

TENTATIVE AGENDA

DELTA COUNTY BOARD OF COMMISSIONERS

June 21, 2016

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: 6-7-16
 - Committee of the Whole:
- 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. **Administrators Report**
 - 2. **Building and Grounds minutes of 6-13-16**
- XI. GENERAL ORDERS OF BUSINESS
 - A. UNFINISHED BUSINESS
 - B. NEW BUSINESS
 - 1. **Payment of Bills**
 - 2. **B & G Recommendation: Comprehensive Energy Project**
 - 3. **Prosecutor's Presentation**

4. **Landfill Letter of Credit**
5. **Zoning Case No. 2-16-PC**
6. **UPCAP- West Central U.P. Community Corrections Program Grant**
7. **Rounding of Building Permits**
8. **Out of County Travel: UPEDA**

XII. GENERAL PUBLIC COMMENT

XIII. COMMISSIONER'S COMMENTS

XIV. MEETING SCHEDULE

- A. Board of Commissioners Meeting on 7-5-16 at 5:15 p.m. in the Service Center Boardroom.
- B. Board of Commissioners Meeting on 7-19-16 at 5:15 p.m. in the Service Center Boardroom.
- C. Board of Commissioners Meeting on 8-2-16 at 5:15 p.m. in the Service Center Boardroom.

XV. NOTICES

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 21, 2016 at 5:15 p.m. in the Boardroom in the Delta County Service Center.

Sincerely yours,

Nancy J. Kolich
Delta County Clerk

Proposed

DELTA COUNTY BOARD OF COMMISSIONERS MEETING
June 7, 2016

Escanaba, Michigan

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

June 2, 2016

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 7, 2016, 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 Malnar, Johnson, Harrington, Moyle and Rivard.

ABSENT: 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 J. Kolich.

VIII. PUBLIC COMMENT ON AGENDA ITEMS

None.

V. APPROVAL OF MINUTES OF PREVIOUS MEETING

Moved by Commissioner Malnar and seconded by Commissioner Rivard to approve the minutes of the May 17, 2016 meeting and the May 18, 2016 Committee of the Whole Meeting. MOTION CARRIED.

VI. APPROVAL OF AGENDA

Moved by Commissioner Moyle and seconded by Commissioner Rivard to approve the agenda as amended, adding Item 10. Out of County Travel to Tri-State Sheriff's Conference. MOTION CARRIED.

Proposed

VII. PRESENTATION OF WRITTEN COMMUNICATIONS

- A. Received: No written communication received.
- B. Forwarded: No letters were forwarded.

VIII. REPORTS OF STANDING AND STATUTORY SPECIAL COMMITTEES AND OTHERS

Moved by Commissioner Rivard and seconded by Commissioner Malnar to receive the written communication and place on file.
MOTION CARRIED.

IX. PUBLIC COMMENT ON AGENDA ITEMS: No public comment

X. COMMITTEE REPORTS:

1. Administrator's Report.

Mr. Bergman gave the Board an update on the Brownfield lawsuit - the City of Escanaba will also be representing Mr. Van Steen. The budget process will begin with the Administrator meeting with the Department Heads starting in June. He will present the proposed budget at the August 16th meeting. The City of Escanaba won the Dark Store Appeal - it will be sent back to the Tax Tribunal. The Dark Store House Bill will be voted on June 8th.

2. Committee of the Whole meeting 5-18-16.

1. Building Permit Fees.

Moved by Commissioner Malnar and seconded by Commissioner Moyle to adopt the Building Permit Fees, as presented. MOTION CARRIED.

2. Electrical Inspector.

Moved by Commissioner Johnson and seconded by Commissioner Malnar to draft an RFP for a contractual Electrical Inspector. MOTION CARRIED.

Moved by Commissioner Moyle and seconded by Commissioner Johnson to receive the Committee of the Whole minutes of May 18, 2016 and place on file. MOTION CARRIED.

X. GENERAL ORDERS OF BUSINESS

A. UNFINISHED BUSINESS

B. NEW BUSINESS

Proposed

1. Payment of Bills.

Moved by Commissioner Johnson and seconded by Commissioner Malnar to pay bills in the amount of \$715,895.96 and Commissioners expenses of \$1,639.84. MOTION CARRIED.

2. U.P. Resource Conservation and Development Council.

Moved by Commissioner Rivard and seconded by Commissioner Malnar to pay the annual dues of \$350 to the U.P. Resource Conservation and Development Council. MOTION CARRIED.

3. Plumbing and Mechanical Inspections.

Moved by Commissioner Harrington and seconded by Commissioner Rivard to ratify the action the Administrator took in ending the contract with the Plumbing and Mechanical Inspector. MOTION CARRIED.

Moved by Commissioner Rivard and seconded by Commissioner Moyle to negotiate with the Dickinson County Plumbing and Mechanical Inspector, Jim Shapy, to serve as Interim Plumbing and Mechanical Inspector for Delta County 2 days per week. MOTION CARRIED.

4. Appointments to the Brownfield Authority.

Moved by Commissioner Rivard and seconded by Commissioner Malnar to re-appoint Lucas Bradshaw and Joe Frizzell to the Brownfield Authority. MOTION CARRIED.

5. Darryl Shann, Candidate for House of Representatives.

Informational.

6. Out of County Travel to the MNRTF Board for Cornell Land Acquisition.

Moved by Commissioner Harrington and seconded by Commissioner Malnar to authorize out of county travel for the Commissioners, Administrator and Rory Mattson, DCSCD, to make a presentation to the Michigan Natural Resources Trust Fund Board in Onekama, MI on June 15th for the Cornell Township Land Acquisition. MOTION CARRIED.

7. 2016 Taxable Value Report.

Moved by Commissioner Moyle and seconded by Commissioner Rivard approve the 2016 Taxable Value Report, as presented by Juli Kolbe, Equalization Director. MOTION CARRIED.

Proposed

8. 2016 Summer Millage Request.

Moved by Commissioner Moyle and seconded by Commissioner Johnson to authorize the levy of 5.0137 operating mills for Delta County, as presented. MOTION CARRIED.

9. MDOT Contract No. 2013-0164/A1 and Resolution.

Moved by Commissioner Rivard and seconded by Commissioner Moyle to approve the contract amendment and adopt the Resolution amending the MDOT Contract No. 2013-0164/A1, as presented. MOTION CARRIED.

10. Out of County Travel to Tri-State Sheriff Conference.

Moved by Commissioner Rivard and seconded by Commissioner Moyle to authorize out of county travel for the Administrator to attend the Tri-State Sheriff's Conference on June 16. MOTION CARRIED.

XII. GENERAL PUBLIC COMMENT

Kelly Smith, Airport Manager, gave the Board an update on the May 25th U.P. Honor Flight, which was the 10th Honor Flight out of the Delta County Airport.

XIII. COMMISSIONERS CONCERNS

Commissioner Malnar: Congratulations to Ryan, on the birth of his son.

Commissioner Johnson: Congratulations to Ryan.

Commissioner Moyle: Congratulations to Ryan.

Commissioner Rivard: Congratulations to Ryan. Dave Dziejewior has been a great employee as the Veterans Service Officer. Northcare has given \$252,000 in treatment services to 190 Delta County residents.

Commissioner Harrington: Congratulations to Ryan and Krissy on the birth of their son.

XIV. MEETING SCHEDULE

June 21 st	5:15 p.m.	Board meeting.
July 5 th	5:15 p.m.	Board meeting.
July 19 th	5:15 p.m.	Board meeting.

Proposed

XV. NOTICES

30 day notice of Appointments

XVI. ADJOURNMENT

Moved by Commissioner Moyle and seconded by Commissioner Rivard to adjourn at 6:12 p.m.

Respectfully Submitted,

Nancy J. Kolich, County Clerk

Mary K. Harrington, Board Chair

BUILDING AND GROUNDS MEETING

June 13, 2016

MEMBERS PRESENT: Commissioner David Rivard
Commissioner John Malnar
Administrator Ryan Bergman

ATTENDEES: Cory Schroeder, Director of Maintenance; John Weber, Chief Maintenance Technician.

The meeting began at 9:30 a.m.

V. New Business:

1. Energy and Infrastructure Project

The Committee discussed a proposal from TRANE on: LED lighting; control systems upgrades; building enveloping; and replacing outdated chiller, dry coolers, and air handler systems at the Delta County Courthouse and Airport. The material had been presented at several Building and Grounds Committee meetings in the past. If approved, Trane would serve as the construction and procurement manager for the project. The price presented is the maximum price. Total project cost was listed at \$971,000 for the Courthouse and \$275,106 for the Airport. The Administrator presented a spreadsheet on how funding would be recommended. Although there is a large initial investment, the project is projected to provide large energy, operational and capital avoidance savings with a listed payback period of between 7.8 and 12.1 years. Trane was contacted via telephone to discuss various questions, including timetables and project reports. After discussion, the Committee recommends the project for funding.

2. Courthouse Entrance

At the suggestion of the Maintenance Director, the Committee added to the agenda and discussed the deteriorating bricks outside the main Courthouse entrance. The Committee instructed the Maintenance Director to determine possible renovation/replacement options to be considered at future meetings.

The meeting adjourned at 10:42 a.m.

DELTA COUNTY BOARD OF COMMISSIONERS

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

B1



June 21, 2016

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
06-03-16	676,178.90
06-10-16	896,014.37
Total Report of Claims \$	1,572,193.27
Total Jury Expense \$	0.00
GRAND TOTAL OF BILLS \$	1,572,193.27
Commissioner Expenses: \$	701.58 Paid

AUTHORIZED SIGNATURE _____
AUTHORIZED SIGNATURE _____
AUTHORIZED SIGNATURE _____
AUTHORIZED SIGNATURE _____
AUTHORIZED SIGNATURE _____

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank FIRST ALL FUNDS					
<i>162134 - 162150 PIR aks + Ded</i>					
06/03/2016	162151	001027	ADVANCED AUTO PARTS	TURN SIGNAL BULBS	4.19
06/03/2016	162152	001028	J.F. AHERN CO.	SEMI ANNUAL INSPECTION OF KITCHEN EXHAUS	195.90
06/03/2016	162153	002170	BENOIT'S GLASS & LOCK	KEY TAGS WITH KEY RINGS	25.00
				REPAIR LATCH PLATE ON DOOR LOCK IN ANNEX	35.00
					60.00
06/03/2016	162154	003061	CARQUEST AUTO PARTS	CAR WASH AND LIGHTS	16.26
06/03/2016	162155	003080	CHAMBER OF COMMERCE-DELTA COUNTY	HANNAHVILLE 2% GRANT- ECONOMIC DEVELOPME	28,000.00
06/03/2016	162156	003087	CHARTER COMMUNICATIONS	CABLE/INTERNET - ACCT 8245 12 032 009191	243.86
06/03/2016	162157	003140	CITY OF GLADSTONE	2015 TAX SETTLEMENT	83,583.86
06/03/2016	162158	003170	COMMUNITY ACTION AGENCY	HANNAHVILLE 2% GRANT- HOME DELIVERED MEA	30,000.00
06/03/2016	162159	004160	DELTA ANIMAL SHELTER	HANNAHVILLE 2% GRANT- DELTA ANIMAL SHEL	5,000.00
06/03/2016	162160	004166	DELTA CONSERVATION DISTRICT	HANNAHVILLE 2% GRANT- PIONEER TRAIL PARK	2,000.00
06/03/2016	162161	004265	DELTA COUNTY CREDIT UNION	OVERPAYMENT ON PROPERTY TAXES #012-166-0	2.53
06/03/2016	162162	004270	DELTA COUNTY TREASURER	2 AFFIDAVIT OF CORRECTION	28.00
06/03/2016	162163	004272	DELTA DISPOSAL	GARBAGE DISPOSAL - ACCT: 496	395.00
06/03/2016	162164	004419	STEVEN A. DOSH, M.D.	MEDICAL EXAMINER FEES- JUNE 2016	3,500.00
06/03/2016	162165	005030	ELMER'S COUNTY MARKET	COFFEE	27.96
06/03/2016	162166	005064	ESCANABA SDA FOOD PANTRY	HANNAHVILLE 2% GRANT- SDA FOOD PANTRY	15,000.00
06/03/2016	162167	007100	GLADSTONE AREA SCHOOL DISTRICT	2015 TAX SETTLEMENT	475,581.53
06/03/2016	162168	010110	JOHNSTON PRINTING & OFFSET	2 SIDED BUSINESS CARD - M. KWARTANY & B	175.00
06/03/2016	162169	013037	JOHN MALNAR	MILEAGE/PHONE REIMB-MAY 2016	452.98
06/03/2016	162170	013169	JAMES MCDONOUGH	MEAL REIMB - TRAINING 5/22 - 5/26/16	136.00
06/03/2016	162171	015025	OFFICE DEPOT	LAMINATING POUCHES AND PADS OF PAPER	57.65
				BINDERS, MANILLA ENVELOPES, DRY ERASE MA	170.92
					228.57
06/03/2016	162172	015094	OSF ST. FRANCIS HOSPITAL	MEDICAL BILL - ACCT 30011927	1,126.00
06/03/2016	162173	016088	PIONEER QUICK LUBE - 23	OIL CHANGE - ROAD	49.46
06/03/2016	162174	018063	REINHART FOOD SERVICE	GLOVES, SPOONS, TOWELS	257.63
06/03/2016	162175	018116	DAVID RIVARD	MILEAGE/PHONE REIMB-APRIL 2016	123.02
06/03/2016	162176	019018	THOMAS SABOR	REIMB POSTAGE FOR MTT MAILINGS	29.42
06/03/2016	162177	019385	SUNLIFE FINANCIAL	LIFE INSURANCE- JUNE 2016	1,221.38
06/03/2016	162178	020046	TECHNICAL RESOURCE MGMT LLC	11 PANEL DRUG SCREEN DIP - 50 UNITS	188.69
06/03/2016	162179	021048	U.P.S.E.T.	HANNAHVILLE 2% GRANT- INVESTIGATIVE EXPE	10,000.00
06/03/2016	162180	022060	VILLAGE OF GARDEN	2015 TAX SETTLEMENT ADJUSTMENT FOR ADDIT	180.00
06/03/2016	162181	023016	KURT WILSON	REIMB MEALS - TRAINING 5/16 - 5/18/16	52.91
06/03/2016	162182	023080	THOMSON REUTERS - WEST PAYMENT CTR	MONTHLY CHGS - APRIL 2016 - ACCT 1000555	337.16
				MONTHLY CHGS-MARCH 2016 - ACCT 100055544	337.16
				SUBSCRIPTION AND MONTHLY CHGS-MAY 2016-A	509.16
					1,183.48
06/03/2016	162183	023094	WILLIAM BONIFAS ARTS CENTER	HANNAHVILLE 2% GRANT- THEATER FLY SYSTEM	7,500.00
06/03/2016	162184	026089	LAUREL KELLY YOUNG	APPELLATE ATTORNEY FEES (MAKOSKY - 13-88	1,504.06
06/03/2016	162185	DLQ TAX	AARON FALES AND	DLQ TAX REFUND	5,766.07
06/03/2016	162186	DLQ TAX	SKINNER JAMES J & KATHY R	DLQ TAX REFUND	16.10
06/03/2016	162187	DLQ TAX	CORONADO FRANK & KAREN	DLQ TAX REFUND	14.83
06/03/2016	162188	DLQ TAX	VITTETOE FAMILY TRUST	DLQ TAX REFUND	2.91
06/03/2016	162189	DLQ TAX	JACQUES THOMAS E ET AL	DLQ TAX REFUND	9.75
06/03/2016	162190	DLQ TAX	BOMSTAD MAX KEVIN & CHRISTINE ANN	DLQ TAX REFUND	2.67
06/03/2016	162191	DLQ TAX	PNC TAX DEPARTMENT	OVERPAYMENT ON PROPERTY TAXES #051-170-3	7.31
06/03/2016	162192	TAX REFUND	Aaron Fales and	Sum Tax Refund 007-125-026-00	1,950.58
06/03/2016	162193	TAX REFUND	WESTERBERG TODD S & PAMELA L &	Sum Tax Refund 002-127-010-00	360.99

