new, modification, continuation): <i>New Initiative</i>		
If a modification, describe here:		
List projected enrollment by member county: Delta: 35; Dickinson: 35; Menominee: 10; Gogebic: 10; Iron: 5; Ontonagon: 5		

ASSESSMENT SERVICES - Provides for thorough assessment of offender needs:

- COMPAS or other objective, commercial risk/need assessment
- Assessment for substance abuse, mental health, or pretrial services eligibility
- Assessments provided by different service providers will require separate program description forms
- Funding under assessment also includes the task of using results to develop treatment plans and/or recommendations for available services
- Assessment for entry into pretrial programming

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

1.	Copy the objective(s) from your felony and/or recidivism analysis (Part I) that this program is designed to address:
	<p>a. Overall PCR Objective Which state(s): Maintain overall PCR at or below the State's current levels (FY2014 lists that at 21%) by the continued use of programming that offers earned release credits for participants in county jails to reduce average length of stay on both felons and misdemeanants, thereby creating more available space to house those non-violent offenders that would otherwise be prison bound.</p> <p>b. Group 2 Straddle Cell Objective Which state(s): Reduce PCR of group 2 offenders to at or below the State's current level (12% or less) by working with Probation/Parole Supervisors to monitor overall Group 2 sentencing practices and offering appropriate diversion programs before sentencing. Specifically, targeting Delta and Dickinson counties as they have the largest population of prison bound straddle cell offenders.</p> <p>c. Recidivism Objective Which state(s): Provide programming to impact risk of recidivism in PV with new sentences and Facilitate RS placements for pretrial individuals facing new charges with Substance Abuse issues</p>
2.	Based on your objective(s), what is your target population?
	<p>Felony offenders scoring moderate to high in overall risk potential, when using a State approved actuarial, objective, validated risk and needs assessment instruments. Participants can be from either the pretrial or sentenced felony population so long as the risk assessment permits.</p> <p>o Convicted OUIL 3rd offenders, being in the intermediate sanction cell or straddle cell</p>



Program Description

Assessment Services

with a Prior Record Variable (PRV) of less than 35 will also be eligible for those counties who are awarded DDJR funds.

o Parole violators are eligible pursuant to policies and procedures which identify and prescribe local correctional interventions to be utilized as alternatives to a prison return. Eligibility is limited to Level III Parole Violators which require an Area Manager review as defined within the State's Parole Violation Response Guidelines.

3. Describe the program:	
a.	Describe eligibility criteria, including exclusionary criteria, for an assessment: Felony offenders scoring moderate to high in overall risk potential, when using a
b.	State approved actuarial, objective, validated risk and needs assessment
c.	instruments. Participants can be from either the pretrial or sentenced felony
d.	population so long as the risk assessment permits.
e.	o Convicted OUIL 3rd offenders, being in the intermediate sanction cell or straddle cell
f.	with a Prior Record Variable (PRV) of less than 35 will also be eligible for those
g.	counties who are awarded DDJR funds.
h.	o Parole violators are eligible pursuant to policies and procedures which identify and
i.	prescribe local correctional interventions to be utilized as alternatives to a prison
j.	return. Eligibility is limited to Level III Parole Violators which require an Area
k.	Manager review as defined within the State's Parole Violation Response Guidelines.
l.	What programs (PA511 and/or locally funded) require this assessment to determine eligibility? PRS
m.	What assessment instrument is proposed? COMPAS
n.	Is the assessment completed during the presentence investigation period (prior to sentencing)? NO
o.	How are offenders identified and/or referred for an assessment? Court requested, at time of arraignment or during bond hearing/motion
p.	Is this service contracted to a vendor or does local community corrections staff complete the assessment(s)? Community Corrections Staff
q.	Describe the training, certification process, or credentials of the person(s) doing the assessment(s) which qualify him/her to do them – include dates of training/certification and who conducted the training: None. According to OCC Staff, the assessment isn't that hard, and training of Community Corrections staff wasn't necessary.
r.	What is the cost of the instrument itself, per use? N/A
s.	How much time is anticipated to complete one assessment (not including subsequent development of a recommendation or plan)? 20-30 minutes
t.	Is the assessment completed through an interview with the offender or would the offender fill out a questionnaire for later scoring? One on one interview with client
u.	Is subsequent verification of information required prior to making a recommendation or determining eligibility? YES (explain) For RS referrals client must have a moderate to high risk score to be eligible
v.	Is the recommendation written? Not Applicable
w.	How much time is it estimated to take to put all information into a recommendation? 45minutes -1 hour per client Explain your response. 20-40 minutes to review COMPAS assesment with client, and ensure accurate responses; 15-20 minutes for



Program Description

Assessment Services

data entry into COMPAS program and case manager and report findings.

- x. Does a substance abuse assessment result in a recommended level of care per ASAM criteria? *Not Applicable*
- y. How is the information gained from the assessment used in sentencing recommendations? **N/A**
- z. How is completion of assessment documented by the service provider? **N/A**
- aa. How is information about the number of completed assessments entered into Case Manager and tracked for CCIS purposes? **N/A**
- bb. Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: **N/A**

4. PERFORMANCE MEASUREMENT: At Midyear and Year end you are required to report on the status of the following Key Performance Indicators, at a minimum:

- a. OCC recommends that 75% of PA511 funded program enrollees are from this program's primary target population. This discourages net-widening and focuses on populations in support of your objective(s).
- b. Track the changes in PCRs, ADP and/or LOS based upon your program objectives per Part I. This will reflect status toward achievement of your objective(s).
- c. Track the percentage of assessments that result in placement in programming based on assessed risk and/or need.

- 5. Develop additional performance indicators based on your program as you deem appropriate. Contact your grant coordinator for assistance if necessary.

All referrals for PRS that are referred pre-trial will be screened for eligibility. Target population will be that which was set forth by the State Community Corrections Advisory Board, as it cannot be set at the local level.



Program Description

Community Services

CCAB: WCUP	FY: 2016	<i>For OCC Use Only:</i> Approved CCIS Code Approved Projected Enrollment: Budget Recommendation: Conditions: Coordinator:
Local Program Name: Work Crew Inmate		
Service Provider: WCUP		
CCIS Service Type: A25 - Work Crew (Inmate)		
Projected New Enrollment: 110		
Projected LOS: 90		
Does this program also use DDJR funding? NO If YES, how many OUIL 3rds are projected?		
Program Location (select all that apply): Jail: <input checked="" type="checkbox"/> Residential: <input type="checkbox"/> Community: <input type="checkbox"/>		
Program Status: Continuation		
If a modification, describe here:		
List projected enrollment by member county: Delta: 50; Gogebic: 20; Iron: 10; Menominee: 30;		

Please remember that ALL OCC funded programs MUST identify a way in which they will DIRECTLY impact the local PCR and/or recidivism.

Recommendation for OCC funding: target populations for Community Service - Placement (A19) are recommended as follows and shall be used in lieu of jail, not as a standard condition of probation:

- Felony probation violators
- Misdemeanor probation violators
- Other: Specific Offense Group with documentation to support significant historic jail utilization (discuss with your grant coordinator first)

Proposed minimum credit ratio: 1 day of credit per 3 days worked, results in potential for 25% reduction in jail sentence.

The following definitions are used:

- A19 - Community Service – Placement: Probationers assigned to complete work hours on an individual basis.
- A25 - Work Crew – Inmate: Inmates under the custody of the sheriff who leave the jail under supervision for a work assignment and then return to the jail.
- A26 - Work Crew – Community: Offenders who are assigned to an organized and supervised work crew while living at home.

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

1.	Copy the objective(s) from your felony and/or jail analysis (Part I) that this program is designed to address:
a.	Overall PCR Objective Which state(s): Maintain overall PCR at or below the State's current levels (FY2014 lists that at 21%) by the continued use of programming that offers earned release credits for participants in county jails to reduce average length of stay on both felons and misdemeanants, thereby creating more available space to house those non-violent offenders that would otherwise be prison bound.
b.	Group 2 Straddle Cell Objective Which state(s): Reduce PCR of group 2 offenders to at or below the State's current level (12% or less) by working with Probation/Parole



Program Description

Community Services

Supervisors to monitor overall Group 2 sentencing practices and offering appropriate diversion programs before sentencing. Specifically, targeting Delta and Dickinson counties as they have the largest population of prison bound straddle cell offenders.

c. Choose an item. Which state(s):

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

Offender sentenced on a non-assaultive misdemeanor charge , currently incarcerated
 Offender sentenced on a non-assaultive felony charge, currently incarcerated
 Offender is a parole or probation violator, currently incarcerated
 Offender does not have a history or pattern of violent behavior
 Offender has not been convicted of a criminal sexual misconduct offense
 Offender has not failed to complete a community corrections program within the past three months
 Offense was committed within the WCUPCCAB's six-county region
 Offender does not pose a threat to the safety and security of the community

3. Complete a-o for WORK CREW programs. If not a WORK CREW go to #4:

a. Is this a jail or community based program? *Jail*

b. If community based, do workers report to the jail or work site and work as a supervised crew? *N/A*

c. Is the crew transported off site for work? Explain: *Crews are transported from the jail to non-profits in their respective county.*

d. Do inmates work as a crew under supervision? Explain: *Inmates and community workers are supervised by the Coordinator/Work Crew Supervisor for all jobs. Coordinator/Work Crew Supervisor is responsible for facilitating job completion and instruction to lesser skilled workers to complete all tasks satisfactorially.*

e. Who supervises the crew? *Coordinator/Work Crew Supervisor*

f. Who identifies, organizes, develops worksites? Are these duties funded by PA 511? *Manager/Coordinator-Work Crew Supervisor*

g. Do inmate workers earn at least one day of credit for three days worked? *YES*

h. What is the credit rate? *Delta:2:1; ogebic, Iron: 2:1; Menominee: 3:1*

i. How are credits monitored and new release date calculated? *Jail information management system tabulates credits* Who calculates credit and release date? *The respective jails.*

j. Is the supervising probation officer/judge advised of the projected new jail release date? *YES* If YES, who provides that notification and how? *Out dates are calculated and placed in daily log emails from local jails.*

k. How many offenders typically are on a crew? *6-8*

l. How many supervisors per crew? *1*

m. Based on your specific program design (including where offenders may be working) and your target population, what are your eligibility (including exclusionary) criteria?

1. **Meets CCAB target population as approved by CCAB and the Office of Community Corrections.**
2. **Individual is a sentenced minimum security inmate**
3. **A reasonable balance of minimum security time remains to allow for processing and participation (generally 5 days or more)**
4. **Individual expresses a willingness to follow the rules of the program**



Program Description

Community Services

5. Individual must live in a county represented by the CCAB or be processed through a court system that operates within the CCAB region.
6. Individual had not had a negative termination of the community service program during the last three months.
7. Individual possesses no mental health, substance abuse, or sexual misconduct history which presents an unacceptable risk to the program.
8. Individual is physically and/or mentally capable of successfully performing the assigned work; no severe medical conditions are noted.

n. Do you have insurance for your workers? **YES**

o. Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program. **All facilities in our region are out dated and past their level of efficiency. Without programs to assist and alleviate jail crowding and management issues, local felons would be the first to be denied access to local facilities.**

(Work Crew description is complete - Continue on to #5)

4. Complete the following for COMMUNITY SERVICE – PLACEMENT programs:

- a. Program is used in LIEU of jail time, including weekends: Choose an item.
- b. There is a policy giving employed offenders a certain number of days to complete each 10 hours of court ordered community service work. Choose an item. How many?
- c. There is a policy giving unemployed offenders a certain number of days to complete each 10 hours of court ordered community service work. Choose an item. How many?
- d. Probation Order/Commitment Order reflects the number of hours of ordered community service work: Choose an item.
- e. Probation Order/Commitment Order reflects the number of jail bed saved: Choose an item.
- f. Based on your specific program design (including where offenders may be working) and your target population, what are your eligibility (including exclusionary) criteria?
- g. Do you have insurance for your workers? Choose an item.
- h. PA511-funded staff establishes work locations: Choose an item.
- i. PA511-funded staff place offenders and establish work schedules: Choose an item.
- j. PA511-funded staff monitors completion of ordered hours: Choose an item.
- k. Probation officer/referral source is notified of satisfactory compliance: Choose an item.
- l. CCAB has a policy/procedure for notifying probation officer/referral sources for noncompliance. Choose an item.
- m. Summarize the placement, monitoring and notification process here:
- n. Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program.