Check Date	Check	Vendor	Vendor Name	Description	Amount
FIRST TOTALS:					
Total of 43 Checks:					676,178.90
Less 0 Void Checks:					0.00
Total of 43 Disbursements:					<u>676,178.90</u>

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Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank FIRST ALL FUNDS					
06/10/2016	162194	001012	A-1 DRAIN CLEANING	DRAIN PUMPED	155.00
06/10/2016	162195	001024	AIS MARKETING INC	EQUALIZATION SERVICE- 3RD QTR 2016	23,750.00
06/10/2016	162196	001050	ALGER DELTA ELECTRIC ASSOC.	TOWER POWER ACCT 200500	106.66
06/10/2016	162197	001061	KAREN S ALVORD	REMB FOR CRIME VICTIM'S WEEK ANNOUNCEMEN	90.00
06/10/2016	162198	001102	ANDERSON COMMUNICATIONS INC	RADIO REPAIR FOR ROAD 800	512.00
06/10/2016	162199	001151	AT&T	PHONE - ACCT: 906 786-5902 665 3	25.82
06/10/2016	162200	001188	AVLAB	JET FUEL ADDITIVE 5/5G X \$60	449.00
06/10/2016	162201	002080	BAY DE NOC COMMUNITY COLLEGE	2015 TAX SETTLEMENT	146,764.60
06/10/2016	162202	002100	BAY DE NOC TOWNSHIP TREASURER	2015 HIAWATHA LAND FOREST DISTRIBUTION R	4,658.55
06/10/2016	162203	002160	BIG BAY DE NOC SCHOOL DIST.	2015 HIAWATHA NATIONAL FOREST DISTRIBUTI	102,618.13
06/10/2016	162204	002213	BOSK EQUIPMENT RENTAL	LIFT + DELIVERY/PICKUP+DIESEL USED	499.22
06/10/2016	162205	003015	CANDLEWOOD SUITES	LODGING- R BERGMAN CONF# 64638963 6/15/1	86.67
06/10/2016	162206	003058	CBM FOOD SERVICE	FOOD SERVICE 5/19/16 - 5/25/16	3,500.63
				FOOD SERVICE 5/12/16 - 5/18/16	3,454.53
					<u>6,955.16</u>
06/10/2016	162207	003061	CARQUEST AUTO PARTS	UTILITY ROLL-SHOP USE	41.59
				OIL FILTER-HD TIGER MOWER	7.78
				LUBE, MOTOR OIL-GRASS MOWER	16.19
				SYNTHETIC 75 W GEAR OIL-TIGER MOWER	13.78
				WIRE TERMINAL	10.71
				TRACTOR/SHOP SUPPLIES 75W-90 GEAR OIL,	102.07
					<u>192.12</u>
06/10/2016	162208	003100	CHATFIELD MACHINE COMPANY	BRAKE FL DOT AND BREAK CLEAN	27.66
				AIR BAG SENSOR	192.45
					<u>220.11</u>
06/10/2016	162209	003110	CITY OF ESCANABA	DISPATCHING SERVICES- MAY 2016	63,500.00
06/10/2016	162210	003120	CITY OF ESCANABA	PENAL FINES-MAY 2016	1,580.32
06/10/2016	162211	003130	CITY OF ESCANABA	UTILITIES - ACCT: 4-35-3760-00	32.95
				UTILITIES - ACCT: 4-35-4370-00	72.74
				UTILITIES - ACCT 4-35-3750-00	2,479.81
				UTILITIES - ACCT: 4-35-3742-00	19.30
				UTILITIES - ACCT: 4-35-4360-00	263.34
				UTILITIES - ACCT: 4-35-4310-01	11.29
				UTILITIES - ACCT: 4-35-3730-00	23.85
				UTILITIES - ACCT: 4-35-4350-00	21.85
				UTILITIES - ACCT: 4-35-3761-00	97.39
				UTILITIES - ACCT: 4-35-3720-00	12.02
					<u>3,034.54</u>
06/10/2016	162212	003140	CITY OF GLADSTONE	PENAL FINES MAY 2016	174.99
06/10/2016	162213	003160	CLOVERLAND PAPER CO.	JANITORIAL-PAPER TOWERLS TOILET PAPER, T SOFT SOAP-JANITORIAL	165.45 30.37
					<u>195.82</u>
06/10/2016	162214	003161	SHARON CLOUTIER	INTERPRETER FOR DEFENDANT ASHLEY SPLAN H	150.00
06/10/2016	162215	003294	GARY CRELLER	RESTITUTION - SUNDBY - 8783	15.00
06/10/2016	162216	003323	CYCLE CITY	OIL AND FILTERS FOR BOAT MOTORS	210.80
06/10/2016	162217	004044	DATA BUS	2015 TAX SETTLEMENT DATA	13,072.73

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Check Date	Check	Vendor	Vendor Name	Description	Amount
06/10/2016	162218	004071	JESSE DEBACKER	MEAL REIMB - TRAINING - 5/22/16 - 5/26/16	81.71
06/10/2016	162219	004200	DELTA COUNTY CLERK	10% BOND - CARLL - 9201 10% BOND- ALEXANDER - 16-FH-9296 BENCH WARRANT FEE - HUSKEY - 18357 & 189	300.00 25.00 100.00 <u>425.00</u>
06/10/2016	162220	004205	DELTA COUNTY FRIEND OF THE COURT	FOC BOND - HUSKEY - 06-DS-18357 FOC BOND - HUSKEY - 07-FH-18988	2,450.00 1,450.00 <u>3,900.00</u>
06/10/2016	162221	004241	DELTA COUNTY 4-H COUNCIL	15 PLAT BOOKS- MAY 2016	525.00
06/10/2016	162222	004261	DELTA COUNTY BUILDERS EXCHANGE	BUILDERS EXCHANGE BLUEPRINT COPIES	120.00
06/10/2016	162223	004270	DELTA COUNTY TREASURER	POSTAGE POSTAGE RECORDING EXP- 4 REDEMPTIONS POSTAGE	16.53 0.57 40.00 0.57 <u>57.67</u>
06/10/2016	162224	004272	DELTA DISPOSAL	GARBAGE DISPOSAL - ACCT COM00040	163.95
06/10/2016	162225	004331	DELTA SOLID WASTE MANAGEMENT	GARBAGE FROM COURTHOUSE BASEMENT	10.00
06/10/2016	162226	004367	EMILY DESALVO BOUGIE	SKINTX - NITRILE POWDER-FREE GLOVES FOR	25.93
06/10/2016	162227	004395	DELTA COUNTY 94TH DISTRICT COURT	REWARD BOND - SEXTON - 16-FH-9264	200.00
06/10/2016	162228	004413	MICHAEL DOBY	REIMB MILEAGE/MEAL 5/2/16	191.80
06/10/2016	162229	004418	DTE ENERGY	NAT'L GAS - ACCT:4569 786 0001 7 NAT'L GAS - ACCT:4576 043 0002 2 NAT'L GAS - ACCT:4576 043 0003 0 NAT'L GAS - ACCT:4576 043 0010 5	496.62 67.61 193.23 73.57 <u>831.03</u>
06/10/2016	162230	004440	DIVE RESCUE INTERNATIONAL INC.	SUPPLIES FOR DIVE TEAM, DIVATOR DISPHRAG	115.60
06/10/2016	162231	004441	JASON DIX	MILEAGE REIMB - SAULT STE MARIE 6/3/16	153.36
06/10/2016	162232	004454	EASTERN AVIATION FUELS INC	100 LL 8496 X 3.0629	28,606.14
06/10/2016	162233	004802	ECOLAB PEST ELIM DIV	PEST CONTROL- MONTHLY	150.00
06/10/2016	162234	005040	ENSIGN TOWNSHIP TREASURER	2015 HIAWATHA NATIONAL FOREST DISTRIBUTI	4,315.84
06/10/2016	162235	006022	FASTENAL COMPANY	RED TRAFIC MARKER, SHOP SUPPLIES PARTS AND SAFETY GLASSES	86.72 51.98 <u>138.70</u>
06/10/2016	162236	006074	FLAIL-MASTER	SPLINED COUPLING, BEARING AND FLANGE	171.03
06/10/2016	162237	006088	DAN FORRESTER	MILEAGE REIMB 5/25/16 MILEAGE 6/1/16	144.00 144.00 <u>288.00</u>
06/10/2016	162238	007030	GARDEN TOWNSHIP TREASURER	2015 HIAWATHA NATIONAL FOREST DISTRIBUTI	15,424.75
06/10/2016	162239	007083	TERRI GILBERT	CARE OF A. DEGRAVES - MAY 2016	534.44
06/10/2016	162240	007100	GLADSTONE AREA SCHOOL DISTRICT	2015 TAX SETTLEMENT	183,932.99
06/10/2016	162241	007193	GREAT LAKES METER PROVING INC	FILL RITE FUEL FLOW METER AND SHIPPING SERVICE CALL-TRAVEL TIME, LABOR,	313.01 496.25 <u>809.26</u>
06/10/2016	162242	008025	LUKE HAMLIN	MILEAGE REIMB - MAY 2016	189.00

Check Date	Check	Vendor	Vendor Name	Description	Amount
06/10/2016	162243	008031	MARK HANSON	MEAL REIMB - MAY 2016 UPSET	64.00
06/10/2016	162244	008049	MARY HARRINGTON	MILEAGE/PHONE REIMB- MAY 2016	199.70
06/10/2016	162245	008083	HEYNSSSENS-SELIN'S	FLOORING INSTALL	220.00
06/10/2016	162246	008101	ROSE HILLBERG	RESTITUTION - BRICKER - 8715	15.81
06/10/2016	162247	008124	MATT HUGHES	PHONE REIMB - MAY 2016	35.00
				MILEAGE REIMB - MAY 2016 & 6/2/16	352.08
					<u>387.08</u>
06/10/2016	162248	010058	DANIEL L. JOHNSON	MEAL REIMB - PRISONER TRSPT - 6/3/16	8.50
06/10/2016	162249	010110	JOHNSTON PRINTING & OFFSET	JURY COMMISSION ENVELOPES	450.00
06/10/2016	162250	011021	KJESLER'S POLICE SUPPLY INC	ILLUMINATION KIT	21.80
06/10/2016	162251	011050	K-MART	GATORADE FOR DEHYDRATION	28.76
06/10/2016	162252	011071	RMB BROADCASTING INC	SPORTS PACKAGE- MARKETING	350.00
				GRANT- LAST MONTH-CRAIG	325.00
					<u>675.00</u>
06/10/2016	162253	011088	KUSHNER & COMPANY	ADMINISTRATION COSTS EMPLOYEE FLEX PLAN	93.50
06/10/2016	162254	011093	LORRAYNE KRANS	RESTITUTION MUNROE - 11-8400-FH	9.00
06/10/2016	162255	012016	LAKESTATE INDUSTRIES	SHREDDING	197.03
06/10/2016	162256	012031	LINDSEY LAMARCH	POSTAGE REIMBURSEMENT	21.79
06/10/2016	162257	012082	RELX INC DBA LEXISNEXIS	SUBSCRIPTION (01-MAY-2016 TO 31-MAY-2016	300.00
06/10/2016	162258	012091	SANDRA LINSMEYER	CARE OF M. METZER-MEEK - APRIL 4 DAYS	68.96
06/10/2016	162259	012091	SANDRA LINSMEYER	CARE OF M. METZER-MEEK - APRIL 1 DAY	17.24
06/10/2016	162260	013087	MARQUETTE COUNTY ADMINISTRATION OFF	SUPERIOR TRADE ZONE 2016 DUES	10,000.00
06/10/2016	162261	013120	MASONVILLE TOWNSHIP TREASURER	2015 HIAWATHA NATIONAL FOREST DISTRIBUTI	17,046.47
06/10/2016	162262	013179	MENARDS	DRIVEWAY CLEANER, POWER STRIPPER, PORTUA	37.95
				50A CHARGING CLIP, 1/8 " WIRE SPLICE SLE	12.32
				METAL WIRE BACKED, LRG PICTURE STRIPS, P	45.31
				WEED KILLER AND MEASURING WHEEL.	72.89
				LIGHT BULBS/ PAINT SUPPLIES	129.22
				GARBAGE BAGS	20.29
				10' FG STEP LADDER	159.00
					<u>476.98</u>
06/10/2016	162263	013180	MEL'S LAWN AND GARDEN, INC.	2 1/2 GALLON MAD DOG PLUS	62.00
06/10/2016	162264	013349	MICHIGAN MUNICIPAL RISK MANAGEMENT	INSURANCE- GENERAL FUND- 7/1/16-7/1/17	85,881.50
				INSURANCE- RETENTION FUND- 7/1/16-7/1/17	12,500.00
					<u>98,381.50</u>
06/10/2016	162265	013435	MIDWEST CLAIMS SERVICE	RESTITUTION - GUSTAFSON - 06-FH-7610	25.00
06/10/2016	162266	013598	MOTION INDUSTRIES	RR2 BRG SRDG BALL BRGS	49.52
				SRDG BALL BRGS	73.26
				POWERBAND BANDED BELTS HARMONIZED TARIFF	71.03
					<u>193.81</u>
06/10/2016	162267	014040	NAHMA TOWNSHIP TREASURER	2015 HIAWATHA NATIONAL FOREST DISTRIBUTI	18,781.30
06/10/2016	162268	014043	NAPA OF ESCANABA	BREAK FLUID, BREAK CLEAN, SHIPPING	27.66
				FORD TRUCK WHEEL SCOTSEAL PLUS XL	108.72
				SCOT SEAL RETURNED	(108.72)
					<u>27.66</u>

Check Date	Check	Vendor	Vendor Name	Description	Amount
06/10/2016	162269	014192	NORWAY SPRINGS INC	WATER CONTRACT JUNE 2016	19.90
				WATER CONTRACT-MAY 2016	19.90
					<u>39.80</u>
06/10/2016	162270	014210	NORTHERN PLUMBING & HEATING	CONDENSATE PUMP FOR IT ROOM	33.49
06/10/2016	162271	014250	NU-WAY CLEANERS	DRY CLEANING-MAY 2016	224.10
06/10/2016	162272	014266	NYE UNIFORM	KNIT POLOS - KOSITZKY	74.02
06/10/2016	162273	015025	OFFICE DEPOT	DESK ORGANIZER	6.29
06/10/2016	162274	015094	OSF ST. FRANCIS HOSPITAL	AUTOPSY- COLLINS, CHRISTOPHER	420.00
06/10/2016	162275	016012	POMASL FIRE EQUIPMENT	FIRE SUIT MASKS (REIMBURSEABLE FOR 2016	2,881.79
06/10/2016	162276	016088	PIONEER QUICK LUBE - 23	OIL CHANGE	64.77
06/10/2016	162277	016095	LIZA FLOURDE	TRAVEL FOR VSU CONFERENCE 4/21-23/16	258.12
06/10/2016	162278	017005	QT PETROLEUM ON DEMAND	PRIVATE CARDS, 1-19 CARDS	38.78
06/10/2016	162279	017010	QUILL CORPORATION	OFFICE SUPPLIES	134.93
06/10/2016	162280	018029	VICTORIA A. RADKE	MEAL/MILEAGE/LODGING/BRIDGE 5/23-5/24/16	347.85
06/10/2016	162281	018060	RAPID RIVER SCHOOL DISTRICT	2015 HIAWATHA LAND NATIONAL FOREST DISTR	78,062.62
06/10/2016	162282	018063	REINHART FOOD SERVICE	PLASTIC BAGS-FOOD SERVICE	28.02
06/10/2016	162283	018069	REMY BATTERY	BATTERY FOR SECURITY SYSTEM SERVICE CENT	11.31
06/10/2016	162284	018074	RENT-A-MAID INC	COMMERCIAL EXTENSIVE SPRING CLEANING	2,135.00
				EXTENSIVE CLEANING-CARPET AND UPHOLSTERY	873.00
				COMMERCIAL CLEANING-MAY 2016	1,801.15
					<u>4,809.15</u>
06/10/2016	162285	018090	RICHARD'S PRINTING	1000 ENVELOPES	50.00
06/10/2016	162286	018110	RICHER REFRIGERATION	CSD-1 TESTS	160.00
06/10/2016	162287	019027	LESLIE STANEK-NAULT	PHONE REIMB - MAY 2016	35.00
06/10/2016	162288	019035	STAPLES CREDIT PLAN	OFFICE SUPPLIES-ACCT 6011 1000 4030 441	21.78
				OFFICE SUPPLIES-ACCT 6011 1000 4030 441	50.97
				OFFICE SUPPLIES-ACCT 6011 1000 4030 441	50.77
				CREDIT-ACCT 6011 1000 4030 441	(2.23)
				CREDIT - ACCT 6011 1000 4030 441	(0.50)
				CREDIT- ACCT 6011 1000 4030 441	(6.03)
					<u>114.76</u>
06/10/2016	162289	019079	MARK D SEYMOUR	CONSULTING SERVICES	541.40
06/10/2016	162290	019155	SKRADSKI FUNERAL HOME, INC.	BURIAL ALLOWANCE ROBERT J. YOUNG	300.00
06/10/2016	162291	019187	SO'S CUSTOM TAILOR & DRY CLEANING	PANTS SHORTENED	14.00
06/10/2016	162292	019189	SPARLING CORPORATION	COPPER GROUND CLIP, 60" PIECE CABLE + FR	26.21
06/10/2016	162293	019196	STANDARD ELECTRIC COMPANY	HOLE SAW	308.28
				PVC FITTINGS FOR PUMP REPAIR	57.54
				CHECK VALVES FOR BASEMENT PUMP REPAIR	239.47
					<u>605.29</u>
06/10/2016	162294	019199	STATE BAR OF MI - SEMINAR REGISTRAT	BOOK RE: PRETRIAL MOTIONS 2015	31.13
06/10/2016	162295	019201	STATE OF MICH,ST.EDUCATION TAX	TRL TAX MAY 2016	6,690.00
06/10/2016	162296	019234	STATE OF MICHIGAN	CER RENEWAL - 94TH DISTRICT COURT - JODI	30.00
				CEO RENEWAL - EMILY DESALVO	30.00
					<u>60.00</u>
06/10/2016	162297	019238	STATE OF MICHIGAN	STATE OF MI	67.36
06/10/2016	162298	019325	STATE OF MICHIGAN	CIRCUIT, DIST, AND PROB CRT REMITTANCE F	24,287.37
06/10/2016	162299	019356	STERICYCLE, INC	HAZARDOUS WASTE PICKUP	153.51
06/10/2016	162300	019375	STROPICH OIL COMPANY	UNLEAD 273 X \$2.05	560.47
06/10/2016	162301	020116	TRANSONION RISK AND ALTERNATIVE	TLO/INVESTIGATIVE CHECKS - MAY 2016	25.00
06/10/2016	162302	021012	UNITED PARCEL SERVICE	POSTAGE	0.45

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Check Date	Check	Vendor	Vendor Name	Description	Amount
06/10/2016	162303	021014	THE UPS STORE	MALLING TAX REFUND ESCANABA PAPER COMPAN	21.57
06/10/2016	162304	021019	UNITEX DIRECT	UNIFORMS	66.97
06/10/2016	162305	021034	UP HEALTH SYSTEM-MARQUETTE	PHYSICAL - NEW HIRE (WAY)	180.00
06/10/2016	162306	021039	UPRC&D COUNCIL	DUES - 2015 AND 2016	700.00
06/10/2016	162307	021041	U.P. ACTION NEWS	PC AD	140.80
06/10/2016	162308	021043	UPCAP SERVICES	WORK CREW SERVICES- MAY 2016	2,833.65
06/10/2016	162309	021048	U.P.S.E.T.	RESTITUTION - BRABYN - 8765	40.00
06/10/2016	162310	021070	U.P. POWER CO.	RESTITUTION - MARK HART - 8860	45.04
06/10/2016	162311	023121	WJMN-TV3	ELECTRICITY MALSAR ACCOUNT 200052185	16.49
06/10/2016	162312	023131	WLUC TV-6 & FOX UP	GOLF SPOTS-MARKETING	360.00
06/10/2016	162313	023140	WRIGHT EXPRESS FINANCIAL SERVICES	THE PLAYERS CHAMPIONSHIP-MARKETING	200.00
06/10/2016	162314	025000	XEROX CORPORATION	CREDIT CARD ACCT- 5567 3400 0301 8078	3,475.46
06/10/2016	162315	ADMIN MISC	STEVEN PYKE	CREDIT CARD ACCT 5567 3400 0301 8078	273.50
06/10/2016	162316	ADMIN MISC	GERALDINE DEGRAVES	IT EQU/VM WORKSTATION/SIGN&SEND/LODGING--	1,875.57
06/10/2016	162317	ADMIN MISC	CATHERINE LAFLUR		5,624.53
06/10/2016	162318	ADMIN MISC	ROLAND JACOBSON	PRINTER SERVICES-ACCT 718015423	33.46
06/10/2016	162319	ADMIN MISC	SUSAN SALMON	BURIAL ALLOWANCE EDWARD S. PYKE	300.00
06/10/2016	162320	ADMIN MISC	MARYLOU SALLEY	BURIAL ALLOWANCE TEX DEGRAVES	300.00
06/10/2016	162321	ADMIN MISC	FRED ZIERK	BURIAL ALLOWANCE - EDWARD BERGEON	300.00
06/10/2016	162322	ADMIN MISC	GERALDINE STOKEN	BURIAL ALLOWANCE RAYMOND LEADMAN	300.00
06/10/2016	162323	CLERK MISC	SHAWN CARLL	BURIAL ALLOWANCE - JOHN MCMAHON	300.00
06/10/2016	162324	CLERK MISC	JOHN LARSON	BURIAL ALLOWANCE MARTIN SALLEY	300.00
06/10/2016	162325	CLERK MISC	SHELDON ALEXANDER	BURIAL ALLOWANCE RALPH H. ZIERK	300.00
06/10/2016	162326	DLQ TAX	FIRST BANK	BURIAL ALLOWANCE NICHOLAS JOSEPH STOKEN	300.00
06/10/2016	162327	DLQ TAX	GOLLAKNER JOSEPH V & MARY R	BURIAL ALLOWANCE - LESS 10% - CARLL- 9201	2,700.00
06/10/2016	162328	TAX REFUND	CASWELL DEANNA	RESTITUTION - BASTIAN - 15-FH-9160	200.00
				RETURN BOND - ALEXANDER - 16-FH-9296	225.00
				DLQ TAX REFUND	6.75
				DLQ TAX REFUND	2.76
				Win Tax Refund 014-480-013-00	909.03

FIRST TOTALS:

Total of 135 Checks:
 Less 0 Void Checks:

896,014.37
 0.00

Total of 135 Disbursements:

896,014.37

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789-5197

DELTA COUNTY TRAVEL EXPENSE VOUCHER

Vendor Number: 8049

Department: _____
Charged: _____

Line Item: _____

Date: 6/2/16

Employee: Mary Harrington

Address: _____

Period Covered:
From 5/1/16 to 5/31/16

Date	\$20.00 0-8 hrs	\$35.00 9-8 hrs	\$50.00 over 8 hrs	Meeting	Meals Other	Comments	Mileage	Mileage \$
5/3	X			Regular Board Meeting			20	
5/4		X		Atchafalaya			10	
5/5	X			Michigan Works			20	
5/9	X			Special Board mtg - landfill			20	
5/9	X			Good River Township			6	
5/10	X			Soil Conservation District			20	
5/10	X			Good River Township			26	
5/10				Mackinac Island WLF				
5/10				Meeting with Ed Mc Brown				
5/17	X			Regular Board meeting			20	
5/18	X			Committee of Whole			20	
5/19			X	UP Spring Conference - Missis			30	
5/20			X	Michigan Works			30	
5/23	X			Meeting on zoning			20	14
5/24		X		Committee of Whole Pathway Mgt			42	
5/26	X			Health Dept				
5/26	X			Process			47	
	220	70	100				305	164.70

Phone bill

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: 390.00
 101-101-710.002
 TOTAL MILEAGE: 164.70
 101-101-860.001
 TOTAL PHONE: 35.00
 101-101-850.000
 OTHER: _____

NATURE OF BUSINESS: _____

SIGNED: Mary Harrington

APPROVED: _____

*AP
199.70*

GRAND TOTAL: 589.70

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B2

RESOLUTION AUTHORIZING
DELTA COUNTY TO ENTER INTO
A CONTRACT WITH
TRANE FOR COMPREHENSIVE ENERGY SAVING PROJECTS

June 21, 2016

BY THE COUNTY COMMISSIONERS OF DELTA COUNTY:

WHEREAS, the Delta County Board of Commissioners has in previous resolutions authorized an in-depth audit for energy efficiency improvements for the Courthouse, Service Center and Airport facilities. The Delta County Administrator, Facilities Director and Building and Grounds Committee has identified energy, operational and replacement cost avoidance improvements that would continue to generate savings resulting from these improvements over the useful life of these assets, and

WHEREAS, Trane was selected as a qualified provider of energy contracting from whom the County desires to manage and implement the various aspects of this project through cooperative purchasing approved by the State of Michigan and also to apply and qualify for additional Efficiency United incentives and financing options.

NOW, THEREFORE, BE IT RESOLVED that the Delta County Administrator is authorized to enter into an agreement with Trane for purposes of obtaining a contract to implement a comprehensive contract for energy and operational savings. Funding for this approved scope of work in the amount of \$971,000 for the Courthouse will be financed through the County's Capital Outlay and Building Authority Funds along with other financing through authorized State of Michigan programs. Funding for the approved scope of work of \$275,106 will be financed through the Airport Fund.

Adopted June 17, 2016

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 21, 2016.

I, Nancy Kolich, Delta County Clerk do hereby set my hand and seal this 21st day of June, 2016.