5. **FOR ALL PROGRAMS:** A program must meet at least one of the following objectives and there should be consistency between the objectives and strategies identified in Part I of your application, your targeting and eligibility noted above and your response here.

a. **Will this this program reduce prison commitments? YES**

i. **If YES, by targeting which Key Performance Indicator? Overall PCR**



Program Description

Community Services

ii. Clearly describe how this program will impact the PCR: continued use of programming that offers earned release credits for participants in county jails to reduce average length of stay on both felons and misdemeanants, thereby creating more available space to house those non-violent offenders that would otherwise be prison bound.
b. Is this program intended to impact recidivism? <i>NO</i>
i. If YES, by targeting which Key Performance Indicator? Choose an item.
ii. Clearly describe how recidivism will be impacted:
c. OCC recommends that 75% of PA511 funded program enrollees are from this program's primary target population. This discourages net-widening and focuses on populations in support of your objective(s).
d. Track the changes in PCRs, ADP and/or LOS based upon your program objectives per Part I. This will reflect status toward achievement of your objective(s).
e. Jail bed days saved.
6. Develop additional performance indicators based on your program such as number of hours worked, projects completed, public comment on services, etc., as you deem appropriate. Contact your grant coordinator for assistance if necessary.
Over 23,000 community service work hours were performed at local non-profit service agencies that, without the help of our volunteers, would be hard pressed to succeed.



Program Description

Community Services

CCAB: WCUP	FY: 2016	For OCC Use Only:
Local Program Name: Community Service Work		Approved CCIS Code
Service Provider: WCUP		Approved Projected Enrollment:
CCIS Service Type: A19 - Community Service Placement		Budget Recommendation:
Projected New Enrollment: 460		Conditions:
Projected LOS: 60		Coordinator:
Does this program also use DDJR funding? NO If YES, how many OUIL 3rds are projected?		
Program Location (select all that apply):	Jail: <input type="checkbox"/>	Residential: <input type="checkbox"/> Community: X
Program Status: Continuation		
If a modification, describe here:		
List projected enrollment by member county: Delta: 175; Dickinson: 200; Gogebic: 50; Iron: 25; Ontonagon: 10		

Please remember that ALL OCC funded programs MUST identify a way in which they will DIRECTLY impact the local PCR and/or recidivism.

Recommendation for OCC funding: target populations for Community Service - Placement (A19) are recommended as follows and shall be used in lieu of jail, not as a standard condition of probation:

- Felony probation violators
- Misdemeanor probation violators
- Other: Specific Offense Group with documentation to support significant historic jail utilization (discuss with your grant coordinator first)

Proposed minimum credit ratio: 1 day of credit per 3 days worked, results in potential for 25% reduction in jail sentence.

The following definitions are used:

- A19 - Community Service – Placement: Probationers assigned to complete work hours on an individual basis.
- A25 - Work Crew – Inmate: Inmates under the custody of the sheriff who leave the jail under supervision for a work assignment and then return to the jail.
- A26 - Work Crew – Community: Offenders who are assigned to an organized and supervised work crew while living at home.

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

1.	Copy the objective(s) from your felony and/or jail analysis (Part I) that this program is designed to address:
a.	Overall PCR Objective Which state(s): Maintain overall PCR at or below the State's current levels (FY2014 lists that at 21%) by the continued use of programming that offers earned release credits for participants in county jails to reduce average length of stay on both felons and misdemeanants, thereby creating more available space to house those non-violent offenders that would otherwise be prison bound.
b.	Group 2 Straddle Cell Objective Which state(s): Reduce PCR of group 2 offenders



Program Description

Community Services

to at or below the State's current level (12% or less) by working with Probation/Parole Supervisors to monitor overall Group 2 sentencing practices and offering appropriate diversion programs before sentencing. Specifically, targeting Delta and Dickinson counties as they have the largest population of prison bound straddle cell offenders.

c. Choose an item. Which state(s):

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

A community service work program will be established which will primarily target sentenced felons and misdemeanants.

3. Complete a-o for WORK CREW programs. If not a WORK CREW go to #4:

- a. Is this a jail or community based program? Choose an item.
- b. If community based, do workers report to the jail or work site and work as a supervised crew?
- c. Is the crew transported off site for work? Explain:
- d. Do inmates work as a crew under supervision? Explain:
- e. Who supervises the crew?
- f. Who identifies, organizes, develops worksites? Are these duties funded by PA 511?
- g. Do inmate workers earn at least one day of credit for three days worked? Choose an item.
- h. What is the credit rate?
- i. How are credits monitored and new release date calculated? Who calculates credit and release date?
- j. Is the supervising probation officer/judge advised of the projected new jail release date? Choose an item. If YES, who provides that notification and how?
- k. How many offenders typically are on a crew?
- l. How many supervisors per crew?
- m. Based on your specific program design (including where offenders may be working) and your target population, what are your eligibility (including exclusionary) criteria?
- n. Do you have insurance for your workers? Choose an item.
- o. Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program.

(Work Crew description is complete - Continue on to #5)

4. Complete the following for COMMUNITY SERVICE – PLACEMENT programs:

- a. Program is used in LIEU of jail time, including weekends: YES
- b. There is a policy giving employed offenders a certain number of days to complete each 10 hours of court ordered community service work. YES How many? Each enrollee with a full time (40 hour per week job) is expected to perform AT LEAST 8 hours of community service work per week. The average offender with 40 hours of community service work is expected to complete within 5 weeks from enrollment, given no unforeseen circumstances or issues.
- c. There is a policy giving unemployed offenders a certain number of days to complete each 10 hours of court ordered community service work. YES How many? Each



Program Description

Community Services

<p>enrollee with a full time (24-32 hours= 16 hours of community service per week/ less than 24 hours per week = 24 hours community service work)</p>	
d.	<p>Probation Order/Commitment Order reflects the number of hours of ordered community service work: YES</p>
e.	<p>Probation Order/Commitment Order reflects the number of jail bed saved: YES</p>
f.	<p>Based on your specific program design (including where offenders may be working) and your target population, what are your eligibility (including exclusionary) criteria? Offender sentenced on a non-assaultive misdemeanor charge; Offender sentenced on a non-assaultive felony charge; Offender is a parole or probation violator; Offender does not have a history or pattern of violent behavior; Offender has not been convicted of a criminal sexual misconduct offense; Offender has not failed to complete a community corrections program within the past three months; Offense was committed within the WCUPCCAB's six-county region; Offender does not pose a threat to the safety and security of the community</p>
g.	<p>Do you have insurance for your workers? YES</p>
h.	<p>PA511-funded staff establishes work locations: YES</p>
i.	<p>PA511-funded staff place offenders and establish work schedules: YES</p>
j.	<p>PA511-funded staff monitors completion of ordered hours: MONTHLY</p>
k.	<p>Probation officer/referral source is notified of satisfactory compliance: MONTHLY</p>
l.	<p>CCAB has a policy/procedure for notifying probation officer/referral sources for noncompliance. YES</p>
m.	<p>Summarize the placement, monitoring and notification process here: The Community Corrections Coordinator is in contact with each of the individual worksites AT LEAST once per month to monitor an offender's progress. Should an individual fail to show at a worksite or if there performance is less than acceptable a phone call from the worksite supervisor is made and the individual is removed from that site. Any concerns regarding a client's performance/attendance results in a conversation between the worksite supervisor and the local coordinator or manager. Determination of removal from the site is made by the coordinator or manager, and if so decided, alternate placement can be made to accomodate personality conflicts.</p>
n.	<p>The work sites submit time sheets to the Community Corrections Coordinator on a monthly basis detailing the hours the offender has worked. The Community Corrections Coordinator then does a monthly report to the probation office or the sentencing judge regarding the offender's progress.</p>
o.	<p>Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program. The WCUP Community Corrections placement program has a positive impact on our wokers as each site does provide hands-on work skills. Additonally, a few of our partners have the ability to hire/offer employment once community service is completed. Several clients have obtained references from places such as the Salvation Army, St. Anne's Church, and the local Goodwill store. These references can then be used in the process of job searching, and can go a long way to assisting workers in a terribly depressed economy. Additionally, from a community standpoint, successful prison diversion cannot exist without proper management of local jail bed space. Diverson programs such as individual placement create openings for otherwise prison bound</p>



Program Description

Community Services

felons.
<p>5. FOR ALL PROGRAMS: A program must meet at least one of the following objectives and there should be consistency between the objectives and strategies identified in Part I of your application, your targeting and eligibility noted above and your response here.</p>
<p>a. Will this this program reduce prison commitments? <i>YES</i></p>
<p>i. If YES, by targeting which Key Performance Indicator? <i>Overall PCR</i></p>
<p>ii. Clearly describe how this program will impact the PCR: continued use of programming that offers earned release credits for participants in county jails to reduce average length of stay on both felons and misdemeanants, thereby creating more available space to house those non-violent offenders that would otherwise be prison bound.</p>
<p>b. Is this program intended to impact recidivism? <i>NO</i></p>
<p>i. If YES, by targeting which Key Performance Indicator? <i>Choose an item.</i></p>
<p>ii. Clearly describe how recidivism will be impacted:</p>
<p>c. <i>OCC recommends that 75% of PA511 funded program enrollees are from this program's primary target population. This discourages net-widening and focuses on populations in support of your objective(s).</i></p>
<p>d. <i>Track the changes in PCRs, ADP and/or LOS based upon your program objectives per Part I. This will reflect status toward achievement of your objective(s).</i></p>
<p>e. <i>Jail bed days saved.</i></p>
<p>6. Develop additional performance indicators based on your program such as number of hours worked, projects completed, public comment on services, etc., as you deem appropriate. Contact your grant coordinator for assistance if necessary.</p>
<p>Donations were made in Delta County to the Salvation Army and the Delta County Alliance against Violence and Abuse. Fleece blankets were donated to the Alliance Violence and Abuse, along with over 50 teddy bear chairs for their Christmas Program. The Salvation Army received rocking horses, bear chairs and fleece blankets for their Christmas baskets. Each item was made by community service workers performing community service work in lieu of jail, as ordered by the court.</p>
<p>A community Christmas party was held in Dickinson county for reduced lunch schoolchildren were over 200 handmade toys were donated for Christmas baskets. This project is a community-wide project and could not be done without the assistance of the Community Corrections Program in Dickinson county.</p>
<p>Over 48,000 community service work hours were performed at local non-profit service agencies that, without the help of our volunteers, would be hard pressed to succeed.</p>



Program Description

Community Services

CCAB: WCUP	FY: 2016	<i>For OCC Use Only:</i>
Local Program Name: Work Crew		<i>Approved CCIS Code</i>
Service Provider: WCUP		<i>Approved Projected Enrollment:</i>
CCIS Service Type: A26 - Work Crew (Community)		<i>Budget Recommendation:</i>
Projected New Enrollment: 260		<i>Conditions:</i>
Projected LOS: 60		<i>Coordinator:</i>
Does this program also use DDJR funding? NO If YES, how many OUIL 3rds are projected?		
Program Location (select all that apply):	Jail: <input type="checkbox"/>	Residential: <input type="checkbox"/> Community: X
Program Status: Continuation		
If a modification, describe here:		
List projected enrollment by member county: Delta: 85; Dickinson: 40; Gogebic: 25; Iron: 85; Menominee: 25;		

Please remember that ALL OCC funded programs MUST identify a way in which they will DIRECTLY impact the local PCR and/or recidivism.

Recommendation for OCC funding: target populations for Community Service - Placement (A19) are recommended as follows and shall be used in lieu of jail, not as a standard condition of probation:

- Felony probation violators
- Misdemeanor probation violators
- Other: Specific Offense Group with documentation to support significant historic jail utilization (discuss with your grant coordinator first)

Proposed minimum credit ratio: 1 day of credit per 3 days worked, results in potential for 25% reduction in jail sentence.

The following definitions are used:

- A19 - Community Service – Placement: Probationers assigned to complete work hours on an individual basis.
- A25 - Work Crew – Inmate: Inmates under the custody of the sheriff who leave the jail under supervision for a work assignment and then return to the jail.
- A26 - Work Crew – Community: Offenders who are assigned to an organized and supervised work crew while living at home.

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

1.	Copy the objective(s) from your felony and/or jail analysis (Part I) that this program is designed to address:
a.	Overall PCR Objective Which state(s): Maintain overall PCR at or below the State's current levels (FY2014 lists that at 21%) by the continued use of programming that offers earned release credits for participants in county jails to reduce average length of stay on both felons and misdemeanants, thereby creating more available space to house those non-violent offenders that would otherwise be prison bound.
b.	Group 2 Straddle Cell Objective Which state(s): Reduce PCR of group 2 offenders to at or below the State's current level (12% or less) by working with Probation/Parole



Program Description

Community Services

Supervisors to monitor overall Group 2 sentencing practices and offering appropriate diversion programs before sentencing. Specifically, targeting Delta and Dickinson counties as they have the largest population of prison bound straddle cell offenders.

c. Choose an item. Which state(s):

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

- Offender sentenced on a non-assaultive misdemeanor charge , not currently incarcerated
- Offender sentenced on a non-assaultive felony charge, not currently incarcerated
- Offender is a probation violator, not currently incarcerated
- Offender has not been convicted of a criminal sexual misconduct offense
- Offender has not failed to complete a community corrections program within the past three months
- Offense was committed within the WCUPCCAB's two county region
- Offender does not pose a threat to the safety and security of the community (as advised by jail administrator)

3. Complete a-o for WORK CREW programs. If not a WORK CREW go to #4:

- a. Is this a jail or community based program? **Community**
- b. If community based, do workers report to the jail or work site and work as a supervised crew? **Workers report to the jail to join the crew.**
- c. Is the crew transported off site for work? Explain: **Crews are transported from the jail to non-profits in their respective county.**
- d. Do inmates work as a crew under supervision? Explain: **N/A**
- e. Who supervises the crew? **Coordinator/Work Crew Supervisor**
- f. Who identifies, organizes, develops worksites? Are these duties funded by PA 511? **Manager/Coordinator-Work Crew Supervisor**
- g. Do inmate workers earn at least one day of credit for three days worked? **YES**
- h. What is the credit rate? **Jail credit for this program is given specifically by order of each sentencing Judge. All orders are kept in client files detailing amounts to be credited. Some sentences include day for day credit, some include three days credit for one day worked.**
- i. How are credits monitored and new release date calculated? **Daily attendance records are kept and files/COMPAS are updated on a weekly basis. Who calculates credit and release date? All staff with access to COMPAS (Manager/Administrative Assistant/Coordinators)**
- j. Is the supervising probation officer/judge advised of the projected new jail release date? **NO** If YES, who provides that notification and how? **Not applicable - community participants**
- k. How many offenders typically are on a crew? **3-5**
- l. How many supervisors per crew? **1**
- m. Based on your specific program design (including where offenders may be working) and your target population, what are your eligibility (including exclusionary) criteria? **Meets CCAB target population as approved by CCAB and the Office of Community Corrections Individual expresses a willingness to follow the rules of the program Individual has transportation to and from his/her designated worksite Individual must live in a county represented by the CCAB or be processed through a court system that operates within the CCAB region**



Program Description

Community Services

<p>Individual had not had a negative termination of the community service program during the last three months</p> <p>Individual possesses no mental health, substance abuse, or sexual misconduct history which presents an unacceptable risk to the program</p> <p>Individual is physically and/or mentally capable of successfully performing the assigned work; no severe medical conditions are noted</p>
<p>n. Do you have insurance for your workers? YES</p>
<p>o. Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program.</p>
<p><i>(Work Crew description is complete - Continue on to #5)</i></p>
<p>4. Complete the following for COMMUNITY SERVICE – PLACEMENT programs:</p>
<p>a. Program is used in LIEU of jail time, including weekends: Choose an item.</p>
<p>b. There is a policy giving <u>employed</u> offenders a certain number of days to complete each 10 hours of court ordered community service work. Choose an item. How many?</p>
<p>c. There is a policy giving unemployed offenders a certain number of days to complete each 10 hours of court ordered community service work. Choose an item. How many?</p>
<p>d. Probation Order/Commitment Order reflects the number of hours of ordered community service work: Choose an item.</p>
<p>e. Probation Order/Commitment Order reflects the number of jail bed saved: Choose an item.</p>
<p>f. Based on your specific program design (including where offenders may be working) and your target population, what are your eligibility (including exclusionary) criteria?</p>
<p>g. Do you have insurance for your workers? Choose an item.</p>
<p>h. PA511-funded staff establishes work locations: Choose an item.</p>
<p>i. PA511-funded staff place offenders and establish work schedules: Choose an item.</p>
<p>j. PA511-funded staff monitors completion of ordered hours: Choose an item.</p>
<p>k. Probation officer/referral source is notified of satisfactory compliance: Choose an item.</p>
<p>l. CCAB has a policy/procedure for notifying probation officer/referral sources for noncompliance. Choose an item.</p>
<p>m. Summarize the placement, monitoring and notification process here:</p>
<p>n. Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program.</p>
<p>5. FOR ALL PROGRAMS: A program must meet at least one of the following objectives and there should be consistency between the objectives and strategies identified in Part I of your application, your targeting and eligibility noted above and your response here.</p>
<p>a. Will this this program reduce prison commitments? YES</p>
<p style="padding-left: 20px;">i. If YES, by targeting which Key Performance Indicator? Overall PCR</p>
<p style="padding-left: 20px;">ii. Clearly describe how this program will impact the PCR: While few offenders are sentenced directly to work crew programs in lieu of prison, the WCUP Regional CCAB Work Crew Program reduces prison commitment rates by clearing out the jails of the misdemeanant populations by allowing their</p>



Program Description

Community Services

<p>participation in the work crew program and reducing their length of stay in the jails, or eliminating the jail stay altogether. This frees up valuable jail space for prison-bound felons, allowing sentencing judges the option to keep offenders locally.</p>
<p>b. Is this program intended to impact recidivism? <i>NO</i></p>
<p> i. If YES, by targeting which Key Performance Indicator? Choose an item.</p>
<p> ii. Clearly describe how recidivism will be impacted:</p>
<p> c. OCC recommends that 75% of PA511 funded program enrollees are from this program's primary target population. This discourages net-widening and focuses on populations in support of your objective(s).</p>
<p> d. Track the changes in PCRs, ADP and/or LOS based upon your program objectives per Part I. This will reflect status toward achievement of your objective(s).</p>
<p> e. Jail bed days saved.</p>
<p>6. Develop additional performance indicators based on your program such as number of hours worked, projects completed, public comment on services, etc., as you deem appropriate. Contact your grant coordinator for assistance if necessary.</p>
<p>Over 7,500 community service work hours were performed at local non-profit service agencies that, without the help of our volunteers, would be hard pressed to succeed.</p>

MICHIGAN DEPARTMENT OF CORRECTIONS

OFFICE OF COMMUNITY CORRECTIONS

FY 2016 FUNDING PROPOSAL

for
WCUP

Comprehensive Plans & Services

Program	Program Code	Funding Request	Approved Funding	Reserved Funding	Total Funding Recommendation
Community Service					
Placement	A19	47,222			-
Work Crew - Inmate	A25	72,525			-
Work Crew - Community	A26	77,525			-
Sub-Total		197,272	-	-	-
Group-Based Programs					
Education	B00	-			-
Employment	B15	-			-
Life Skills	B16	-			-
Cognitive	C01	26,457			-
Domestic Violence	C05	-			-
Sex Offender	C06	-			-
Substance Abuse	G18	-			-
Other Group Services	G00	-			-
Sub-Total		26,457	-	-	-
Supervision Programs					
Day Reporting	D04	-			-
Intensive Supervision	D23	-			-
Electronic Monitoring	D08	22,076			-
Pretrial Supervision	F23	-			-
Sub-Total		22,076	-	-	-
Assessment Services					
Actuarial Assessment	I22	-			-
Pretrial Assessment	F22	30,000			-
Sub-Total		30,000	-	-	-
Gatekeeper					
Jail Population Monitor	I23	-			-
Gatekeeper	I25	-			-
Sub-Total		-	-	-	-
Case Management	I24	-			-
Substance Abuse Testing	G17	-			-
Other	Z00	-			-
Program Total		275,805	-	-	-
Administration Total		73,325			-
Total Comprehensive Plans & Services		349,130	0	0	0
Drunk Driver Jail Reduction					
Program	Program Code	Funding Request	Approved Funding	Reserved Funding	Total Funding Recommendation
Assessment & Treatment Services	Z01	0			
5-Day In Jail Housing	Z02	0			
Residential Services	Z03	0			
Totals		0	0	0	0



Community Mental Health

Serving our Neighbors with the Greatest Need

Alger County
906/387-3611
1516 Sand Point Road
Munising, MI 49862
Fax: 906/387-4212

Delta County
906/786-6441
2500 7th Ave. S., Suite 100
Escanaba, MI 49829
Fax: 906/786-5859

Luce County
906/293-3284
P.O. Box 448
Newberry, MI 49868
Fax: 906/293-3850

Marquette County
906/225-1181
200 West Spring Street
Marquette, MI 49855
Fax: 906/225-7203

B4

March 4, 2015

Delta County Board of Commissioners
310 Ludington Street
Escanaba, MI 49829

Enclosed is the most current Letter of Agreement for Jail Diversion services provided by Pathways. There were some changes made in the laws at the state level, that make it necessary to update existing letters of agreement.

After reviewing, please sign and date on the last page and return to Pathways in enclosed envelope. Please contact me if you have any questions, concerns, or objections.

Sincerely,

Michael St. John, LMSW
Crisis/DDA/MIA Program Supervisor
(906) 233-1354

ADDENDUM TO LETTER OF AGREEMENT JAIL DIVERSION PROGRAM BETWEEN PATHWAYS COMMUNITY MENTAL HEALTH AND Delta County Board of Commissioners

Recent changes in the law, specifically, MHC Sec 330.1207a, indicates the necessity to update existing letters of agreement. The following is an extract from the Michigan Mental Health Code:

330.1207a Persons entering criminal justice system; collaborative program to provide mental health treatment and assistance; interagency agreement; rules; funds.

Sec. 207a. (1) Not later than October 1, 2014, each county shall have a written interagency agreement in place for a collaborative program to provide mental health treatment and assistance, if permitted by law and considered appropriate, to persons with serious mental illness who are considered at risk for 1 or more of the following:

- (a) Entering the criminal justice system.
- (b) Not receiving needed mental health treatment services during a period of incarceration in a county jail.
- (c) Not receiving needed mental health treatment services upon release or discharge from incarceration in a county jail.
- (d) Being committed to the jurisdiction of the department of corrections.

(2) Parties to the interagency agreement referenced in subsection (1) shall include, at a minimum, all of the following:

- (a) The county sheriff's department.
- (b) The county prosecutor's office.
- (c) The community mental health services program that provides services in that county.
- (d) The county board of commissioners.
- (e) A district court judge who serves in that county or, if there is more than 1 district in the county, a district court judge who serves in the county who is designated either by the chief judge of a district court within that county or a chief judge with authority over a district court in that county.
- (f) A circuit court judge who serves in that county who is designated either by the chief judge of the circuit court or by a chief judge with authority over the circuit court in that county.

(3) The interagency agreement referenced in subsection (1) shall, at a minimum, cover all of the following areas:

- (a) Guidelines for program eligibility.
- (b) Interparty communication and coordination.
- (c) Day-to-day program administration.
- (d) Involvement of service consumers, family members, and other stakeholders.
- (e) How the program shall work with local courts.
- (f) How the program shall address potential participants before and after criminal charges have been filed.
- (g) Resource sharing between the parties to the interagency agreement.
- (h) Screening and assessment procedures.
- (i) Guidelines for case management.
- (j) How the program described in subsection (1) will work with county jails.
- (k) Criteria for completing the program described in subsection (1).
- (l) Mental health treatment services that are available through the program described in subsection (1).

- (m) Procedures for first response to potential cases, including response to crises.
- (n) How the administrators of the program described in subsection (1) will report the program's actions and outcomes to the public.

(4) A county that has a written interagency agreement referenced in subsection (1) in place on the effective date of the amendatory act that added this section may maintain that interagency agreement, but must ensure that its interagency agreement contains all of the provisions described in subsection (3).

(5) The department, the state court administrative office, and parties to the interagency agreement may establish additional policies and procedures to be included in the county interagency agreement required under this section.

(6) The department may promulgate rules to implement this section according to the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328.

(7) A county is not required to provide funds for the program described in subsection (1). In implementing the provisions of this section, a county is required to expend funds for the program described in subsection (1) only to the extent appropriated annually by the legislature for the program

PURPOSE OF THIS ADDENDUM

The purpose of this Addendum is to ensure an interagency agreement is in place for a collaborative program to provide mental health treatment and assistance, if permitted by law and considered appropriate, to persons with serious mental illness who are considered at risk for 1 or more of the following:

- (a) Entering the criminal justice system.
- (b) Not receiving needed mental health treatment services during a period of incarceration in a county jail.
- (c) Not receiving needed mental health treatment services upon release or discharge from incarceration in a county jail.
- (d) Being committed to the jurisdiction of the department of corrections.

ALL PARTIES AGREE TO THE FOLLOWING

If at any point in the judicial process; arrest, prosecution, trial or incarceration, it is suspected that an individual may have a Severe Mental Illness (SMI), a representative of that agency will initiate a contact with Pathways Community of Mental Health to determine a mutual course of action—including arrangement for screening, assessment, and procedures as appropriate to meet the individual's mental health needs.

Responsibility to identify potential program candidates falls upon all agencies under this agreement.

Pathways Community of Mental Health will base screening, assessment, and treatment recommendations as consistent with the Michigan Mental Health Code.

Direct mental health services may be available through Pathways Community of Mental Health, or any other State of Michigan licensed medical or mental health service provider.