Nancy Kolich, Delta County Clerk

Delta County

Comprehensive Energy Project - Revised Estimated Costs

Facility	Option		ECM ID#	Energy Conservation Measures	Annual Savings			Incentives		Cost and Payback	
	#1	#2			Utility Savings	Operational	Replacement Cost Avoidance	Utility Rebate	Capital Investment	Simple Payback (Years)	
Courthouse	X		1	Control Upgrades	\$12,402	\$11,698	\$15,180		\$227,700	5.80	
Courthouse	X		2	Lighting Upgrades	\$7,285	\$10,487	\$11,245		\$337,360	11.63	
Courthouse	X		3	Building Envelope	\$714	\$300	\$426		\$10,650	7.40	
Courthouse	X		4	Replace Old Chiller, Dry Coolers, AHU-2	\$5,203	\$19,768	\$26,359		\$395,390	7.70	
Subtotal					\$25,604	\$42,253	\$53,211	\$16,128	\$971,100	7.89	
Service Center			5a	Control Upgrades (Health & Michigan)	\$1,001	\$3,697	\$10,730		\$180,954	10.43	
Service Center			5b	Control Upgrades (Pathways)					\$81,994		
Service Center			6a	Lighting Upgrades (Health)	\$32,024	\$5,139	\$3,547		\$106,395	2.61	
Service Center			6b	Lighting Upgrades (Michigan)					\$77,955		
Service Center			6c	Lighting Upgrade (Parking Lot and Ext.					\$29,900		
Service Center			6d	Lighting Upgrades (Pathways)					\$183,240		
Service Center			7	Building Envelope	\$1,228	\$252	\$289		\$7,225	4.08	
Service Center			8a	Mechanical (Health) - Like for Like	\$0	\$3,500	\$21,077		\$316,157	12.86	
Service Center			8b	Mechanical (Michigan) - Like for Like							
Service Center			9a	Mechanical (Pathways) - Like for Like	\$0	\$11,576	\$23,010		\$345,150	9.98	
Service Center			9b	Mechanical - VAV Upgrade					\$193,983		
Service Center			9b	Mechanical (Health) - VAV Upgrade					\$149,311		
Subtotal					\$0	\$0	\$0	\$9,178	\$0	#DIV/0!	
Airport	X		10	Control Upgrades	\$2,325	\$2,599	\$239		\$71,790	13.93	
Airport	X		11	Lighting Upgrades	\$2,134	\$2,082	\$453		\$135,965	29.12	
Airport	X		12	Building Envelope	\$4,815	\$525	\$53		\$15,806	2.93	
Airport	X		13	Mechanical Upgrades VFDs and OA	\$2,028	\$5,117	\$172		\$51,545	7.04	
Airport			14	Alternate - Boiler Replacement #1 & #2	\$0	\$0	\$0		\$130,685	#DIV/0!	
Airport			15	Alternate - Condenser Units #1 & #2	\$0	\$0	\$0		\$102,282	#DIV/0!	
Airport			16	Alternate - Replace AHU #1 & #2	\$0	\$0	\$0		\$118,800	#DIV/0!	
Airport			17	Alternate - Replace Kohler Generator	\$0	\$0	\$0		\$197,975	#DIV/0!	
Subtotal					\$11,302	\$10,313	\$917	\$3,402	\$275,106	12.06	
Total - Option #1					\$36,906	\$52,566	\$54,128	\$28,708	\$1,246,206	8.48	
Total - Option #2					\$0	\$0	\$0	\$0	\$0	#DIV/0!	

Utility & Energy Analysis



TRANE BUILDING
ADVANTAGE™

Year	Building	Electricity (kWh)	Gas (therms)	Total (kBtu)	Electricity (\$)	Gas (\$)	Total (\$)
2013	Courthouse	697,842	1,048	2,485,837	\$40,568	\$1,214	\$41,782
	Correctional Facility	235,840	6,890	1,493,686	\$20,142	\$5,814	\$25,957
	Airport	386,555	25,355	3,854,426	\$34,147	\$20,907	\$55,054
	Service Center	12,073	1,256	166,793	\$4,208	\$1,490	\$5,698
	Total	1,332,310	34,549	8,000,742	\$99,065.24	\$29,425	\$128,491
2014	Courthouse	702,086	1,048	2,500,317	\$40,810	\$1,214	\$42,024
	Correctional Facility	215,520	6,890	1,424,354	\$18,415	\$5,814	\$24,229
	Airport	390,764	25,355	3,868,787	\$34,581	\$20,907	\$55,488
	Service Center	18,894	1,256	190,066	\$4,491	\$1,490	\$5,981
	Total	1,327,264	34,549	7,983,525	\$98,297.78	\$29,425	\$127,723

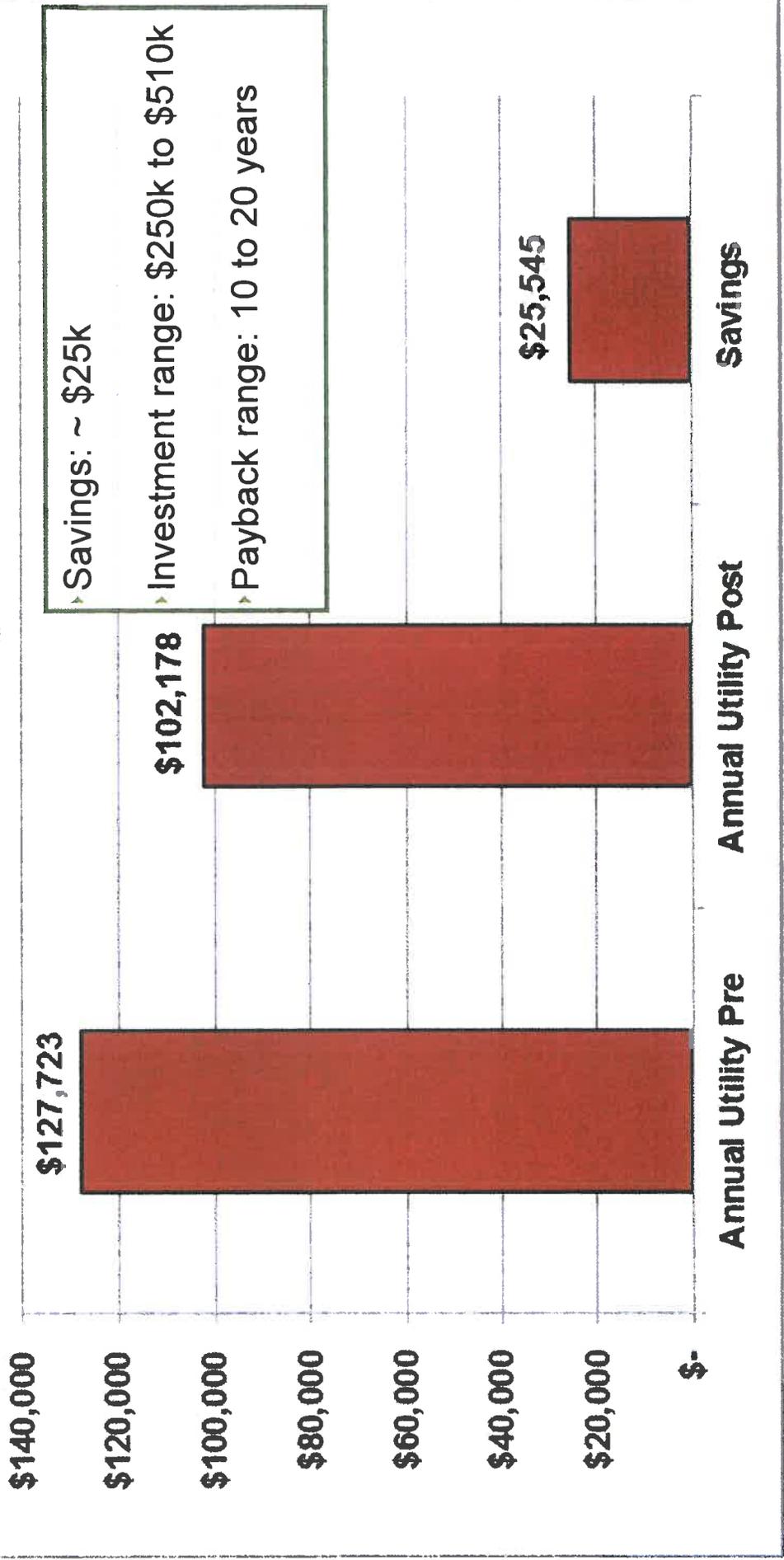
Energy Efficiency Measures



TRANE BUILDING
ADVANTAGE

Category	ECMs
Mechanical / HVAC	Air handling unit rebuilds / retrofits Application of VAV systems Chilled water cooling (courthouse and correctional facility)
Electrical / Lighting	Interior LED lighting Exterior LED lighting Lighting controls where applicable
BAS & Controls	Controls retrofit (to DDC)
Water	Fixture upgrades and recommissioning
Envelope	Building envelope repairs (Walls, roof, windows, doors)

Project Impact at 20% Savings



ENERGY PERFORMANCE CONTRACTING FREQUENTLY ASKED QUESTIONS

[Return to State Facilities Web Page](#)

Q1: How is an energy performance contract different from a standard equipment specification and bid project?

A1: An energy performance contract relies on the technical expertise of an energy service company (ESCO) to design and build a comprehensive and creative technical solution. Also, with an energy performance contract you buy a guaranteed performance result, not just new equipment. These contracts contain a guarantee of avoided energy and operating costs, along with guarantees of environmental comfort parameters, such as temperature, humidity, and carbon dioxide levels. Specifically, they provide compliance with applicable ASHRAE and IES standards.

Q2: How is an ESCO different from a standard architectural/engineering firm?

A2: An ESCO must financially guarantee energy and operating cost savings and measure project performance results over time. The ESCO assumes a financial risk that the project will produce the promised savings performance. Also, the ESCO typically provides a broader range of customer services, like measurement and verification of cost savings and commissioning of project equipment and systems. It provides more comprehensive engineering analyses of energy, water, and maintenance cost savings opportunities. It also provides assistance in providing financing for projects. Part of the turnkey approach is to provide on-site construction management services, as well as comprehensive post-construction training and maintenance services.

Q3: Why is a comprehensive project preferable to single measure projects?

A3: A comprehensive approach maximizes the capture of savings opportunities available from a specific building or set of buildings. It minimizes the ratio of project management costs to the savings produced from the project. It also provides financial leverage to do more expensive individual measures that might otherwise not be economical to do on a stand-alone basis. A comprehensive project allows the measures with shorter payback periods to subsidize those with longer paybacks. A common error is for a facility

to do only the shorter payback measures first and postpone more expensive upgrades. The agency has then lost the opportunity to maximize both energy and cost savings.

Q4: Why not just implement these comprehensive efficiency projects with our own technical staff and capital funds?

A4: Many public agencies do not have adequate capital funds appropriated to address many of their capital equipment replacement needs. They also may not have enough staff or the appropriate technical expertise to manage these complex projects in-house. There may be little incentive for in-house staff to accept the risk of project non-performance or financially guarantee the results of the project's performance. Agency staff may not have the expertise to measure and verify savings or commission the equipment. The traditional capital budget process may take as long as five years or more to do a project that an ESCO could deliver in less than two years. The savings opportunities that are lost by waiting three extra years or more for capital funds to implement efficiency projects creates a huge cost of delay.

Q5: What exactly is the cost of delay for a comprehensive energy efficiency project that could be implemented using an energy performance contract?

A5: The immediate access to cost-effective tax exempt financing allows agencies to pay for capital projects without using capital appropriations. Savings from comprehensive energy efficiency projects occur over time, irrespective of how the agency pays for the project. By deferring the implementation date of a project for years at a time, the lost savings that would have occurred had that project been implemented earlier represent the cost of delay. The federal government found, in a study performed by Oakridge National Laboratories, that the typical federal project funded through the appropriations process took five years to complete, compared to two years for the energy performance contracts implemented in federal facilities. The average duration over which the cost of delay accumulated was approximately three years. The value of these lost energy savings was so large that even a few months of delay eliminated any financial advantage of waiting until appropriated funds were available.

Q6: If our agency has been doing small efficiency projects for many years, haven't we already picked the "low-hanging fruit" of these savings and eliminated the opportunity for a comprehensive energy efficiency project?

A6: While this may be true in some cases, many owners are finding that even though they have spent hundreds of thousands or even millions of dollars over the last 10-15 years on energy efficiency projects, allowing an ESCO to comprehensively evaluate their facilities often results in their finding large untapped savings opportunities. One reason for this is the continual evolution of energy efficiency technologies. Lighting technologies have improved dramatically in the last five years. Also, the technology of direct digital control systems has dramatically improved and the opportunities to save energy, especially in larger buildings with larger equipment loads, may allow these new controls to provide economically feasible savings. It is recommended that all facilities be evaluated against an energy use index (EUI) of BTU's per square foot in order to determine their relative efficiency compared to similar types of buildings. The cost for fossil fuels -- natural gas, oil and coal -- has begun to increase in the last few years at a dramatic rate. Projects that may not have been economically attractive five years ago may be feasible today due to the higher cost of fossil fuels.

Q7: How do I evaluate whether my facility is a good candidate for an energy performance contract?

A7: Two indexes that can be used to quickly evaluate the size of an efficiency opportunity are the dollar costs spent for energy per square foot, and the building's energy consumption measured in BTU's per square foot. Also, equipment near the end of its useful life, which has very high maintenance and repair costs, indicates the potential for significant operating cost savings. If there are significant problems with the operational control of building comfort, this provides another opportunity to create value by dramatically improving indoor environmental quality. Due to the long-term nature of energy performance contracts, it is important that the agency have a long-term plan to use the building in the future. The State of Michigan Energy Office offers a performance contract feasibility study service to state agencies. Contact Tom Krupiarz, 517.241.6184.

Q8: What is the risk to my agency that the ESCO will miss their savings guarantee?

A8: Experience in the industry, especially in the last 10 years, shows that most ESCOs achieve 98 percent or more of their total savings guarantees. Most companies also have a substantial internal reserve fund to cover any savings guarantee shortfalls. For the rare project that misses its savings guarantee, ESCOs promptly reimburse their customers for the savings shortfall. Sound project design, installation, commissioning, and

performance monitoring are the most cost-effective methods to deliver promised project performance.

Q9: What are the primary reasons offered for not using energy performance contracting to fund energy efficiency projects?