There is no provision within the Section 207a allowing for additional financial resources. Therefore, the extent of interagency collaboration may be in effect naturally limited, due to currently available state funding provided to each agency, except as can be practical without reduction in any agency's mandated purpose and function. Collaborative interagency resource sharing may improve this program's efficacy.

Day to day program administration, reports on the program's actions and outcomes to the public, involvement of services consumers, family members and other stakeholders, guidelines for case management, and criteria for completion of the program shall be the responsibility of the involved agencies as prescribed by established policies and procedures.

FOR DELTA COUNTY

Date

FOR PATHWAYS COMMUNITY MENTAL HEALTH:



3-4-15

Date

ADDENDUM TO LETTER OF AGREEMENT JAIL DIVERSION PROGRAM BETWEEN PATHWAYS COMMUNITY MENTAL HEALTH AND _____

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- (e) How the program shall work with local courts.
- (f) How the program shall address potential participants before and after criminal charges have been filed.
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Day to day program administration, reports on the program's actions and outcomes to the public, involvement of services consumers, family members and other stakeholders, guidelines for case management, and criteria for completion of the program shall be the responsibility of the involved agencies as prescribed by established policies and procedures.

FOR DELTA COUNTY

Date

FOR PATHWAYS COMMUNITY MENTAL HEALTH:

Date

NorthCare
Jail Diversion
Clinician Training

FY15

Training Objectives

1. Clinicians will understand the CMHSP's legal responsibilities for providing jail diversion screening.
2. Clinicians will understand the two jail diversion options: pre-booking or post-booking.
3. Clinicians will know when to use the Emergency Screening, the Jail Diversion Screening and the Jail Diversion Contact Note to document jail diversion efforts.

Statement of Purpose

There is general consensus that the needs of the community & society at large are better served if persons with serious mental illness, serious emotional disturbance or developmental disability who commit crimes are provided effective & humane treatment in the mental health system rather than be incarcerated by the criminal justice system.



Michigan Mental Health Code (MMHC) Section 330.1207

Diversion from jail incarceration states:

Sec.207. Each community mental health service program shall provide services designed to divert persons with serious mental illness, serious emotional disturbance, or developmental disability from possible jail incarceration when appropriate. These services shall be consistent with policy established by the department.

Practice Guideline

Jail diversion programs are used to prevent or shorten the incarceration of individuals with serious mental illness, developmental disability, or co-occurring disorders who come into contact with the criminal justice system **when their disability has either contributed to the alleged offense and/or if incarceration would seriously exacerbate their disability.**

Practice Guideline continued

- * Jail diversion programs are intended for individuals alleged to have committed misdemeanors or certain, usually non-violent, felonies who **voluntarily** agree to participate in the diversion program.
- * Note--while mental health in-jail services may be an important part of an inmate's care, they do not constitute a jail diversion program

When Does Jail Diversion Occur?

- * The decision to use mental health services in lieu of incarceration can be reached at any time deemed appropriate by law enforcement officers: before the individual is taken into custody, after they have been taken into custody or arrested, before or after booking, before or after arraignment, and as a condition of bond or probation. Jail diversion may be initiated after an inmate is incarcerated.
- * Two types of jail diversion
 - **Pre-Booking**
 - **Post-Booking**

Pre-booking Process

- * Occurs at the point of the individual's contact with law enforcement officers before formal charges are brought. The officers seek CMHSP assistance to assess individual's mental status and needs.
- * Relies heavily on effective interactions between law enforcement officers and community mental health and substance abuse treatment providers.
- * A more informal process than post booking, it generally occurring during the provision of emergency services.

Pre-booking cont'd

Pre-booking diversion generally occurs during the delivery of emergency services, but may occur during routine office hours. Individuals who accept pre-booking diversion become voluntary consumers of mental health services, and no follow-up is required between CMHSP and law enforcement.

Pre-booking cont'd

- * Individual may or may not be hospitalized for psychiatric treatment.
- * Individual is linked to an appropriate array of community-based mental health and social services.
- * ***Intent must be diversion from further legal action.***

Pre-booking Scenario

- * Officer determines need for mental health assessment/intervention with intent of diverting from arrest.
- * Officer transports individual to the hospital or CMHSP for evaluation.
- * Evaluation is completed by CMHSP clinician and the individual voluntarily accepts recommendations made for hospital or outpatient services.
- * No further follow-up with law enforcement is required.

Documenting Pre-Booking Jail Diversions in ELMER

- * Pre-booking jail diversions are best recorded on the Emergency Screening form as a crisis support contact or a pre-admission screening for hospitalization.
- * Use the Presenting Problems narrative box to clearly identify the **minor or serious offense that would have likely resulted in arrest, or how the consumer was removed from a situation that could potentially lead to arrest.**
- * Verify with law enforcement that the consumer will not be arrested or booked if diverted.

Documenting Pre-Booking Jail Diversions cont'd

1. Document the **Corrections Related Status as Diverted from arrest or booking** under the **Demographics Tab** of the **Emergency Screen**. Note --if individual is also on probation -- chose the *diversion radio button* rather than the *probation radio button*.
2. Document under the **Legal Issues Tab** as **Jail Diversion - Pre-Booking**
3. Document under the **Disposition** tab in the **Clinical Rationale for Disposition/Recommendations** the need for **Jail Diversion**, **Substance Abuse Services**, **Housing Supports**, **Primary Medical Supports**, **Financial Supports**, etc.

Pre-booking summary

Eligibility : Adult with Serious Mental Illness, Developmental Disabilities, or Co-occurring Disorders

Type of Offense: Misdemeanor or non-violent felony

Law enforcement will not pursue legal charges and individual will not go to jail if voluntarily accepting treatment.

Pre-booking summary cont'd

Voluntary-- Involuntary Hospitalizations are not Jail Diversions. However, if following the involuntary hospitalization, the consumer deferred/stipulate or signed the formal voluntary agreement and does not go to jail that would be counted as a successful pre-booking jail diversion.

Reminder --Notify your supervisor if you have documented a jail diversion or if you have any questions about the disposition.

Second-- Post-Booking

The Basics

- Occurs after the individual has been booked and is in jail, out on bond, or in court for arraignment.
- Clinicians work with the individual and stakeholders such as prosecutors, attorneys, community corrections, parole and probation officers, community-based mental health and substance abuse providers and the courts to develop and implement a diversion plan that can be implemented in the community.

Post-Booking Basics cont'd

- Post-booking diversion occurs following a request from law enforcement or the individual or family member. If initiated by the individual or the family through the CMHSP, the CMHSP must coordinate with law enforcement to conduct the jail diversion screening process.
- The CMHSP will offer a jail diversion screening within 24 to 48 hours of law enforcement or jail personnel referral, or will conduct an emergency assessment if the situation warrants.

Post Booking basics cont'd

The referring agency will be informed if the individual meets both the need and eligibility requirements for jail diversion and CMHSP services. If diversion is ordered by the criminal justice system, the CMHSP will comply with monitoring of the diversion plan as determined by the Court.

Post-booking scenario

- * Individual, Jail, Court, Probation identifies need for mental health screening with intent to possibly divert from jail.
- * Law enforcement requests CMHSP complete a screening for jail diversion
- * Evaluation is completed by a CMHSP clinician to determine:
 1. Appropriateness for jail diversion services, and 2. Eligibility for CMHSP services.
- * CMHSP provides court with a summary of the screening and recommendations.
- * Court makes final determination on diversion

Documenting Post-booking jail diversion in ELMER

- * Follow the **ELMER Clinical Directive for Jail Diversion** under the **HELP Menu** for specific details.
- * **For an inmate who is not a current consumer**, the Jail Diversion Screening form is used to document the face to face screening done at the jail. It is located in the ES menu.
- * The Clinician must complete the Jail Diversion Contact note to inform law enforcement of the outcome of the screening and request law enforcement return the Contact Note completed with their decision whether to divert or not.

Documenting Post-booking jail diversion Cont'd

For an open consumer, the primary clinician will be responsible for responding to the request for diversion and will complete the Jail Diversion Contact note without needing to complete the Jail diversion screening form.

Post Booking and Inpatient care

- * The situation may arise where you may be completing an **Emergency Screening** for hospitalization to initially document a post-booking jail diversion. Select the appropriate Demographic and Legal Issues to identify the disposition as a post-booking jail diversion.
- * Whether the individual is a new consumer or an open consumer, a Jail Diversion Contact Note needs to be completed after the Emergency Screen to document the involvement of the legal system.

Documenting Post-booking jail diversion Cont'd

- * You must secure a Release of Information (ROI) to communicate with law enforcement/court. Jail Diversion is a strictly voluntary process and the inmate must consent for information to be released between the two agencies.
- * Jail Diversion Contact Note--Clinical Summary/Narrative Box will outline the information gathered to support the disposition you are proposing. The summary contains specific information supporting the diversion (or lack of support) based on the clinical and legal information as well as any other factors that contribute to your recommendation.

Documenting Post-booking jail diversion cont'd

- * Eligibility for services is determined by NorthCare Access. You must fax the Jail Diversion Screen to NorthCare Access before the final recommendation is offered to law enforcement.
- * For all individuals considered for jail diversion, a Contact Note is completed identifying eligibility, a summary of the case, and your recommendation as to the request for jail diversion.

Documenting Post-booking jail diversion Cont'd

- * ELMER will generate a letter (Print Jail Notice) from the Contact Note to provide notice to law enforcement/court contact person who made the referral regarding the screening results
- * The Contact Note is not complete until the clinician enters the information provided by the court as to whether or not diversion was ordered and the terms of the diversion.

Documenting Post-booking jail diversion Cont'd

- * The conditions of diversion provided by the court will guide the CMHSP's role in reporting to law enforcement.
- * In ELMER, there is an attachment function for the Jail Diversion Contact note so the document(s) from law enforcement can be scanned and attached directly to the note.
- * Dispositions other than a Voluntary, Court Sanctioned Diversion, with the CMHSP providing services are not Jail Diversions.

Post-Booking Summary

- * More formal process than pre-booking
- * Requested by legal system. *Note: family member or inmate may request but legal system must be part of the formal process.*
- * Intent must be to divert from incarceration or further incarceration rather than provide jail services or temporary psychiatric hospitalization with a return to jail
- * Individual must voluntarily consent to services
- * Individual must meet NorthCare Access eligibility criteria for services

Things to remember

Eligibility : Adult with Serious Mental Illness, Developmental Disabilities, or Co-occurring Disorders

Type of Offense: Misdemeanor or non-violent felony

Law enforcement will not pursue legal charges and individual will not go to jail(or remain in jail) if accepting treatment

Voluntary-- Involuntary Hospitalizations are not Jail Diversions; must meet NorthCare Access eligibility criteria to receive CMHSP services

Quiz questions

1. Both pre booking and post booking require a jail diversion screen in ELMER.

True or false (false)

Quiz question

2. An individual who has been arrested
may request a jail diversion screening
True or false (true)

Quiz Question

3. An inmate, already doing time, cannot be diverted
True or false (false)

Quiz Question

4. If there is a jail diversion request for an open consumer, the clinician can document the diversion in a clinical progress note and SAL the contact as a CSM or SC service.

True or false (false)

Quiz Questions

5. A release of information from the individual being considered for diversion is necessary for the CMHSP to share their findings with law enforcement

True or false (true)

B7

2015 Tax Rate Request (This form must be completed and submitted on or before September 30, 2015)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes
DELTA

2015 Taxable Value of ALL Properties in the Unit as of 5-26-15
1206534426

Local Government Unit Requesting Millage Levy
DELTA COUNTY

For LOCAL School Districts: 2015 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 2015 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5)** 2014 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2015 Current Year "Headlee" Millage Reduction Fraction	(7) 2015 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
ALLOC	OPER	08/1976	5.4500	5.0317	1.0000	5.0317	1.0000	5.0317	5.0317		
EX VTD	RD PATR	05/2009	0.9000	0.9000	1.0000	0.9000	1.0000	0.9000	0.9000	0.9000	2019
EX VTD	CAA	05/2009	0.6000	0.6000	1.0000	0.6000	1.0000	0.6000	0.6000	0.6000	2019
EX VTD	911	11/2014	0.7500	0.7500	1.0000	0.7500	1.0000	0.7500	.5000	.5000	2019

Prepared by **J Kolbe** Telephone Number **906-789-5109** Title of Preparer **Equalization Director** Date **6/2/2015**

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, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

Clerk Signature _____ Print Name _____ Date _____

Secretary Signature _____ Print Name _____ Date _____

Chairperson Signature _____ Print Name _____ Date _____

President Signature _____ Print Name _____ 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 page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 3 of 2015 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY) _____ Rate _____

For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal _____

For Commercial Personal _____

For all Other _____

To: County Commissioners

June 11, 2015

Agenda Item : 2015 Tax Rate Request

At the June 2, 2015 Board Meeting, Juli Kolbe presented the 2015 Taxable Value Report for Delta County. At the upcoming meeting, the Board will consider the 2015 Millage Tax Rate. Based on current available financial information, no change is recommended from the 2014 rates.