A9: Some people prefer low-bid procurement as a strategy to keep their costs low; unfortunately, this approach seldom minimizes life-cycle costs. Some believe that savings may be too difficult or too expensive to measure. Innovations in metering technology and refinements in savings measurement and verification methods have decreased the costs and increased the accuracy of savings measurement. Some building operators believe that they will lose operating control of their facilities with an energy performance contract. Building operators retain the right and responsibility to maintain operational control of their facilities, but they should be accountable for the consequences of their operational decisions. Energy performance contracts are specifically designed to recognize the partnership of the building owner and the ESCO in achieving mutual goals for reduced operating costs and improved indoor environmental quality. Some managers believe that appropriated capital improvement funds are preferable to tax-exempt lease financing of projects. Whether capital funds are available from taxes or bonds, they still create an obligation to collect tax revenues to pay project costs. One significant benefit of energy performance contracting is that it uses revenues from operating cost savings to pay for the costs of capital improvement projects. Many building managers recognize the benefits of EPC, but have trouble finding the time to implement a project at their facility. Many states have created dedicated in-house technical assistance resources for energy performance contracting or used program consultants to help agencies implement programs. The MI Department of Management & Budget, Acquisition Services, coordinates contract review teams for state agencies.

Q10: What are the main benefits of energy performance contracting projects?

A10: The most obvious economic benefits are energy and maintenance cost savings. However, modernization and replacement of aging capital equipment is probably an even more important project driver. Significant improvement in the indoor environmental quality resulting from better control of temperature, humidity, and ventilation is another benefit. Preserving scarce capital funds for priority projects that do not produce significant operating cost savings is an additional and important financial benefit.

Q11: What are the primary process benefits of using an ESCO to implement energy efficiency projects?

A11: Using the design-build approach creates a mini-design competition between proposers, which results in more flexibility in defining the project scope. Ready access to project financing dramatically speeds up project implementation. The ability to select equipment and services based upon their quality and value rather than low-bidder status is a significant advantage. Having a single provider design a comprehensive and creative technical solution provides single point accountability for project performance and reduces administrative costs compared to piecemeal implementation of project components.

Q12: Can an energy performance contract help my buildings earn an ENERGY STAR or LEED certification?

A12: Many ESCOs have energy staffs that are LEED certified and are familiar with the EPA's ENERGY STAR label program. They welcome the opportunity to create additional benefits for building owners. The economic benefits for human health and productivity from better thermal, visual, and acoustic comfort and better indoor air quality can be worth 10 times as much as the annual utility cost savings. Properly measuring these benefits could lead to larger investments in improving indoor environmental quality. By reducing utility consumption of fossil fuels and electricity, energy performance contracting projects significantly reduce air pollution

Q13: What factors should an agency consider when planning an energy performance contract?

A13: The agency staff should determine whether modernizing facility infrastructure or generating excess utility cost savings is the primary focus. They should also decide what operational and maintenance or avoided capital cost savings they are willing to count for purposes of measuring the project's economic benefits. They should determine the target indoor environmental quality standards that they would like the project to deliver and identify any specific high priority equipment replacements that they would like the ESCO to include in the project

Q14: What key elements should be included in an RFP for an energy performance contract?

A14: Well-defined evaluation criteria are the essence of a best-value RFP. A clear description of the procurement process and schedule is critical to creating credibility for a project. Providing reasonable technical building

profile data on the energy characteristics of your project facility assists ESCOs in evaluating the economic feasibility of your project. Specific goals you would like to achieve for this project should be identified in the RFP. The RFP should also describe an evaluation process that is objective, clear, fair, efficient, and effective. If ESCOs know that proposals will be evaluated on their merits, they will be highly motivated to provide high quality proposals. The MI Department of Management & Budget, Acquisition Services provides assistance to state agencies that wish to solicit bids for an energy performance contract. Please call Jeff White, Acquisition Services, 269.373.0305.

Q15: What can I do to improve the energy performance contracting process and outcome for my agency project?

A15: Develop a partnership ethic that emphasizes cooperation and clear understanding of each party's roles and responsibilities. Full and timely communication between all relevant agency and ESCO staff is crucial to project success. Keep good records of revisions to the project scope as the project evolves so no one is surprised at the final project scope. Realistically, budget for project commissioning, training and maintenance services. Making quality decisions at every step of the process will produce high quality project results. Create a clear and detailed plan for measuring project performance, including the role of agency staff in providing notice of building changes and utility data to the ESCO. Consistently apply the standards of realism and fairness as you negotiate the allocation of project responsibilities between the agency and the ESCO.

Q16: What can the state do to help individual agencies with the energy performance contracting process?

A16: The state has developed standardized energy performance contract procurement, evaluation, and contracting procedures and documents (e.g., RFP, audit contract, energy services agreement, evaluation forms, etc.). They can offer technical assistance and training to agency staff for the evaluation and negotiation of energy performance contracting projects. They can centralize and streamline the project review and approval process and allow the combining of appropriated capital funds with energy performance contracts to permit larger projects to be completed as a single transaction. For more information, contact Jeff White, DMB Acquisition Services, 269.373.0305.

Q17: How is an investment grade energy audit conducted by an ESCO different from a traditional energy savings analysis?

A17: Since an investment grade audit is the technical and economic foundation for a project that must produce guaranteed energy savings, it typically provides more detail on existing consumption levels, operating hours, and utility costs than a traditional energy analysis. It establishes and defines consumption and cost baselines for all operating costs savings. It also provides a description of the analysis methods, data logger measurements, savings calculations, and all the technical and economic assumptions used to calculate savings.

Q18: How large is the annual ESCO market?

A18: Based on a market research database maintained by Lawrence Berkeley National Laboratories of over 2,000 ESCO projects, the estimated annual market activity for ESCOs in 2002 was between \$1 and \$1.2 billion. Energy efficiency now provides 42 percent of all U.S. energy resources as measured by the change in energy use per dollar of the U.S. GDP between 1975 and 2003. Rising wholesale energy prices and technical efficiency innovations continuously expand the amount of economically feasible energy efficiency resources. Over the last 30 years, energy efficiency has been the most important, cheapest, and fastest energy resource available to building managers.

Q19: What are the benefits of measuring and verifying project operating cost savings?

A19: Ongoing measurement of cost savings gives ESCOs real feedback on the performance of their design, installation, and operation strategies. Monitoring savings over the contract term improves both the persistence and reliability of savings achieved. Savings measurement and verification helps agencies document the economic benefits of their projects.

Q20: How is project commissioning relevant to energy performance contracting projects?

A20: Formal building commissioning is a systematic, interactive, and documented quality control process. Commissioning functionally tests and verifies the performance of a building system's design, installation, operation, and maintenance procedures against the customer's requirements specified in the project commissioning plan. Proper training of building operators and adequate documentation of the building's systems are also essential components of effective commissioning. The goal is to deliver verifiable building performance results which formal building commissioning shares with energy performance contracting.

Q21: Why has project commissioning for energy performance contracts become more important in recent years?

A21: There is much more diversity in the number of building systems that is increasingly specialized and integrated. Building automation systems have become much more complex and require effective calibration and programming. Building heating and cooling systems are being designed with less excess capacity which requires the systems to perform as designed. The economic value of health and productivity benefits from properly operating buildings has become a more prominent concern for building owners.

Q22: What are the main benefits of commissioning energy performance contracting projects?

A22: Project commissioning provides the knowledge to optimize building equipment system efficiency. During project construction, commissioning provides more complete communication between the ESCO and the agency. This results in shorter punch lists and fewer callbacks, as well as a faster and smoother equipment startup process. Commissioning extends the life of the equipment due to the verification of proper design and installation. It also prevents future equipment performance problems over time. The most valuable benefit from commissioning comes from better building control, which improves thermal comfort and indoor air quality.

Q23: What are the distinguishing qualities of the most innovative ESCOs?

A23: The most innovative ESCOs typically have very experienced energy engineers on their staff. They excel at providing creative and comprehensive design engineering solutions for projects. They are responsive to their customers and provide high quality customer services. They are committed to long-term, sustainable savings performance for their customers. They offer continuous project commissioning as a core competency. They have the technical breadth and depth to earn LEED accreditation for their clients and are sophisticated about measuring improvements in indoor environmental quality and accounting for the environmental benefits of reduced air pollution.

Q24: How could you calculate the economic value produced by an energy performance contract over a 10-year contract term?

A24: If we let X = average annual utility cost savings, then over 10 years the value of utility savings would be worth $10X$. Benefits from improved employee health and productivity could easily be 10 times as much or $100X$. The economic development benefits from the purchase of local

materials and services could be as large as 5X. Avoiding the cost of project delay could be worth 3X. Avoiding incremental utility systems line losses and capacity costs could be worth 3X. Operation and maintenance savings could conservatively be worth X. Avoided environmental compliance costs are variable, but can be very valuable for coal projects. Just the value of air emissions reductions alone could be worth 0.2X over the life of the project. The total economic benefits produced from an energy performance contract project could be as much as 122 times the annual utility cost savings.

Q25: What are the disadvantages of using appropriated capital budgets for energy efficiency projects?

A25: Capital funds are usually limited so energy efficiency projects face stiff competition from other budget priorities. The approval process for requesting new capital appropriations can be time consuming and expensive. If bonds are used to fund capital budgets, they may impact the debt ceiling or bond rating of the state. The crucial advantage of energy performance contracts is that they use operating cost savings from existing budgets to pay for the cost of capital projects.

Provided by:
State of Michigan
Department of Labor & Economic Growth
Energy Office
611 W Ottawa Street, 4th floor
P.O. BOX 30221
Lansing, MI 48909

PHONE: 517.241.6184
FAX: 517.241.6229
E-MAIL: takrupi@michigan.gov
www.michigan.gov/energyoffice



April 1, 2005

[Return to State Facilities Web Page](#)

B3

2016 Annual Prosecutor's Report



Philip Strom, Delta County Prosecuting Attorney

CASES & EVENTS

2014-2016

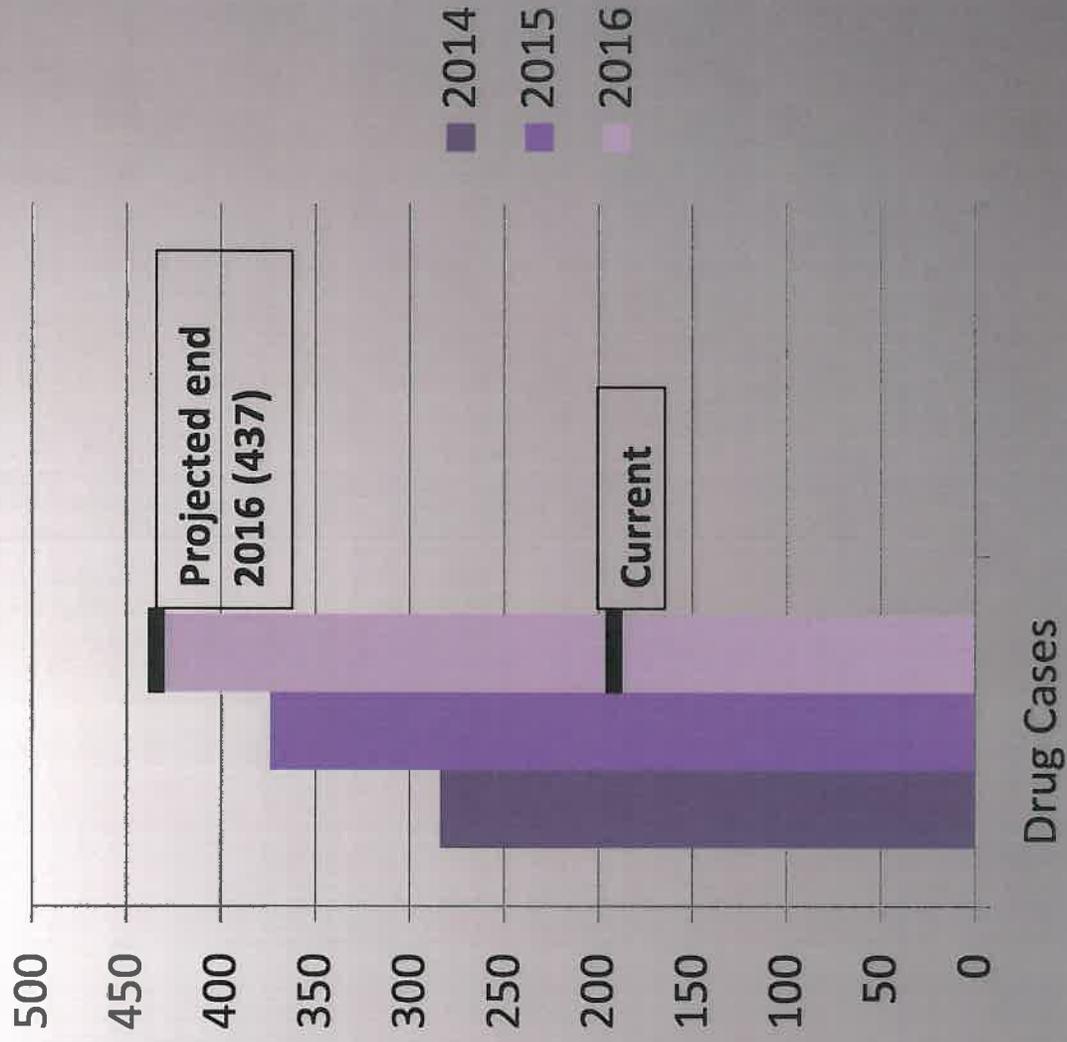
(2016 totals are projections)

	Misdemeanor Counts Authorized & Denied	Felony Cases Authorized & Denied	Circuit Court Scheduled Events	District Court Scheduled Events
2014	883	460	1123	3311
2015	1003	550	1249	4286
2016	440(960)*	315 (756)*	737 (1769)*	2068(4963)*

DRUG CASES

2014-2016

	Drug Cases Authorized
2014	284
2015	374
2016	182 (437)



PROBATE COURT

2014-2016

	New Filings	Jury Trials	Bench Trials
2015	51	3	6
2016	28 (70)	2 (5)	2 (5)

	Misdemeanor & Felony Counts Authorized
2014	68
2015	97
2016	25 (59)

	Events
2014	16
2015	58
2016	27 (65)

OWI CASES 2014-2016

	OWI	OWI High BAC	OWI w/ Occupant <16	Operate w/ Presence Controlled Substance	Totals
2014	98	19	4	14	135
2015	105	47	5	15	172
2016	27 (65)	15 (36)	1 (2)	3 (8)	46 (110)

Domestic Violence Cases 2014-2016

	DV Misdemeanors	DV Felonies	Totals
2014	66	7	73
2015	88	17	105
2016	29 (70)	14 (34)	104

Three Legislative issues on the radar

- Raise the age;
- Reduce Prison Population;
- Marijuana legalization.



Substance Abuse

January 1- May 31, 2016



- UPSET coordination and HST drug interdictions.
- Escanaba Public Safety launched P.A.A.R.I. Angel Program
- Delta County Drug Court
- SAVE council members & community awareness.
- Abuse & Neglect: 42 children being supervised.

2016 Trial Summary

January 1 – May 31, 2016

- 5 felony jury trials (Circuit Court) – 4 guilty verdicts;
- 1 misdemeanor trial (District Court) - guilty verdict;
- 4 Probate Court Trials – 3 cases jurisdiction found;



Upcoming Jury Trials as of May 31, 2016

- 8 misdemeanor jury trials (District Court) between June- October, 2016.
- 3 felony trials (Circuit Court) between June – August
- 5 Probate Court trials between June - September

January 1 – May 31, 2016
Felony Drug Cases from the Circuit

Court Clerk's Office

2014: 71

2015: 97

2016: 39 (117)

Budget Summary

- October – May 31, 2016
 - Trainings – 65% of budget spent - CSC Trial School; MI Prosecutor Conventions; Drugged Driving Recognition.
 - Trial Costs = Witness and Copy fees
 - Materials/Supplies – 50% of budget spent
 - Total Witness fees paid YTD = \$2,000 40% of budget
 - Felony DV - \$49.80
 - Reckless Driving Death - \$163.50
 - CSC 1st Degree - \$162.30
 - Manufacture Meth - \$6



2016/2017 Considerations

- **Copier Maintenance** – We usually are over from our budgeted amount on copier maintenance, consider renegotiating contract to increase allowable copies and prevent costly overage charges.
- **Dues** – MI Prosecutor Association Dues increasing at least \$700. Also, dues for Michigan Municipal Law Association.
 - Request \$1,000 increase for dues.
- **Intern/Vacation Relief** - \$6,000 to have trained advanced level law student complete required 11 week internship in Delta County.



To: County Commissioners

June 17, 2016

B4

New Agenda Item: Landfill Letter of Credit

In August of 2012, the Delta County Board of Commissioners passed the attached resolution which guaranteed a \$1,100,000 letter of credit from Associated Bank to the Delta County Solid Waste Authority. The letter of credit helps cover closure costs if the Landfill were to close and not be able to meet its obligations. Considering the Landfill does have other assets if it were to close, there is little financial risk to the County.

Recently, Associated Bank informed the Solid Waste Authority that they are terminating the letter of credit. Don Pyle and I have been seeking a replacement. We have contacted First Bank who will quote us in the near future. Regardless of the bank that will write the letter of credit, the Solid Waste Authority will need re-authorization from the board in the form of an updated resolution.

Thank you,
Ryan Bergman
Administrator

Old letter of Credit
Resolution and Guaranty

1/10/12

13

RESOLUTION AUTHORIZING
GUARANTY OF \$1,100,000
DELTA SOLID WASTE MANAGEMENT AUTHORITY
LETTER OF CREDIT OBLIGATIONS

WHEREAS, The Delta Solid Waste Management Authority (the "Authority") is a political body created by the County along with other local units of government in the County; and

WHEREAS, The Delta Solid Waste Management Authority has approved a project (the "Project") which includes the construction of the build out of a landfill located in the County and operated by it; and

WHEREAS, the Authority needs to have available for the benefit of the Michigan Department of Natural Resources (the "Department") letters of credit in an amount not to exceed \$1,100,000 to assure compliance with environmental and other laws in connection with the project; and

WHEREAS, the County has previously approved, by resolution adopted October 16, 2012, the execution and delivery of the Guaranty contemplated herein; and

WHEREAS, in order to obtain the desired credit facility to provide the Department with the necessary letters of credit, the Authority needs to obtain a guaranty of its liability under said letters of credit of the County; and

WHEREAS, in order to aid the Authority with providing the necessary letters of credit to the Department, and proceeding with the project, the County desires to provide a guaranty (the "Guaranty") of the Authority's liability under the letters of credit in the form attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY BOARD OF DELTA COUNTY, MICHIGAN THAT:

1. Determination. Based on the representations hereinbefore described, this County Board hereby finds and determines that:

(a) it is to the benefit of the County if the Authority proceeds with the Project and the plan of financing which includes the providing of the letters of credit for the benefit of the Department;

(b) the guaranty of the Authority's obligations under the letters of credit is in the best interests of the County and its citizens; and

(c) the form of Guaranty in the attached Exhibit A is hereby approved; and

(d) the County hereby agrees to guaranty the obligations of the Authority through the execution of the Guaranty in the form attached hereto as Exhibit A; and

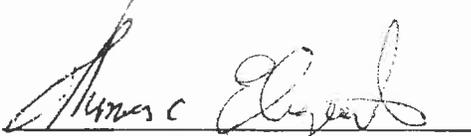
(d) The Chairman and County Clerk of the County are hereby authorized and directed to execute the Guaranty.

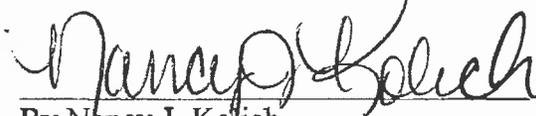
2. Approval and Execution of Documents. Subject to such changes or revisions therein as legal counsel for the County and the provider of the letters of credit shall approve, the Guaranty in substantially the form attached hereto as Exhibit A is hereby approved. The Chairman and County Clerk or any of their authorized deputies, if necessary, are authorized on behalf of the County to execute and deliver the Guaranty, with such revisions, changes, or deletions as may be approved by the signatories thereto, which approval shall be conclusively proved by their execution of such documents. Said The Chairman and the County Clerk and their authorized deputies and other officials of the County are hereby authorized to prepare or to have prepared and to execute, file and deliver, as appropriate, all such documents, financing statements, opinions, certificates, affidavits, and closing or post-closing instruments as may be required by this resolution or deemed necessary by said officials or by counsel to the County or the letter of credit provider.

3. Covenants Binding Upon County. All covenants, stipulations, obligations and agreements of the County contained in this resolution and in the Guaranty shall be deemed to be the covenants, stipulations, obligations and agreements of the County to the full extent authorized or permitted by law, and such covenants, stipulations, obligations, and agreements shall be binding upon the County and its successors from time to time and upon any body to which any powers or duties affecting such covenants, stipulations, obligations and agreements shall be transferred by or in accordance with law. Except as otherwise provided in this resolution, all rights, powers, and privileges conferred and duties and liabilities imposed upon the County or the officers thereof by the provisions of this Resolution or the Guaranty shall be exercised or performed by the County or by such officers, board or body as may be required by law to exercise such powers and to perform such duties.

4. No Personal Liability. No covenant, stipulation, obligation, or agreement herein contained or contained in the Guaranty shall be deemed to be a covenant, stipulation, obligation, or agreement of any officer, agent or employee of the County or of this County Board in his or her individual capacity and neither the members of this County Board nor any officer executing the Guaranty shall be liable personally on the Guaranty or be subject to any personal liability or accountability by reason of the issuance thereof.

5. Effective Date; Conformity. This Resolution shall be effective immediately upon its passage and approval. To the extent that any prior Resolutions of the County Board are inconsistent with the provisions hereof, this Resolution shall control and such prior Resolutions shall be deemed amended to such extent as may be necessary to bring them in conformity with this Resolution.


By Thomas C. Elegeeff
Title: Chairman


By Nancy J. Kolich
Title: County Clerk

116-11

GUARANTY

1. **Guarantee.** For value received, and to induce Associated Bank, National Association (the “**Bank**”) to extend credit to Delta Solid Waste Management Authority (the “**Borrower**”) in the form of letters of credit to be issued for the benefit of the Borrower pursuant to a Letter of Credit Agreement and Standby Letter of Credit Applications(s) to be issued under a guidance facility in an amount not to exceed \$1,100,000, to be dated as of July 16, 2013, the undersigned, Delta County, State of Michigan (the “**Guarantor**”) hereby absolutely and unconditionally guarantees prompt payment of and promises to pay or cause to be paid to the Bank the Obligations (as hereinafter defined), whether or not the Obligations are valid and enforceable against the Borrower, whenever the Obligations become due, whether on demand, at maturity or by reason of acceleration, or at the time the Borrower or the Guarantor shall become the subject of any bankruptcy or insolvency proceeding.

As used herein, the term “**Obligations**” shall mean all loans, drafts, draws, and all other debts, liabilities and obligations of every kind owing by the Borrower to the Bank, whether direct or indirect, absolute or contingent, liquidated or unliquidated whether of the same or a different nature, **limited, however, to only those created pursuant to a Letter of Credit Agreement and Standby Letter of Credit Applications(s) to be issued under a guidance facility in an amount not to exceed \$1,100,000, to be dated as of July 16, 2013** by and between the Bank and the Borrower, and including (subject to the provisions of paragraph 7 hereof) any renewals thereof, including interest thereon and all costs, expenses and reasonable attorneys’ fees (including fees of inside counsel) paid or incurred by the Bank at any time before or after judgment in attempting to collect any of the foregoing and to enforce this Guaranty.

2. **Consent to Bank Actions. No Discharge.** The Guarantor agrees that the Bank does not have to take any steps whatsoever to realize upon any collateral securing the Obligations, or to proceed against the Borrower or any other guarantor or surety for the Obligations either before or after proceeding against the Guarantor; and the Guarantor waives any claim or marshalling of assets against the Bank or any collateral. The Guarantor also agrees that the Bank may do or refrain from doing any of the following without notice to, or the consent of, the Guarantor, without reducing or discharging the Guarantor’s liability under this Guaranty: (i) renew, amend, modify, extend or release any existing or future Obligations (including changing the interest rate or amount, time or manner of payment of any Obligations), but NOT to include an increase in the principal amount of the Obligations in excess of \$1,100,000, (ii) amend, supplement and waive compliance with any of the provisions of documents evidencing or related to any of the Obligations; (iii) settle, modify, release, compromise or subordinate any Obligation, any collateral security, if any, any Obligation or this Guaranty, or the liability of any other party responsible for payment of any Obligation; and (iv) accept partial payments, and apply any payments and all other amounts received from Borrower, from liquidation of

any collateral, if any, or from any other guarantor to the Obligations (or any other amounts due to the Bank) in any manner that the Bank elects. The Guarantor also expressly agrees that the Guarantor's liability will not be reduced or discharged by the Bank's failure or delay in perfecting (or to continue perfection of) any security interest, mortgage or other lien on any collateral securing the Obligations or this Guaranty, or to protect the value or condition of any such collateral. **THE GUARANTOR SPECIFICALLY ACKNOWLEDGES THAT THE BANK CAN DEMAND PAYMENT FROM AND IMPOSE LIABILITY ON THE GUARANTOR WITHOUT FIRST TRYING TO COLLECT FROM THE BORROWER OR ANY OTHER GUARANTOR.**

3. **Waivers.** The Guarantor expressly waives all rights of setoff and counterclaims, as well as diligence in collection or prosecution, presentment, demand of payment or performance, protest, notice of dishonor, nonpayment or nonperformance of any Obligation. The Guarantor also expressly waives notice of acceptance of this Guaranty, and the right to receive all other notices and demands of any kind relating to the Obligations of this Guaranty. The Guarantor agrees that any right of subrogation as to payment or enforcement of any security interest securing the Obligations shall not be enforceable by any Guarantor until the Bank is paid in full. In addition to, and not in substitution or lieu of, all of the other waivers and releases contained herein from the Guarantor, Guarantor hereby specifically and unconditionally waives any and all defenses predicated upon: (i) change of ownership of collateral, if any, covered by any mortgage, deed of trust or security agreement or other security instrument securing the Obligations; (ii) acquiring additional collateral; (iii) substitution of different collateral in exchange or exchanges for part or parts of any original collateral, if any; (iv) sale or other disposition, either in whole or in part, of collateral, if any, for the Obligations, without notice to the Guarantor unless otherwise required by applicable law; (v) the fact that there may be entities other than the Guarantor solvent and responsible for the payment of the Obligations; (vi) release, dissolution, liquidation or termination of the existence of the Borrower or any other guarantor; (vii) an election of remedies; or (viii) any other defenses based on suretyship or impairment of collateral.

4. **Financial Covenants and Reporting.** The Guarantor warrants that all financial information previously provided to the Bank was accurate when given, and that no material adverse change has occurred in the Guarantor's financial status since such information was given to the Bank. The Guarantor agrees to provide to the Bank from time to time upon request any information regarding the Guarantor's financial condition, which the Bank reasonably requests.

Reporting Requirements:

- a) Guarantor to provide annual audited financial statements upon the earlier of:
 - a) 10 days after such statements have been issued; or
 - b) 180 days after the end of each fiscal year of the Guarantor.

- b) Guarantor to provide Bank with annual budgets for all revenues and expenses anticipated to be incurred in each fiscal year within 10 days after such budgets have been finalized, but no later than 180 days after the commencement of said fiscal year.
- c) Guarantor agrees to provide to the Bank from time to time upon request any other information regarding the Guarantor's financial condition, which the Bank reasonably requests.