Description	Original Authorized Rate	Approved 2014 Millage Rate	Recommended 2015 Millage Rate
County Operating Millage	5.45	5.0317	5.0317
Road Patrol Millage	0.90	.900	.900
911 Millage	0.75	.500	.500
Community Action Millage	0.60	.600	.600

Thanks,
Ryan Bergman
Director of Administration and Finance

DELTA COUNTY BOARD OF COMMISSIONERS

RESOLUTION ESTABLISHING A FREEDOM OF INFORMATION ACT (FOIA) PROCEDURES AND GUIDELINES, PUBLIC SUMMARY OF PROCEDURES AND GUIDELINES, AND FOIA OPERATIONAL PROCEDURES FOR DELTA COUNTY

FREEDOM OF INFORMATION ACT POLICY RESOLUTION

WHEREAS, the Michigan legislature adopted 2014 Public Act 563 enacting numerous amendments to the Michigan Freedom of Information Act (FOIA), being MCL 15.231 *et seq.*, that require revision of the current County FOIA Policy; and

WHEREAS, from time to time Delta County Departments will receive Freedom of Information Act (FOIA) requests; and

WHEREAS, it is necessary to adopt, and to post online, "FOIA Procedures and Guidelines" and a "FOIA Policy Summary" to ensure that the FOIA requests are addressed in an efficient and consistent manner, and to comply with these FOIA statutory amendments; and

WHEREAS, it is necessary to adopt FOIA Operational Procedures to implement these County FOIA Procedures and Guidelines.

THEREFORE BE IT RESOLVED, the Delta County Board of Commissioners hereby adopts, effective from and after July 1, 2015, the attached:

1. "Delta County FOIA Procedures and Guidelines," including the FOIA Forms attached to these Procedures and Guidelines; and
2. "Delta County FOIA Public Summary of Procedures and Guidelines"; and
3. "Delta County FOIA Operational Procedures."

BE IT FURTHER RESOLVED that copies of the "Delta County FOIA Procedures and Guidelines," including the attached FOIA forms, and the "Delta County FOIA Public Summary of Procedures and Guidelines" shall be posted on the County's website.

BE IT FURTHER RESOLVED that the Director of Administration and Finance is the County FOIA Coordinator for Delta County per the designation by the Board.

BE IT FURTHER RESOLVED that the attached Delta County FOIA Procedures and Guidelines, including the attached FOIA Forms, the Delta County FOIA Public Summary of Procedures and Guidelines, and the Delta County FOIA Operational Procedures will be effective July 1, 2015, and will supersede any previous resolutions setting FOIA policies or establishing formulas for the cost of FOIA requests.

BE IT FURTHER RESOLVED that the County Clerk will forward a copy of this resolution to each County Department.

Delta County

Public Summary of FOIA Procedures and Guidelines

It is the public policy of this state that all persons (except those persons incarcerated in state or local correctional facilities) are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees.

The people shall be informed so that they may fully participate in the democratic process.

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is the Written Public Summary of the County's FOIA Procedures and Guidelines relevant to the general public.

This is only a summary of the County's FOIA Procedures and Guidelines. For more details and information, copies of the County's FOIA Procedures and Guidelines are available at no charge at any County office and on the County's website: deltacountymi.org.

1. How do I submit a FOIA request to Delta County?

- A request must sufficiently describe a public record so as to enable the County to find it.
- Please include the words "FOIA" or "FOIA Request" in the request to assist the County in providing a prompt response.
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the County may be submitted on the County's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.
 - Any verbal request will be documented by the County on the County's FOIA Request Form.
 - No specific form to submit a written request is required. However a FOIA Request Form and other FOIA-related forms are available for your use and convenience on the County's website at www.deltacountymi.org, and at the County Board of Commissioners' Office ("County BOC Office"), 310 Ludington St., Escanaba, MI 49829.
- Written requests may be delivered to the County BOC Office in person or by mail: Attn: Ryan Bergman, FOIA Coordinator, 310 Ludington St., Escanaba, MI 49829
- Requests may be faxed to: 906-789-5197. To ensure a prompt response, faxed requests should contain the term "FOIA" or "FOIA Request" on the first/cover page.
- Requests may be emailed to: rbergman@deltacounty.org. To ensure a prompt response, email requests should contain the term "FOIA" or "FOIA Request" in the subject line.

2. What kind of response can I expect to my request?

- Within 5 business days after receiving a FOIA request the County will issue a response. If a request is received by fax or email, the request is deemed to have been received on the following business day. The County will respond to your request in one of the following ways:
 - - Grant the request,
 - Issue a written notice denying the request,
 - Grant the request in part and issue a written notice denying in part the request,
 - Issue a notice indicating that due to the nature of the request the County needs an additional 10 business days to respond, or
 - Issue a written notice indicating that the public record requested is available at no charge on the County's website
- If the request is granted, or granted in part, the County will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.
- If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the County will require a deposit before processing the request.

3. What are the County's deposit requirements?

- If the County has made a good faith calculation that the total fee for processing the request will exceed \$50.00, the County will require that you provide a deposit in the amount of 50% of the total estimated fee. When the County requests the deposit, it will provide you a non-binding best efforts estimate of how long it will take to process the request after you have paid your deposit.
- If the County receives a request from a person who has not paid the County for copies of public records made in fulfillment of a previously granted written request, the County will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when **all** of the following conditions exist:
 - The final fee for the prior written request is not more than 105% of the estimated fee;
 - The public records made available contained the information sought in the prior written request and remain in the County's possession;
 - The public records were made available to the individual, subject to payment, within the best effort time frame estimated by the County to provide the records;
 - Ninety (90) days have passed since the County notified the individual in writing that the public records were available for pickup or mailing;
 - The individual is unable to show proof of prior payment to the County; and
 - The County has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.
- The County will not require the 100% estimated fee deposit if any of the following apply:
 - The person making the request is able to show proof of prior payment in full to the County;
 - The County is subsequently paid in full for all applicable prior written requests; or

- Three hundred sixty-five (365) days have passed since the person made the request for which full payment was not remitted to the County.

4. How does the County calculate FOIA processing fees?

The Michigan FOIA statute permits the County to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the County.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the County.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the County's website if you ask for the County to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the County's website if you ask for the County to make copies.
- The cost to mail or send a public record to a requestor.

Labor Costs

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid County employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Overtime wages will not be included in labor costs unless agreed to by the requestor.
- Contracted labor costs will be charged at an hourly rate of up to 6 times the state minimum hourly wage.

A labor cost will not be charged for the search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the County. Costs are unreasonably high when they are excessive and beyond the normal or usual amount for those services compared to the County's usual FOIA requests, because of the nature of the request in the particular instance. The County must specifically identify the nature of the unreasonably high costs in writing.

Copying and Duplication

The County must use the most economical method for making copies of public records, including using double-sided printing, if cost-saving and available.

Non-paper Copies on Physical Media

- The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will be charged only if the County has the technological capability necessary to provide the public record in the requested non-paper physical media format.

Paper Copies

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper.
- Copies for non-standard sized sheets will paper will reflect the actual cost of reproduction.

Mailing Costs

- The cost to mail public records will use a reasonably economical and justified means.
- The County may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless you request it.

Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The County Board of Commissioners may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

5. How do I qualify for an indigence discount on the fee?

The County will discount the first \$20.00 of fees for a request if you submit an affidavit stating that you are:

- Indigent and receiving specific public assistance; or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

You are **not** eligible to receive the \$20.00 discount if you:

- Have previously received discounted copies of public records from the County twice during the calendar year; or
- Are requesting information on behalf of other persons who are offering or providing payment to you to make the request.

An affidavit is sworn statement. For your convenience, the County has provided an Affidavit of Indigence for the waiver of FOIA fees on the back of the County FOIA Request Form, which is available on the County's website: deltacountymi.org.

6. May a nonprofit organization receive a discount on the fee?

A nonprofit organization advocating for developmentally disabled or mentally ill individuals that is formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, may receive a \$20.00 discount if the request meets all of the following requirements in the Act:

- Is made directly on behalf of the organization or its clients.
- Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- Is accompanied by documentation of its designation by the state, if requested by the public body.

7. How may I challenge the denial of a public record or an excessive fee?

Appeal of a Denial of a Public Record

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may appeal by filing a written appeal of the denial with the Chairperson of the Board of Commissioners.

The appeal must be in writing, specifically state the word "appeal," and identify the reason or reasons you are seeking a reversal of the denial. You may use the County FOIA Appeal Form (To Appeal a Denial of Records), which is available on the County's website: deltacountymi.org.

The Chairperson of the Board of Commissioners is not considered to have received a written appeal until the first regularly scheduled County Commission meeting following submission of the written appeal. Within 10 business days of receiving the appeal the Chairperson will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part.

Whether or not you submitted an appeal of a denial to the Chairperson, you may file a civil action in the County Circuit Court within 180 days after the County's final determination to deny your request. If you prevail in the civil action the court will award you reasonable attorneys' fees, costs and disbursements. If the court determines that the County acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1,000.

Appeal of an Excess FOIA Processing Fee

If you believe that the fee charged by the County to process your FOIA request exceeds the amount permitted by state law, you must first appeal by filing a written appeal for a fee reduction to the Chairperson of the Board of Commissioners.

The appeal must specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. You may use the County FOIA Appeal Form (To Appeal an Excess Fee), which is available at the County Courthouse (Administration Office) and on the County's website: deltacountymi.org.

The Chairperson of the Board of Commissioners is not considered to have received a written appeal until the first regularly scheduled County Commission meeting following submission of the written appeal. Within 10 business days after receiving the appeal, the Chairperson will respond in writing by:

- Waiving the fee;
- Reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Chairperson of the County Board of Commissioners will respond to the written appeal.

Within 45 days after receiving notice of the Chairperson of the Board of Commissioner's determination of the processing fee appeal, you may commence a civil action in the County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements. If the court determines that the County acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of \$500.

Delta County

FOIA Procedures and Guidelines

Preamble: Statement of Principles

It is the policy of Delta County that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

The County's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The County acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The County acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

Delta County will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The County's policy is to disclose public records consistent with and in compliance with State law.

The County Board of Commissioners has established the following written procedures and guidelines to implement the FOIA and will create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary will be written in a manner so as to be easily understood by the general public.

Section 1: General Policies

The County Board of Commissioners, acting pursuant to the authority at MCL 15.236, designates Ryan Bergman, Director of Administration and Finance as the FOIA Coordinator. He is authorized to designate other County staff to act on his behalf to accept and process written requests for the County's public records and approve denials.

If a request for a public record is received by fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a County spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

The FOIA Coordinator shall review County spam and junk-mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with County Information Technology staff to develop administrative rules for handling spam and junk-mail so as to protect County systems from computer attacks which may be imbedded in an electronic FOIA request.

The FOIA Coordinator may, in his discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

The County is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other County staff are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves. The FOIA Coordinator shall keep a copy of all written requests for public records received by the County on file for a period of at least one year.

The County will make this Procedures and Guidelines document and the Written Public Summary publicly available without charge. If it does not, the County cannot require deposits or charge fees otherwise permitted under the FOIA until it is in compliance.

A copy of this Procedures and Guidelines document and the County's Written Public Summary must be publicly available by providing free copies both in the County's response to a written request and upon request by visitors at County offices.

This Procedures and Guidelines document and the County's Written Public Summary will be maintained on the County's website at: deltacountymi.org, so a link to those documents will be provided in lieu of providing paper copies of those documents.

Section 2: Requesting a Public Record

No specific form to submit a request for a public record is required. However the FOIA Coordinator may make available a FOIA Request Form for use by the public.

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the County may be submitted on the County's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.

Verbal requests for records may be documented by the County on the County's FOIA Request Form.

If a person makes a verbal, non-written request for information believed to be available on the County's website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.

A request must sufficiently describe a public record so as to enable County personnel to identify and find the requested public record.

Written requests for public records may be submitted in person or by mail to any County office. Requests may also be submitted electronically by fax and email. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person may request that public records be provided on non-paper physical media, emailed or otherwise provided to him or her in digital form in lieu of paper copies. The County will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued or disseminated by Delta County on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

Section 3: Processing a Request

Unless otherwise agreed to in writing by the person making the request, the County will issue a response within 5 business days of receipt of a FOIA request. If a request is received by fax, email or other electronic transmission, the request is deemed to have been received on the following business day.

The County will respond to a request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request the County needs an additional 10 business days to respond for a total of no more than 15 business days. Only one such extension is permitted.
- Issue a written notice indicating that the public record requested is available at no charge on the County's website.

When a request is granted:

If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available.

The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.