5. **Borrower's Financial Condition.** The Guarantor warrants and represents to the Bank that (i) the Guarantor is sufficiently knowledgeable and experienced in financial and business matters to evaluate and understand the risks assumed in connection with the execution of this Guaranty; (ii) the Guarantor has had the opportunity to examine the records, reports, financial statements, and other information relating to the financial condition of the Borrower; (iii) the Guarantor has relied solely upon investigations of the Borrower's financial condition conducted by the Guarantor or, the Guarantor's authorized representative in deciding to execute this Guaranty; and (iv) the Guarantor, or its authorized representative, shall continue to independently review, monitor and investigate the financial condition of the Borrower while this Guaranty is in effect. **The Guarantor specifically relieves the Bank of any duty, obligation or responsibility of any nature whatsoever to advise the Guarantor of any change in the Borrower's financial condition.**

6. **Collateral Setoff.** The Guarantor grants to the Bank a security interest in all property in which the Guarantor has an ownership interest, which is now, or in the future in the possession of the Bank to secure payment under this Guaranty. The Guarantor hereby authorizes the Bank, without further notice to anyone, to charge any account of the Guarantor for the amount of any and all Obligations due under this Guaranty, and grants the Bank a contractual right to set off (**without notice or demand**) amounts due hereunder against all depository account balances, cash and other property now or hereafter in the possession of the Bank and the right to refuse to allow withdrawals from any account (collectively "**Setoff**").

7. **Duration of Guaranty; Revocation; Continuing Obligations.** This Guaranty shall remain in full force and effect with respect to the Obligations or renewals thereof within the first five years after the date of original execution hereof. Thereafter, this Guaranty shall remain in full force and effect for such time period as shall be approved by the then current board of Commission. This Guaranty shall not be revoked by dissolution, merger, bankruptcy, or insolvency of the Borrower or the Guarantor.

8. **Accelerations of Obligations; Successors; Multiple Guarantors.** If the Guarantor shall cease to exist, become the subject of any bankruptcy or insolvency proceedings, or fail to comply with the terms of this Guaranty, any document securing this Guaranty or any related document, the Guarantor's liability hereunder to pay the Obligations shall become immediately due and payable whether or not the Obligations are then due and payable by the Borrower or any other Guarantor. This Guaranty shall

inure to the benefit of the Bank, its successors and assigns and of the holder and owner of any of the Obligations, and shall be binding on heirs, executors, administrators, successors and assigns of the Guarantor. If there is more than one Guarantor, the liability of the Guarantors shall be joint and several, and the reference to the "Guarantor" shall be deemed to refer to all Guarantors.

9. **Severability; Prior Agreements; Amendment.** Invalidity of any provision of this Guaranty shall not affect the validity of any other provision. This Guaranty, the collateral documents securing this Guaranty and the documents evidencing the Obligations contain the entire agreement of the parties regarding this matter; and any prior representations, promises or agreements (whether oral or written) which are not a part of this Guaranty or the documents described above are not enforceable. The terms of this Guaranty may not be altered, amended or waived except by another written agreement signed by the Guarantor and the Bank. Unless specifically limited in scope this Guaranty shall not supersede any earlier guaranty of the Guarantor in which the Bank has an interest nor shall any later guaranty supersede this Guaranty. The effect of any earlier or later guaranty shall be cumulative with this Guaranty.

10. **Copies; Entire Agreement; Modification.** The Guarantor hereby acknowledges the receipt of a copy of this Guaranty. This Guaranty is a "transferable record" as defined in applicable law relating to electronic transactions. Therefore, the holder of this Guaranty may, on behalf of Guarantor, create a microfilm or optical disk or other electronic image of this Guaranty that is an authoritative copy as defined in such law. The holder of this Guaranty may store the authoritative copy of such Guaranty in its electronic form and then destroy the paper original as part of the holder's normal business practices. The holder, on its own behalf, may control and transfer such authoritative copy as permitted by such law.

IMPORTANT: READ BEFORE SIGNING. THE TERMS OF THIS AGREEMENT SHOULD BE READ CAREFULLY BECAUSE ONLY THOSE TERMS IN WRITING, EXPRESSING CONSIDERATION AND SIGNED BY THE PARTIES ARE ENFORCEABLE. NO OTHER TERMS OR ORAL PROMISES NOT CONTAINED IN THIS WRITTEN CONTRACT MAY BE LEGALLY ENFORCED. THE TERMS OF THIS AGREEMENT MAY ONLY BE CHANGED BY ANOTHER WRITTEN AGREEMENT. THIS NOTICE SHALL ALSO BE EFFECTIVE WITH RESPECT TO ALL OTHER CREDIT AGREEMENTS NOW IN EFFECT BETWEEN GUARANTOR AND THE BANK. A MODIFICATION OF ANY OTHER CREDIT AGREEMENTS NOW IN EFFECT BETWEEN GUARANTOR AND THE BANK, WHICH OCCURS AFTER RECEIPT BY GUARANTOR OF THIS NOTICE, MAY BE MADE ONLY BY ANOTHER WRITTEN INSTRUMENT. ORAL OR IMPLIED MODIFICATIONS TO SUCH CREDIT AGREEMENTS ARE NOT ENFORCEABLE AND SHOULD NOT BE RELIED UPON.

11. **Governing Law; Jurisdiction.** This Guaranty shall be governed by the internal laws of the State of Wisconsin, except to the extent superseded by Federal law. THE GUARANTOR HEREBY CONSENTS TO THE EXCLUSIVE JURISDICTION OF ANY STATE OR FEDERAL COURT SITUATED IN THE COUNTY OR FEDERAL JURISDICTION OF THE BANK'S HOME OFFICE, AND WAIVES ANY OBJECTION BASED ON FORUM NON CONVENIENS, WITH REGARD TO ANY ACTIONS, CLAIMS, DISPUTES OR PROCEEDINGS RELATING TO THIS GUARANTY, THE COLLATERAL, ANY RELATED DOCUMENT, OR ANY TRANSACTIONS ARISING THEREFROM, OR ENFORCEMENT AND/OR INTERPRETATION OF ANY OF THE FOREGOING. Nothing herein shall affect the Bank's right to serve process in any manner permitted by law, or limit the Bank's right to bring proceedings against the Guarantor in the competent courts of any other jurisdiction or jurisdictions.

12. **Waiver of Jury Trial.** TO THE EXTENT PERMITTED BY LAW, THE GUARANTOR AND THE BANK HEREBY JOINTLY AND SEVERALLY WAIVE ANY AND ALL RIGHT TO TRIAL BY JURY IN ANY ACTION OR PROCEEDING RELATING TO THIS GUARANTY, ALL DOCUMENTS RELATING TO THIS GUARANTY, THE OBLIGATIONS HEREUNDER OR ANY TRANSACTION ARISING HEREFROM OR CONNECTED HERETO. THE GUARANTOR AND THE BANK EACH REPRESENTS TO THE OTHER THAT THIS WAIVER IS KNOWINGLY, WILLINGLY AND VOLUNTARILY GIVEN.

Dated: July 16, 2013

Delta County, State of Michigan

By: Thomas C. Elyard
Chairman

By: Maureen J. Spier
, County Clerk

Letters of Credit for Financial Assurance

Delta County Landfill as of 9/19/2014

Bay Bank Letter of Credit BB 127 for \$60,000.00

Upper Peninsula State Bank Letter of Credit DC 13 for \$82,800.00

Upper Peninsula State Bank Letter of Credit DC 14 for \$190,000.00

Upper Peninsula State Bank Letter of Credit DC 15 for \$152,000.00

Upper Peninsula State Bank Letter of Credit DC 17 in the amount of \$144,000.00 is for our R.A.P. Entered into December, 2005 to replace DC 16 which was for the Consent Order that is now done.

Upper Peninsula State Bank Letter of Credit DC 19 for \$644,000.00

(Letter of Credit DC 19 for 644,000.00 was entered into on August 25, 2010. This was done because we can no longer use the County revenue for our financial test component, only the landfill revenue.)

Associated Bank letter of Credit DC 112266US17913 for \$1,100,000.00

(Letter of Credit DC 112266US17913 was entered into Sept. 18 2013 for N.S. Financial Assurance needs.)

Letters of Credit Currently Available for License Requirement \$2,372,800.00

Perpetual Care Funds Available for License Requirements \$865,716.11

Funds Provided Through Financial Test (.43% of Audited Revenue) \$786,704.35

Total Available for Financial Assurance Requirement Needs \$4,025,220.46

Other Letters of Credit Required for the "Authority"

Upper Peninsula State Bank Letter of Credit DC 18 for \$445,000.00 Wetland Permit and Mitigation. This amount is not available toward the Financial Assurance needed for licensing.

B5

NAME	Brenda M. Madden	FILE NO.	2-16-PC
ADDRESS	822 N County Road 441, Manistique, MI 49854	DATE	5-19-2016
TOWNSHIP	BALDWIN	FEE	PAID

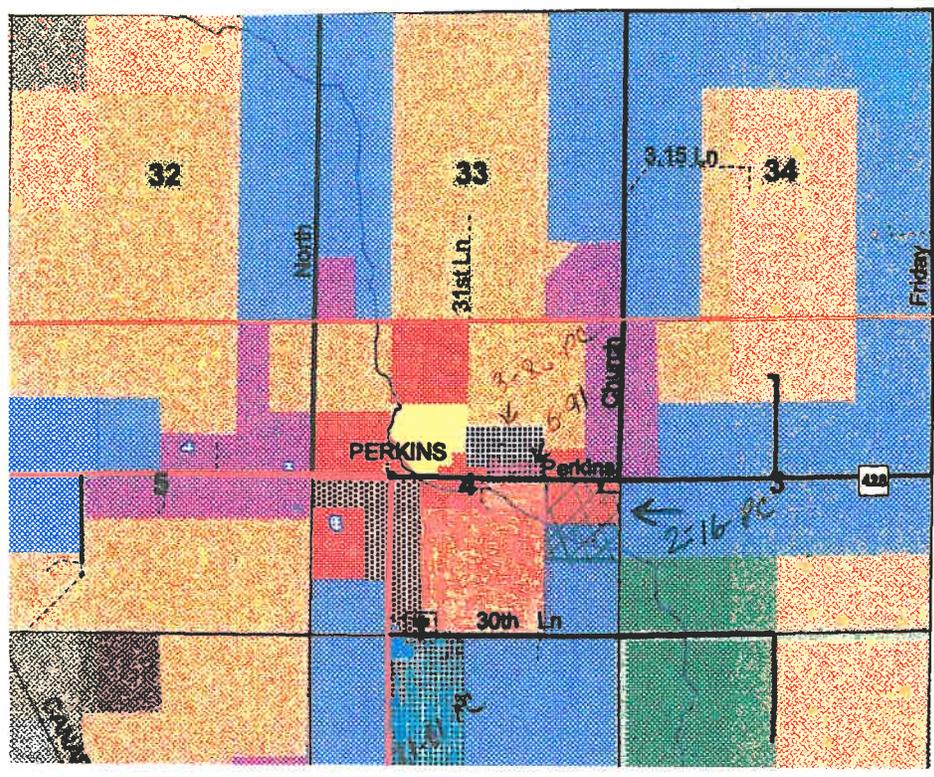
Legal Description: Property located in the 6000 block of Perkins 30.5 Road being parcel 21-001-004-042-00.

REQUEST:	
Amendment	XXX
Conditional Use	
Variance	
Class A Designation	
Other	

Summary: Applicant is requesting to have that portion of her property which is zoned R1 rezoned to Rural Residential so that her entire parcel has the same zoning classification.

MAP OF EFFECTED AREA:

PLAT BOOK PAGE NO.: 37



-LEGEND-

- R-1
- R-2
- R-3
- R-4
- LS/R
- LS/R2
- RR
- RP
- AP
- TP
- TP/2
- OS
- C-1
- C-2
- C-3
- I
- PL

RECOMMENDATIONS:				ACTION TAKEN:			
	Approves	Disapproves	Conditions		Approves	Disapproves	Table
Township				Planning Comm.			
Health Dept.				Hearing	X		
Zoning Adm.				Board of Comm.	6-6-16		
Other				Meeting			
				Board of Appeals			
				Hearing			

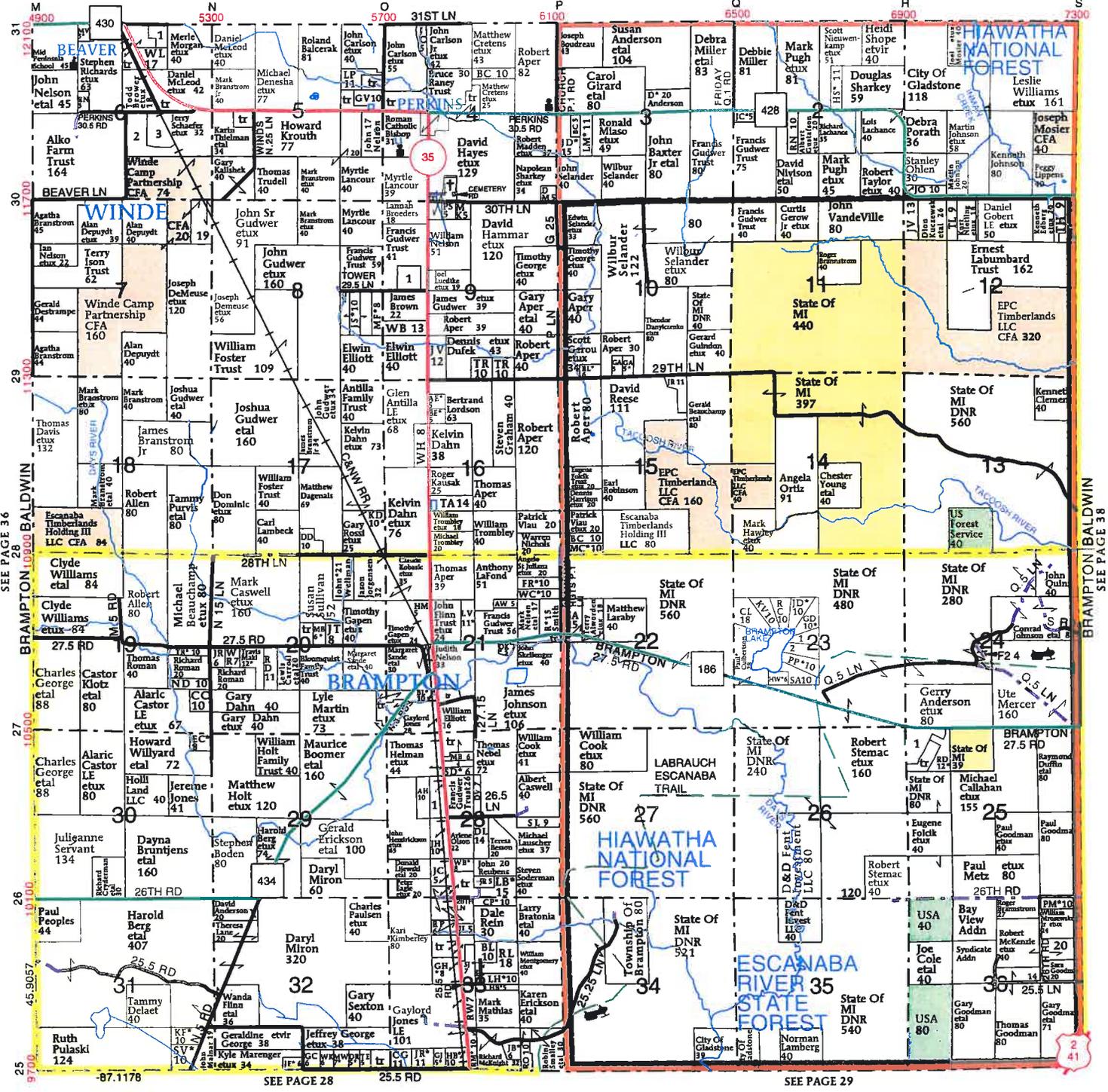
BALDWIN SE/BRAMPTON N

T-41-N • R-22-W

See Pages 89-90 For Additional Names.