A copy of these Procedures and Guidelines and the Written Public Summary will be provided to the requestor free of charge with the response to a written request for public records, provided however, that because these Procedures and Guidelines, and the Written Public Summary are maintained on the County's website at: deltacountymi.org, a link to the Procedures and Guidelines and the Written Public Summary will be provided in lieu of providing paper copies of those documents.

If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.

If the cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request, the County will require a good-faith deposit pursuant to Section 4 of this policy before processing the request.

In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the County to process the request and also provide a best efforts estimate of a time frame it will take the County to provide the records to the requestor. The best efforts estimate shall be nonbinding on the County, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

When a request is denied or denied in part:

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the County; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and

- An explanation of the person's right to submit an appeal of the denial to either the Chairperson of the County Board of Commissioners, or seek judicial review in the Delta County Circuit Court; and
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.
- The Notice of Denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

Requests to inspect public records:

The County shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect County records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal County operations.

Requests for certified copies:

The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

Section 4: Fee Deposits

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a request for public records is from a person who has not paid the County in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- The final fee for the prior written request is not more than 105% of the estimated fee;
- The public records made available contained the information sought in the prior written request and remain in the County's possession;
- The public records were made available to the individual, subject to payment, within the time frame estimated by the County to provide the records;
- Ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to the County; and
- The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to the County;
- The County is subsequently paid in full for the applicable prior written request; or
- Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the County.

Section 5: Calculation of Fees

A fee may be charged for the labor cost of copying/duplication.

A fee will *not* be charged for the labor cost of search, examination, review and the deletion and separation of exempt from nonexempt information *unless* failure to charge a fee would result in unreasonably high costs to the County because of the nature of the request in the particular instance, and the County specifically identifies the nature of the unreasonably high costs.

Costs for the search, examination review, and deletion and separation of exempt from non-exempt information are “unreasonably high” when they are excessive and beyond the normal or usual amount for those services compared to the costs of the County’s usual FOIA requests, not compared to the County’s operating budget.

The following factors shall be used to determine an unreasonably high cost to the County:

- Volume of the public record requested
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- Whether the public records are from more than one County department or whether various County offices are necessary to respond to the request.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The Michigan FOIA statute permits the County to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the County.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the County.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the County’s website if you ask for the County to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the County’s website if you ask for the County to make copies.
- The cost to mail or send a public record to a requestor.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid County employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Overtime wages will not be included in labor costs unless agreed to by the requestor.
- Contracted labor costs will be charged at up to 6 times the state minimum hourly wage.

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the County has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- The County will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of the County's technology infrastructure.

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The County will provide records using double-sided printing, if it is cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The County may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless specified by the requestor.

If the FOIA Coordinator does not respond to a written request in a timely manner, the County must:

- Reduce the labor costs by 5% for each day the County exceeds the time permitted under FOIA up to a 50% maximum reduction, if *any* of the following applies:
 - The County's late response was willful and intentional,
 - The written request conveyed a request for information within the first 250 words of the body of a letter facsimile, email or email attachment, or
 - The written request included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy" or a recognizable misspelling of such, or legal code reference to MCL 15. 231, et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter or facsimile cover page.
- Fully note the charge reduction in the Detailed Itemization of Costs Form.

Section 6: Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The County Board of Commissioners may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

Section 7: Discounted Fees

Indigence

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- Indigent and receiving specific public assistance, or

- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

An individual is not eligible to receive the waiver if:

- The requestor has previously received discounted copies of public records from the County twice during the calendar year; or
- The requestor requests information in connection with other persons who are offering or providing payment to make the request.

An affidavit is sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

Nonprofit organization advocating for developmentally disabled or mentally ill individuals

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request from:

- A nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:
 - Is made directly on behalf of the organization or its clients.
 - Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
 - Is accompanied by documentation of its designation by the state, if requested by the public body.

Section 8: Appeal of a Denial of a Public Record

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal by filing an appeal of the denial with the Chairperson of the Board of Commissioners.

The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial. The County FOIA Appeal Form (To Appeal a Denial of Records), may be used.

The Chairperson of the Board of Commissioners is not considered to have received a written appeal until the first regularly scheduled County Board of Commissioners meeting following submission of the written appeal.

Within 10 business days of receiving the appeal the Chairperson of the Board of Commissioners will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part; or
- Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Chairperson of the Board of Commissioners shall respond to the written appeal. The Chairperson shall not issue more than 1 notice of extension for a particular written appeal.

If the Chairperson of the Board of Commissioners fails to respond to a written appeal, or upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the Chairperson of the Board of Commissioners, he or she may file a civil action in Delta County Circuit Court within 180 days after the County's final determination to deny the request.

If a court that determines a public record is not exempt from disclosure, it shall order the County to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.

If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or County prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

If the court determines that the County has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the County to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 9: Appeal of an Excessive FOIA Processing Fee

"Fee" means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.

If a requestor believes that the fee charged by the County to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal by submitting a written appeal for a fee reduction to the Chairperson of the Board of Commissioners.

The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The County FOIA Appeal Form (To Appeal an Excess Fee) may be used.

The Chairperson of the Board of Commissioners is not considered to have received a written appeal until the first regularly scheduled County Board of Commissioners meeting following submission of the written appeal.

Within 10 business days after receiving the appeal, the Chairperson of the Board of Commissioners will respond in writing by:

- Waiving the fee;
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Chairperson of the Board of Commissioners will respond to the written appeal.

The Chairperson of the Board of Commissioners shall not issue more than 1 notice of extension for a particular written appeal.

Where the Chairperson of the Board of Commissioners reduces or upholds the fee, the determination must include a certification from the Chairperson of the Board of Commissioners that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and Section 4 of the FOIA.

Within 45 days after receiving notice of the Chairperson of the County Board's determination of an appeal, the requesting person may commence a civil action in Delta County Circuit Court for a fee reduction.

If a civil action is commenced against the County for an excess fee, the County is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

An action shall not be filed in circuit court unless *one* of the following applies:

- The County does not provide for appeals of fees,
- The Chairperson of the Board of Commissioners failed to respond to a written appeal as required, or
- The Chairperson of the Board of Commissioners issued a determination to a written appeal.

If a court determines that the County required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of the FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

If the requesting person prevails in court by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages.

If the court determines that the County has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order the County to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by County Board of Commissioners or the County Administration these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the County Board of Commissioners or the County Administration, the administrative rule promulgated by the FOIA Coordinator is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the County Board of Commissioners or the County Administration, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the County Board of Commissioners of any change these Policies and Guidelines.

These FOIA Policies and Guidelines become effective July 1, 2015.

Section 11: Appendix of Delta County FOIA Forms

- Request for Public Records Form
- Notice to Extend Response Time Form
- Notice of Denial Form
- Detailed Cost Itemization Form
- Appeal of Denial of Records Form
- Appeal of Excess Fee Form

Delta County
Operational Procedures–Freedom of Information Act

I. PURPOSE: These Operational Procedures have been developed to implement the Delta County FOIA Procedures and Guidelines adopted by the Board of Commissioners.

II. DEFINITIONS:

A. FOIA: The Michigan Freedom of Information Act, codified at MCLA 15.321 *et seq.*, as amended.

B. County FOIA Coordinator: The County FOIA Coordinator, pursuant to MCL 15.236(1), is the Chairperson of the County Board of Commissioners. As used in this policy, the term “County FOIA Coordinator” shall mean the Chairperson of the County Board of Commissioners, or the Chairperson’s designee under MCL 15.236(3).

C. Department FOIA Coordinator: The Department FOIA Coordinator is the person designated by an appointed County Department Head or by a County Elected Officer to coordinate with the County FOIA Coordinator in implementing the County FOIA Procedures and Guidelines and ensuring compliance with the Michigan Freedom of Information Act.

D. Public Body: Public Body shall include, but not be limited to, the following:

1. **Delta County Departments:** Administration, Airport, Building Maintenance and Custodian, Elections, Emergency Management, Equalization, Medical Examiner, Technology, Veterans Affairs, Zoning and Building

2. **Elected Officers:** Board of Commissioners, Clerk, Register of Deeds, Treasurer’s Office, Sheriff’s Office, Prosecuting Attorney’s Office, and Drain Commissioner’s Office.

Exception: County Clerk and Clerk’s employees when acting as clerks of the Courts do not represent a Public Body.

E. Public Record: A writing prepared, owned, used, in the possession of, or retained by a Public Body in the performance of an official function, from the time it is created.

Exception: computer software.

F. Redaction: Editing of a public record by deletion, masking or separation to remove exempt material from non-exempt material.

G. Requesting Person: An individual, corporation, limited liability company, partnership, firm, organization, association, governmental entity, or other legal entity.

- H. **Writing:** The written word, a photocopy, photograph, map, microfilm, sound, symbol, computer file, e-mail or digitally scanned image.

III. FOIA COORDINATORS:

- A. **Designations:** The statutory County FOIA Coordinator, being the Chairperson of the County Board of Commissioners may, pursuant to MCL 15.236(3), designate another individual to act on his or her behalf in accepting and processing requests for the public body's public records, and in approving a denial of requests under FOIA.

Each appointed Department Head, in conjunction with the County FOIA Coordinator, and each elected County Officer, may designate an individual to act as Department FOIA Coordinators.

- B. **Responsibilities:** The County FOIA Coordinator and, where applicable, the Department FOIA Coordinators shall be responsible for accepting and processing requests for the Public Body's public records, and shall be responsible for granting or denying public records where appropriate.
 - 1. **Training:** The County FOIA Coordinator and Department FOIA Coordinators shall receive training in the application of FOIA and the use of the required form packet, and shall be advised of amendments to FOIA as necessary. The County FOIA Coordinator and Department FOIA Coordinators shall seek the advice of County's Attorney, when questions of legal interpretation arise.
 - 2. **Form Packet:** The County FOIA Coordinator and Department FOIA Coordinators shall use the Delta County FOIA Forms adopted with the Delta County FOIA Procedures and Guidelines to process and respond to requests.
 - 3. **Filed Requests:** The County FOIA Coordinator shall keep all FOIA requests, responses and appeals on file for no less than one (1) year from the date of final response or written decision on appeal, whichever is later.
 - 4. **Monitoring:** The County FOIA Coordinator and Department FOIA Coordinators shall ensure that any FOIA requests he/she receive by electronic device or system are monitored and responded to by a responsible person when the County FOIA Coordinator or Department FOIA Coordinators will not have access to said device or system for more than one (1) business day.

IV. PROCEDURES:

- A. Receive Request:** The requesting person shall provide the Public Body with a written request that describes a public record sufficiently to enable the Public Body's FOIA Coordinator to find it. The written request may be transmitted by facsimile, electronic mail or other electronic means, but if it is transmitted by such means, it will be considered received by the Public Body one (1) business day after the transmission is made.
- B. Forward Request to FOIA Coordinators:** All County officers and employees who receive a FOIA request shall note the date of receipt on the request and forward it within one (1) business day to the County FOIA Coordinator and, where applicable, the Department FOIA Coordinators for the department or agency where the records are kept. If a County officer or employee is unable to determine where to direct the request, it shall be submitted to the County FOIA Coordinator within one (1) business day of receipt. If the County FOIA Coordinator receives a FOIA request directly from a requestor, or from another Department FOIA Coordinator, a copy of the request shall be sent to the Department FOIA Coordinator that may possess the requested documents within one (1) business day. If the Department involved does not have an appointed Department FOIA Coordinator, the request will be sent to applicable Department Head.
- C. Review Request:** After receiving a request and within sufficient time to ensure compliance with the FOIA response requirements, a Department FOIA Coordinator, or Department Head if there is no Department FOIA Coordinator, shall:
1. Determine if there is an existing public record that satisfies the request.
 2. Determine if any requested records, in whole or in part, are available on the County's website.
 3. Determine if any requested records, in whole or in part, are subject to denial or exempt from disclosure. A requested record which is subject to denial or exempt from disclosure, in whole or in part, shall not be disclosed unless approved by County's Attorney.
- D. Determine if Request Contains Grounds for Denial:**
1. A FOIA request shall be denied if the requesting person is serving a sentence of imprisonment in a local, state or federal correctional facility.
 2. A FOIA request shall be denied if the requesting person does not describe a public record sufficiently to enable the Public Body to find it.
 3. A FOIA request shall be denied if it requires the Public Body to create a new public record or make a compilation, summary or report of information.

- E. Examine Request for Exemptions:** The requested public records shall be reviewed as to whether, in whole or in part, they are exempt from disclosure, and whether any portions of the records are subject to redactions prior to disclosure. Any questions concerning the general legal parameters of an exemption, redactions, or applicability in a particular situation, should be directed to County's Attorney or the County FOIA Coordinator.
- F. Reporting Status:** The Department FOIA Coordinator, or Department Head if there is no Department FOIA Coordinator, shall advise the County FOIA Coordinator within three (3) business days as to whether the requested records exist and whether they are, in whole or in part, available on the County website, and are subject to denial or exempt from disclosure. If additional time is necessary to provide this information, the County FOIA Coordinator will be advised and provided a good faith estimate of when the information can be provided.
- G. Redaction:** If a public record contains both exempt and nonexempt material, the County FOIA Coordinator or Department FOIA Coordinators shall edit the record by deletion, masking or separation of the exempt from the nonexempt material, and shall then provide the nonexempt material to the requesting person. The County FOIA Coordinator shall generally describe the redacted material, unless the description would reveal its contents.
- H. Respond to Request:** The County FOIA Coordinator shall respond to a request, using the required form packet, within five (5) business days from the date upon which he/she receives the request, unless otherwise agreed to in writing by the requesting person.
- I. Process Response:** If the requested record is not subject to one of the grounds for denial or an exemption, it shall be processed in the following manner:
- 1. Response Options:** Within five (5) business days, unless otherwise agreed to in writing by the requesting person, the County FOIA Coordinator shall do one of the following:
 - a.** Grant the request.
 - b.** Deny the request and provide the reason why the request is subject to denial or exempt.
 - c.** Grant the request in part and deny the request in part.
 - d.** Using the FOIA response form, provide notice extending the response deadline for not more than an additional ten (10) business days. The notice shall contain the reasons for the extension and the date by which the Public Body will respond to the request. Not more than one (1) notice of extension shall be issued.

J. Fees for Public Records:

1. **Permissible Fees:** The Public Body may charge a fee for copying public records for the requesting person or to enable inspection. A fee may also be charged for search, examination, review or redaction of public records, but only if failure to charge a fee would result in unreasonably high costs specifically identified by the Public Body. Collected fees shall be credited to the Public Body that incurred the cost of processing the request.
2. **Calculation of Fees:** The applicable fees shall be calculated by the County FOIA Coordinator in accordance with the County's FOIA Procedures and Guidelines and using the Detailed Cost Itemization Form. The Department FOIA Coordinators shall assist in providing the applicable labor and copying costs to the County FOIA Coordinator.

K. Deposit: If the total fee exceeds \$50.00, the County FOIA Coordinator or Department FOIA Coordinators may require a deposit of not more than one-half of the fee. The Requestor will also be provided a good faith estimate of when the records will be provided to the requester when a deposit is required.

L. Fee Payment Enforcement: Once copies of the requested records have been made, the Public Body is authorized to require payment of fees in full before it delivers the records to the requesting person.

Exception: If a deposit is required, the Public Body may refuse to process the request until the deposit is paid.

M. Exceptions to Fee Procedure:

1. Public records may be provided without charge or at reduced charge if the Public Body determines that the record primarily benefits the general public, and it is in the public interest to provide it without charge or at reduced charge.
2. The first \$20.00 of the total fee for requested records shall be waived if the requesting person submits an Affidavit of Indigence (contained in the required form packet).

N. Appeal: A requesting person has the right to appeal the denial of a request for public records, or to appeal the fees charged. All such Appeals shall be filed with the County FOIA Coordinator and shall be processed in accordance with the Delta County FOIA Procedures and Guidelines.

County: Keep original and provide copies of both sides of each sheet, along with Public Summary, to Requestor at no charge.

Delta County
310 Ludington St., Escanaba, MI 49829
Phone: 906-789-5100

**Detailed Cost
Itemization**

Freedom of Information Act Request Detailed Cost Itemization

Date: _____ Prepared for Request No.: _____ Date Request Received: _____

The following costs are being charged / estimated in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the County's FOIA Policies and Guidelines. If the County is seeking a 50% deposit prior to providing the public records sought, the estimate is itemized on this form, lines 1-5 below.

If all or a portion of the requested information is available on the County's website, the County is required to tell you it is available on the website and, where practicable, include a specific webpage address where the information is available. In this case

- None
- Some
- All

of the requested material can be found at the following webpage(s):

If the webpage is all the information you need, it is provided without charge. If, however, you still wish to receive a copy of material from the webpage, please let us know. The FOIA charges will apply if the County is required to produce copies of material from the webpage.

Requestor has stipulated that some / all of the requested records that are already available on the County's website but requests they be provided in a paper or non-paper physical digital medium and acknowledges that providing the records in that format shall be subject to the County's normal charges outlined below.

1. Labor Cost to Locate:

This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. **This fee is being charged because failure to do so will result in unreasonably high costs to the County because of the nature of the request in this particular instance, specifically:** _____

The County will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in **15-minute time increments**; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$ _____

Charge per ¼ hour: \$ _____

OR

Hourly Wage with Fringe Benefit Cost: \$ _____

Multiply the hourly wage by the percentage multiplier: _____%
(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per ¼ hour: \$ _____

[For records already available on the County's website that Requestor has requested in a paper or non-paper digital medium, greater than the 50% limitation, not to exceed the actual costs may be used to calculate Fringe Benefit Costs to be added to the hourly wage].

Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)

To figure the number of increments, take the number of minutes: _____, divide by 15 -minute increments, and round down. Enter below:

Number of increments

1. Labor Cost

x _____ =

\$ _____

2. Labor Cost for Copying / Duplication

This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor.

This shall not be more than the hourly wage of the County's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in **15-minute time increments as set by the County Board of Commissioners** (for example: 15-minutes or more); all partial time increments must be rounded down. *If the number of minutes is less than one increment, there is no charge.*

Hourly Wage Charged: \$ _____

Charge per ¼ hour: \$ _____

OR

Hourly Wage with Fringe Benefit Cost: \$ _____

Multiply the hourly wage by the percentage multiplier: _____%
(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per ¼ hour: \$ _____

[For records already available on the County's website that Requestor has requested in a paper or non-paper digital medium, greater than the 50% limitation, not to exceed the actual costs may be used to calculate Fringe Benefit Costs to be added to the hourly wage].

Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)

To figure the number of increments, take the number of minutes: _____, divide by 15 -minute increments, and round down. Enter below:

Number of increments

2. Labor Cost

x _____ =

\$ _____

3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):

(Fill this out if using a County employee. If contracted, use No. 3b instead).

The County will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the County that are excessive and beyond the normal or usual amount for those services compared to the County's usual FOIA requests, because of the nature of the request in this particular instance, specifically: _____

This is the cost of labor of a **County employee**, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the **County's lowest-paid employee** capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged **15-minute time increments**; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$ _____

Charge per ¼ hour: \$ _____

OR

Hourly Wage with Fringe Benefit Cost: \$ _____

Multiply the hourly wage by the percentage multiplier: _____%

(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per ¼ hour: \$ _____

[For records already available on the County's website that Requestor has requested in a paper or non-paper digital medium, greater than the 50% limitation, not to exceed the actual costs may be used to calculate Fringe Benefit Costs to be added to the hourly wage].

Overtime rate charged as stipulated by Requestor *(overtime is not used to calculate the fringe benefit cost)*

To figure the number of increments, take the *number of minutes*: _____, divide by *15-minute increments*, and round down. Enter below:

Number of increments

x _____ =

3a. Labor Cost

\$ _____

3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):

(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a instead.)

The County will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the County that are excessive and beyond the normal or usual amount for those services compared to the County's usual FOIA requests, because of the nature of the request in this particular instance, specifically: _____

As this County does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a **contractor** (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of _____ (currently \$8.15).

Name of contracted person or firm: _____

These costs will be estimated and charged in **15-minute time increments (must be 15-minutes or more)**; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Cost Charged: \$ _____

Charge per increment: \$ _____

To figure the number of increments, take the number of minutes: _____, divide by 15-minute increments, and round down to: _____ increments. Enter below:

Number of increments

x _____ =

3b. Labor Cost

\$ _____

4. Copying / Duplication Cost:

Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection).

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- Letter (8 1/2 x 11-inch, single and double-sided): _____ cents per sheet
- Legal (8 1/2 x 14-inch, single and double-sided): _____ cents per sheet

No more than the actual cost of a sheet of paper for other paper sizes:

- Other paper sizes (single and double-sided): _____ cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- **Circle applicable:** Disc / Tape / Drive / Other Digital Medium Cost per Item: _____

The cost of paper copies **must** be calculated as a total cost per sheet of paper. The fee **cannot exceed** 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. The County **must** utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

Number of Sheets:

x _____ =

Costs:

\$ _____

x _____ =

\$ _____

x _____ =

\$ _____

No. of Items:

x _____ =

\$ _____

4. Total Copy Cost

\$ _____

5. Mailing Cost:

The County will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.

- The County *may* charge for the least expensive form of postal delivery confirmation.
- The County *cannot* charge more for expedited shipping or insurance unless specifically requested by the requestor.*

Actual Cost of Envelope or Packaging: \$ _____

Actual Cost of Postage: \$ _____ per stamp

\$ _____ per pound

\$ _____ per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____

*Expedited Shipping or Insurance as Requested: \$ _____

* Requestor has requested expedited shipping or insurance

Number of Envelopes or Packages:

x _____ = \$ _____

Costs:

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

5. Total Mailing Cost

\$ _____

Subtotal Fees Before Waivers, Discounts or Deposits:

Estimated Time Frame to Provide Records:

_____ (days or date)

The time frame estimate is nonbinding upon the County, but the County is providing the estimate in good faith. Providing an estimated time frame does not relieve the County from any of the other requirements of this act.

- Cost estimate
 Bill

- 1. Labor Cost to Locate: \$ _____
- 2. Labor Cost for Copying: \$ _____
- 3a. Labor Cost to Redact: \$ _____
- 3b. Contract Labor Cost to Redact: \$ _____
- 4. Copying/Duplication Cost: \$ _____
- 5. Mailing Cost: \$ _____

Subtotal Fees: \$ _____

Waiver: Public Interest

A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the County determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

All fees are waived **OR** All fees are reduced by: _____%

Subtotal Fees After Waiver:

\$ _____

<p>Discount: <u>Indigence</u> A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who:</p> <p>1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR</p> <p>2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.</p> <p>If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply:</p> <p>(i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, OR</p> <p>(ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.</p> <p style="text-align: right;"><input type="checkbox"/> Eligible for Indigence Discount</p>	<p style="text-align: right;">Subtotal Fees After Discount (subtract \$20):</p>	<p style="text-align: right;">\$ _____</p>
<p>Discount: <u>Nonprofit Organization</u> A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the following requirements:</p> <p>(i) Is made directly on behalf of the organization or its clients.</p> <p>(ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931.</p> <p>(iii) Is accompanied by documentation of its designation by the state, if requested by the County.</p> <p style="text-align: right;"><input type="checkbox"/> Eligible for Nonprofit Discount</p>	<p style="text-align: right;">Subtotal Fees After Discount (subtract \$20):</p>	<p style="text-align: right;">\$ _____</p>
<p>Deposit: <u>Good Faith</u> The County may require a good-faith deposit <u>before providing the public records to the Requestor</u> if the entire fee estimate or charge authorized under this section exceeds \$50.00, based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee. Percent of Deposit: _____%</p>	<p style="text-align: right;">Date Paid:</p> <p style="text-align: right;">_____</p>	<p style="text-align: right;">Deposit Amount Required:</p> <p style="text-align: right;">\$ _____</p>

Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full

After the County has granted and fulfilled a written request from an individual under this Act, if the County has not been paid in full the total amount of fees for the copies of public records that the County made available to the individual as a result of that written request, **the County may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL of the following apply:**

- (a) The final fee for the prior written request was not more than 105% of the estimated fee.
- (b) The public records made available contained the information being sought in the prior written request and are still in the County's possession.
- (c) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request.
- (d) Ninety (90) days have passed since the County notified the individual in writing that the public records were available for pickup or mailing.
- (e) The individual is unable to show proof of prior payment to the County.
- (f) The County calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit.

The County **can no longer require an increased estimated fee deposit** from an individual if **ANY** of the following apply:

- (a) The individual is able to show proof of prior payment in full to the County, **OR**
- (b) The County is subsequently paid in full for the applicable prior written request, **OR**
- (c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the County.

Percent Deposit Required:

_____ %

Deposit Required:

\$ _____

Date Paid:

14. Late Response Labor Costs Reduction

If the County does not respond to a written request in a timely manner as required under MCL 15.235(2), the County **must** do the following:

- (a) **Reduce the charges for labor costs** otherwise permitted by 5% for each day the County exceeds the time permitted for a response to the request, **with a maximum 50% reduction.**

Number of Days Over Required Response Time:

Multiply by 5%

= Total Percent Reduction:

Total Labor Costs

\$ _____

Minus Reduction

\$ _____

= Reduced Total Labor Costs

\$ _____

15. Balance Due (Deduct amount on Line 14 from amount on Line 13c)

Date Paid

Total Balance Due:

\$ _____

The Public Summary of the County's FOIA Procedures and Guidelines is available free of charge from:

Website: deltacountymi.org

Email: rbergman@deltacountymi.org

Phone: 906-789-5100

Address: 310 Ludington St., Escanaba, MI 49829

Request Will Be Processed, But Balance Must Be Paid Before Copies May Be Picked Up, Delivered or Mailed

(Form created by MTA, MAMA and CS&T, PC, May 2015)

Records Located on Website

If the County directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (*separate exempt information from non-exempt information*).

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the County must notify the Requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the County must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If the County has included the website address for a record in its written response to the Requestor and the Requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the County must provide the public records in the specified format (if the County has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.

Request for Copies/Duplication of Records on County Website

I hereby stipulate that, even if some or all of the records are located on the County website, I am requesting that the County make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.

Requestor's Signature

Date

Overtime Labor Costs

Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.

Consent to Overtime Labor Costs

I hereby agree and stipulate to the County using overtime wages in calculating the following labor costs as itemized in the following categories:

- 1. Labor to copy/duplicate
- 2. Labor to locate
- 3a. Labor to redact
- 3b. Contract labor to redact
- 6b. Labor to copy/duplicate records already on County's website

Requestor's Signature

Date

Request for Discount: Indigence

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**
- 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a Requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

- (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year,
- (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

Office Use: Affidavit Received Eligible for Discount Ineligible for Discount

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:

Date:

Requestor's Signature:

Request for Discount: Nonprofit Organization

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

- (i) Is made directly on behalf of the organization or its clients.
- (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.
- (iii) Is accompanied by documentation of its designation by the state, if requested by the County.

Office Use: Documentation of State Designation Received Eligible for Discount Ineligible for Discount

I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931:

Date:

Requestor's Signature:

County: Keep original and provide copy of both sides, along with Public Summary, to Requestor at no charge.

Delta County

310 Ludington St., Escanaba, MI 49829

Phone: 906-789-5100

Extension Form

Notice to Extend Response Time for FOIA Request Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: _____ Date Received: _____ Check if received via: Email Fax Other Electronic Method
Date of This Notice: _____ Date delivered to junk/spam folder: _____
(Please Print or Type) Date discovered in junk/spam folder: _____

Name	Phone	
Firm/Organization	Fax	
Street	Email	
City	State	Zip

Request for: Copy Certified copy Record inspection Subscription to record issued on regular basis
Delivery Method: Will pick up Will make own copies onsite Mail to address above Email to address above
 Deliver on digital media provided by the County: _____

Record(s) You Requested: (Listed here or see attached copy of original request) _____

We are extending the date to respond to your FOIA request for no more than 10 business days, until _____ (month, day, year).
Only one extension may be taken per FOIA request. If you have any questions regarding this extension, contact _____ at _____

Estimated Time Frame to Provide Records: _____ (days or date)
The time frame estimate is nonbinding upon the County, but the County is providing the estimate in good faith. Providing an estimated time frame does not relieve a public body from any of the other requirements of this act.

Reason for Extension:

1. The County needs to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to your request. Specifically, the County must:

2. The County needs to collect the requested public records from numerous field offices, facilities, or other establishments that are located apart from the County office. Specifically, the County must coordinate documents from the following locations:

3. Other (describe): _____

Signature of FOIA Coordinator:	Date:
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[This page left blank on purpose.]

County: Keep original and provide copy of both sides, along with Public Summary, to Requestor at no charge.

Denial Form

Delta County
310 Ludington St., Escanaba, MI 49829
Phone: 906-789-5100

Notice of Denial of FOIA Request
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: _____ **Date Received:** _____ **Check if received via:** Email Fax Other Electronic Method
Date of This Notice: _____ **Date delivered to junk/spam folder:** _____
(Please Print or Type) **Date discovered in junk/spam folder:** _____

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Request for: Copy Certified copy Record inspection Subscription to record issued on regular basis

Delivery Method: Will pick up Will make own copies onsite Mail to address above Email to address above
 Deliver on digital media provided by the County: _____

Record(s) You Requested: *(Listed here or see attached copy of original request)* _____

All **OR** **Part** of your request for records has been denied. Please refer to this form for an explanation. If you have any questions regarding this denial, contact _____ at _____

Reason for Denial:

1. Exempt from Disclosure: This item is exempt from disclosure under FOIA Section 13, Subsection _____ *(insert number)*, because: _____

2. Record Does Not Exist: This item does not exist under the name provided in your request or by another name reasonably known to the County. A certificate that the public record does not exist under the name given is attached. If you believe this record does exist, provide a description that will enable us to locate the record: _____

3. Redaction: A portion of the requested record had to be separated or deleted (redacted) as it is exempt under FOIA Section 13, Subsection _____ *(insert number)*, because: _____

A brief description of the information that had to be separated or deleted: _____

Notice of Requestor's Right to Seek Judicial Review

You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the County Board of Commissioners or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the Court determines that the County has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys' fees and damages as provided in MCL 15.240. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator: _____

Date: _____

FREEDOM OF INFORMATION ACT (EXCERPT)

Act 442 of 1976

15.240.amended Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys' fees, costs, and disbursements; assessment of award; damages.

Sec. 10.

(1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:

(a) Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, to compel the public body's disclosure of the public records within 180 days after a public body's final determination to deny a request.

(2) Within 10 business days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Reverse the disclosure denial.

(b) Issue a written notice to the requesting person upholding the disclosure denial.

(c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

(d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action under subsection (1)(b).

(4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the public body to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

History: 1976, Act 442, Eff. Apr. 13, 1977 ;-- Am. 1978, Act 329, Imd. Eff. July 11, 1978 ;-- Am. 1996, Act 553, Eff. Mar. 31, 1997 ;-- Am. 2014, Act 563, Eff. July 1, 2015

County: Keep original and provide copy of both sides, along with Public Summary, to Requestor at no charge.

Delta County
310 Ludington St., Escanaba, MI 49829
Phone: 906-789-5100

Denial Appeal Form

FOIA Appeal Form—To Appeal a Denial of Records
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: _____ **Date Received:** _____ **Check if received via:** Email Fax Other Electronic Method
Date of This Notice: _____ **Date delivered to junk/spam folder:** _____
(Please Print or Type) **Date discovered in junk/spam folder:** _____

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Request for: Copy Certified copy Record inspection Subscription to record issued on regular basis
Delivery Method: Will pick up Will make own copies onsite Mail to address above Email to address above
 Deliver on digital media provided by the County: _____

Record(s) You Requested: *(Listed here or see attached copy of original request)* _____

Reason(s) for Appeal:

The appeal must identify the reason(s) for the denial. You may use this form or attach additional sheets:

Requestor's Signature: _____ **Date:** _____

County Response:

The County must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension.

County Extension: We are extending the date to respond to your FOIA fee appeal for no more than 10 business days, until _____
(month, day, year). Only one extension may be taken per FOIA appeal.
Unusual circumstances warranting extension: _____

If you have any questions regarding this extension, contact: _____

County Determination:

Denial Reversed Denial Upheld Denial Reversed in Part and Upheld in Part
The following previously denied records will be released: _____

Notice of Requestor's Right to Seek Judicial Review

You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the County Board of Commissioners or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the Court determines that the County has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys' fees and damages as provided in MCL 15.240. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator: _____ **Date:** _____

FREEDOM OF INFORMATION ACT (EXCERPT)

Act 442 of 1976

15.240.amended Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys' fees, costs, and disbursements; assessment of award; damages.

Sec. 10.

(1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:

(a) Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, to compel the public body's disclosure of the public records within 180 days after a public body's final determination to deny a request.

(2) Within 10 business days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Reverse the disclosure denial.

(b) Issue a written notice to the requesting person upholding the disclosure denial.

(c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

(d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action under subsection (1)(b).

(4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the public body to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

History: 1976, Act 442, Eff. Apr. 13, 1977 ;-- Am. 1978, Act 329, Imd. Eff. July 11, 1978 ;-- Am. 1996, Act 553, Eff. Mar. 31, 1997 ;-- Am. 2014, Act 563, Eff. July 1, 2015.

County: Keep original and provide copy of both sides, along with Public Summary, to Requestor at no charge.

Delta County
310 Ludington St., Escanaba, MI 49829
Phone: 906-789-5100

Fee Appeal Form

FOIA Appeal Form—To Appeal an Excess Fee
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: _____ **Date Received:** _____ **Check if received via:** Email Fax Other Electronic Method
Date of This Notice: _____ **Date delivered to junk/spam folder:** _____
(Please Print or Type) **Date discovered in junk/spam folder:** _____

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Request for: Copy Certified copy Record inspection Subscription to record issued on regular basis
Delivery Method: Will pick up Will make own copies onsite Mail to address above Email to address above
 Deliver on digital media provided by the County: _____

Record(s) You Requested: *(Listed here or see attached copy of original request)* _____

Reason(s) for Appeal:

The appeal must specifically identify how the required fee(s) exceed the amount permitted. You may use this form or attach additional sheets:

Requestor's Signature: _____ **Date:** _____

County Response:

The County must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension.

County Extension: We are extending the date to respond to your FOIA fee appeal for no more than 10 business days, until _____
(month, day, year). Only one extension may be taken per FOIA appeal.
Unusual circumstances warranting extension: _____

If you have any questions regarding this extension, contact: _____

County Determination: Fee Waived Fee Reduced Fee Upheld

Written basis for County determination: _____

Notice of Requestor's Right to Seek Judicial Review

You are entitled under Section 10a of the Michigan Freedom of Information Act, MCL 15.240a, to appeal a FOIA fee that you believe exceeds the amount permitted under the County's written Procedures and Guidelines to the County Board of Commissioners or to commence an action in the Circuit Court for a fee reduction within 45 days after receiving the notice of the required fee or a determination of an appeal to the County Board of Commissioners. If a civil action is commenced in court, the County is not obligated to compete processing the request until the Court resolves the fee dispute. If the Court determines that the County required a fee that exceeded the permitted amount, the Court shall reduce the fee to a permissible amount. *(See back of this form for additional information on your rights.)*

Signature of FOIA Coordinator: _____ **Date:** _____

FREEDOM OF INFORMATION ACT (EXCERPT)
Act 442 of 1976

15.240a.added Fee in excess of amount permitted under procedures and guidelines or MCL 15.234.

Sec. 10a.

(1) If a public body requires a fee that exceeds the amount permitted under its publicly available procedures and guidelines or section 4, the requesting person may do any of the following:

(a) If the public body provides for fee appeals to the head of the public body in its publicly available procedures and guidelines, submit to the head of the public body a written appeal for a fee reduction that specifically states the word "appeal" and identifies how the required fee exceeds the amount permitted under the public body's available procedures and guidelines or section 4.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, in the court of claims, for a fee reduction. The action must be filed within 45 days after receiving the notice of the required fee or a determination of an appeal to the head of a public body. If a civil action is commenced against the public body under this subdivision, the public body is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute. An action shall not be filed under this subdivision unless 1 of the following applies:

(i) The public body does not provide for appeals under subdivision (a).

(ii) The head of the public body failed to respond to a written appeal as required under subsection (2).

(iii) The head of the public body issued a determination to a written appeal as required under subsection (2).

(2) Within 10 business days after receiving a written appeal under subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Waive the fee.

(b) Reduce the fee and issue a written determination to the requesting person indicating the specific basis under section 4 that supports the remaining fee. The determination shall include a certification from the head of the public body that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and section 4.

(c) Uphold the fee and issue a written determination to the requesting person indicating the specific basis under section 4 that supports the required fee. The determination shall include a certification from the head of the public body that the statements in the determination are accurate and that the fee amount complies with the public body's publicly available procedures and guidelines and section 4.

(d) Issue a notice extending for not more than 10 business days the period during which the head of the public body must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a).

(4) In an action commenced under subsection (1)(b), a court that determines the public body required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or section 4 shall reduce the fee to a permissible amount. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located. The court shall determine the matter de novo, and the burden is on the public body to establish that the required fee complies with its publicly available procedures and guidelines and section 4. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If the requesting person prevails in an action commenced under this section by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by charging an excessive fee, the court shall order the public body to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

(8) As used in this section, "fee" means the total fee or any component of the total fee calculated under section 4, including any deposit.

History: Add. 2014, Act 563, Eff. July 1, 2015

To: County Commissioners

June 11, 2015

Agenda Item : Freedom of Information Act Policy

In January the State of Michigan passed legislation updating the Freedom of Information Act that had been passed in 1976. The updates included several new requirements for all public entities. Among other things, the new bill:

- Establishes maximum costs and determines what you can and not charge citizens for FOIA requests;
- Requires each public entity to establish clear policies and procedures for the entirety of the FOIA process;
- Recommends that each public entity establish an appeal process in order to reduce the number of FOIA cases in Circuit Court, and;
- Establishes required response times for both the initial request and the appeal process

Enclosed in the agenda packet is a series of FOIA items that allow Delta County to update its policy to state standards. The language is primarily from the Michigan Association of Counties recommendations. If you have any questions, please let me know.

Thanks,
Ryan Bergman
Director of Administration and Finance