SEE PAGE 44



SEE PAGE 36

SEE PAGE 28

SEE PAGE 28

SEE PAGE 38

SEE PAGE 29

SEE PAGE 29

CHARACTER GROWS HERE.

**DELTA COUNTY PLANNING COMMISSION
DELTA COUNTY COURTHOUSE
JUNE 6, 2016**

I. Call To Order: The Delta County Planning Commission Board was called to order by Chairman Benny Herioux at 6:30 p.m.

II. Pledge of Allegiance

III. Roll Call of Board Members:

<u>PRESENT</u>	<u>ABSENT</u>	<u>OTHERS PRESENT</u>
Benny Herioux - Ch	Renee Barron	Dan Menacher
John Denholm	Randy Scott	Nancy Peterson
Dave Moyle	Chris Williams	
Julien Vandecaveye		

IV. Correction and/or approval of minutes of previous meeting:

Motion to approve was made by Julien Vandecaveye; seconded by Dave Moyle. Motion carried.

V. Approval of the Agenda: Motion to approve was made by Julien Vandecaveye; seconded by John Denholm. Motion carried.

VI. Public Comments on Agenda Items (Limited to 3 minutes per person): None

VII. New Business:

VIII. Open Public Hearing on Case No. 2-16-PC (Limited to 3 minutes per person): Chairman Benny Herioux open public hearing at 6:34 p.m. Dan Menacher and Julien Vandecaveye gave input on description and history of area. Brenda Madden commented about trying to sell property for some time. People ask about R1 and RR and loose interest in buying property. Dan Menacher stated there was no opposition.

IX. Close Public Hearing: Chairman Benny Herioux closed public hearing at 6:38 p.m.

X. Case 2-16-PC: Brenda M. Madden, 822 N County Road 441, Manistique, MI 49854, Township: Baldwin. Property located in the 6000 block of Perkins 30.5 Road being Parcel 21-001-004-042-00. Applicant is requesting to have that portion of her property which is zoned R1 rezoned to Rural Residential so that her entire parcel has the same zoning classification.

Motion to approve was made by Julien Vandecaveye; seconded by John Denholm. Motion carried.

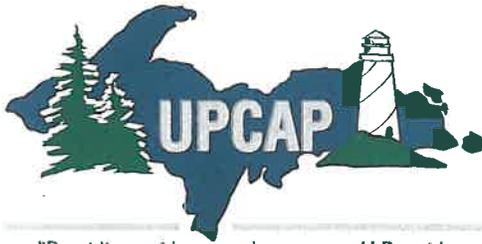
XI. Unfinished Business: None

XII. General Public Comments (Limited to 3 minutes per person): A person in the audience by the first name of Joel stated he thought that a person from the Soil Conservation District was to be at the meeting and wanted to hear what he had to say before making any comments. He did state they reduced tax to zero. Dan Menacher made a few comments about a building and a well was on property and zoning was illegal.

XIII. Board Member Comments: None

XIV. Adjournment: Motion to adjourn was made by John Denholm; seconded by Julien Vandecaveye. Motion carried. Adjourned at 7:04 p.m.

Nancy Peterson
Recording Secretary



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"

June 13, 2016

Blo

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

Dear Sirs:

Enclosed, please find the FY2017 Grant Application for Contracted Plans and Services for the West-Central U.P. Regional Community Corrections Program, to the Office of Community Corrections. If approved, the new grant year will begin on October 1, 2016 and continue through September 30, 2017. 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 application, along with a program summary, 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

WCUP CCAB Program Summary FY2017

The following is a summary of proposed programming for the WCUP CCAB during FY2017. This is a brief overview of programs, for more detailed information; please refer to the attached Program Descriptions. These programs meet the standards for Evidence Based Practice programs, and address the current trends in our felony population.

Thinking Matters – This program is a continuation of prior programming. Thinking Matters provides a cognitive change program to address critical thinking errors and anti-social behaviors, continuing to target felony populations with a Cognitive need as a priority. 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.

MEE Journal –This program is a new initiative. This program will address the issues of substance abuse in our target population in a cognitive based group setting. It seeks to address lifestyle and an addiction issues that lead to re-offending and continued substance abuse.

Modules include:

Getting Started helps participants engage and offers an opportunity for self-exploration as they consider the reasons they are entering a program for addictive behaviors and prepare for the recovery work that lies ahead. Participants will learn about proven strategies to make lasting behavior change and then write a statement of personal commitment..

Substance Using Behaviors provides basic information about substance-related disorders. Participants gain a clear understanding of the effects alcohol and other drugs have on their bodies, minds and lives. They will learn important terms related to substance use and important facts regarding alcohol, marijuana, stimulants, hallucinogens, opioids and other substances.

Family and Other Relationships explores key aspects of relationships with a focus on families. Participants consider the differences between unhealthy and healthy relationships, the effect of substance use on relationships and the importance of effective communication in relationships.

Life Management offers practical tips to help participants get their lives back in order. It provides information about sleep, nutrition, finances, time management, leisure time and stress management and how to relax and have fun without substance use.

Recovery Maintenance provides participants with cognitive strategies and behavioral skills to help achieve positive and lasting change. Participants explore their common risk factors for returning to addictive behaviors and the range of exit strategies they can employ during times of risk. Participants develop a personal Recovery Maintenance Plan.

Seeking Safety – This program is a new initiative. This program will target felony offenders with underlying substance abuse and PTSD issues and substance abuse issues relating to prior trauma (most likely a strong female population) and will encourage completion as part of a successful probationary term.

The key principles of Seeking Safety:

- 1) Safety as the overarching goal (helping clients attain safety in their relationships, thinking, behavior, and emotions).
- 2) Integrated treatment (working on both trauma and substance abuse at the same time)
- 3) A focus on ideals to counteract the loss of ideals in both trauma and substance abuse

Employment Services –This program focuses on felony population that demonstrate a need for job training/assistance and job retention based on COMPAS scores. The skills that are provided by this program are as follows:

Module 1: Jump Start:

This workshop starts with a Personal Mission Statement exercise for participants to discover what it is they want for themselves. Too often we end up doing what others tell us we should do rather than what it is we truly want. Understanding what it is that we want for ourselves makes us more likely to make choices to help ourselves succeed. The Personal Mission Statement will help you decide what is truly important to you and why. The 2nd half of the workshop deals with specific Job Skills:

-What traits do employers want (dependability/reliability at the top) and why these are important;

-What do we expect from employers and co-workers and why it is important for you to know what you expect in order to be a good employee;

-How to get to work on time/having a Plan B/backup plan because if you don't show up on time- you will not stay employed but if you have a plan- you can usually handle emergencies;

-Ethics- how to handle yourself on the job and why this is important because it is never too late to demonstrate that you can make good choices

Module 2: Applications and Resumes

This workshop deals with the specific applications and Background Investigative paperwork for typical job applications. Sample application and Background Investigation packets will be explained so the participants understand why each form needs to be filled out completely and accurately initially so as not to impede the employment process.

The interview process is explained as well as typical interview questions along with explanations of what the interviewer is really asking. For those with criminal backgrounds and/or poor work history special attention is given to potentially difficult interview questions so that they can formulate appropriate responses that address the issues and show why these issues will not be

worrisome to the employer. There will be opportunities to address specific examples that show what you have learned so that you make appropriate choices for the employer.

Participants also look at their monthly budgets and look at how to ensure they will have gas money for the end of the month so they can get to work; how to ensure they'll have clean clothes/uniforms for work and how to provide lunches and snacks for their work shifts without breaking their budget.

Module 3: Job Retention

This workshop deals with the interpersonal skill issues that often make it difficult to maintain employment (drama in the workplace; how to treat co-workers appropriately; how and when to ask for help; and when to let things go.)

Participants complete a Communication Style Survey to understand their own personal communication style along with its strengths and weaknesses. In addition, we look at how others can view those same strengths and weaknesses in different lights.

We also look at workplace issues- and how to handle them appropriately: which one to ignore/live with; which ones to deal with directly with the person involved; which ones to take to the supervisor and which ones to go to HR or EAP for help.

We also look at the dangers of social media in the workplace- how it can escalate issues into full-blown drama and how to prevent that from occurring. Participants also view a Powerpoint presentation "Facebook Can Get You Fired" with discussion of each situation.

Participants also create back-up plans for child care; transportation; clean clothing and lunches for work to increase the likelihood they can maintain their job.

Module 4: Resume & Mock Interviews

This workshop will be a smaller group (ideally 3 participants) to allow more interaction and specific feedback to their individual needs.

Resumes will be developed to highlight their work strengths and mock interviews will be conducted with Guest Community Employers. Each interviewee will receive specific feedback to enhance their interview performance so they can appear in their best light.

Assessment Programs (COMPAS/PRAXIS) - will be used in conjunction with aforementioned programs to ensure proper placement of felony population in programs on client needs.

Pre-Trial Electronic Supervision – This is a continuation of former programming. Use of alcohol monitoring, GPS monitoring and home confinement equipment will be used to ensure bond conditions and allow for monitoring through the adjudication process.

Iron County Intensive Supervision Program – This is a new initiative. This program is designed to work on small scale with Iron County’s drug court. The target population will be those that are not currently being served by felony Swift and Sure Program, and meet supervision criteria.

MICHIGAN DEPARTMENT OF CORRECTIONS

Reentry Administration

“Committed to Protect, Dedicated to Success”



Office of Community Corrections

Community Corrections Plan and Application
Fiscal Year 2017

CCAB Name: WCUP CCAB
Annual/Full

Application Type:

Email the application to:

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

DUE DATE: June 1, 2016

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	Hon. C. Joseph Schwedler	Rick Aird
Title:	Manager	CEO	Iron County Probate/DC Judge	CFO
Address:	310 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	49829
Phone:	906-789-0511	906-786-401	906-875-3121	906-786-4701
Fax:	801-213-0135	906-786-5853		906-786-5853
Email:	mcintyrereb@upcap.org	meadj@upcap.org	p36@voyager.net	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 26, 2016
Date application was approved by county board(s) of commissioners (and city council): forthcoming
Date application was submitted to OCC: May 31, 2016

B: CCAB Membership		
Representing:	Name	Email
County Sheriff:	Kenny Marks	kmarks@menomineeco.com
Chief of Police:	Dale Rantala	drantala@ontonagoncounty.org
Circuit Court Judge:	Michael Pope	judgepope@gogebic.org
District Court Judge:	Chris Ninomya	cn@dickinsoncountymi.gov
Probate Court Judge:	C. Joseph Schwedler	
County Commissioner(s):	John Malnar; Tim Aho; James Furlong; Joe Stevens; John Cane; Jeff Wasley	jmalnar@deltacountymi.org; wasley.j@giwa.org; jfurlong@sbcglobal.net;
Service Area (Up to 3):	Vacant	
County Prosecutor:	Michael Findlay	mikef@ontonagoncounty.org
Criminal Defense:	Kalen Lipe	lipelaw@lipelawoffice.com
Business Community:	Dawn Wells	dawnmwells@sbcglobal.net
Communications Media:	Vacant	
Circuit/District Probation:	Kevin Ayotte	ayottek@michigan.gov
General Public:	Jackie Kass	kassj@michigan.gov
City Councilperson:	Vacant	
Workforce Development:	Vacant	
Does your CCAB have Bylaws? Yes If yes, have they been revised within the last 2 years? (Please send copy) No they have not		

Describe the contact and frequency of contact between the CCAB Manager and the Probation Supervisor: **Weekly; more if necessary**

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: **Electronic Monitoring, Thinking Matters, PRAXIS and COMPAS Assessments, Iron County Intensive Supervision; Employment Readiness Program, Seeking Safety, MEE Journal**
 - 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 also provide a catalyst to change/modify thinking of current behaviors that lead to criminal activity. Additionally, the Employment Readiness program addresses not only how to seek out and find employment that is appropriate for our clients, but how to continue to maintain employment once obtained. Utilizing state data, it appears that this may not be a much needed program, but upon review of the data, it appears that the data is based of supervision levels and not acual employment statistics (i.e. individuals on the supervision portion of OMNI are counted as full time employed with anything over 20 hours - which is NOT a full time employment, etc.). Utilizing COMPAS information at the local level, over 40% of screened individuals would benefit from some sort of Vocational/Educational Component (COMPAS data - Northpointe Suite)**
 - b. Explain what data/measures show your PA511 funded programs have contributed to reductions in your PCR: **COMPAS Case Manager, CCAMIS BIR Data and OMNI data**
2. What programs, practices and policies contribute to improved recidivism as defined by the State Corrections Board? **Thinking Matters, MEE Journal, Seeking Safety, Employment Readiness Program**
 - a. How do they contribute to improved recidivism? **Programs are desinged to address substance abuse and cognitive behavioral issues in clients that create issue for them in the criminal justicce arena. By addressing issues that individuals have with Substance Abuse, we alleviate the burden on the criminal justice system. Seeking Safety is a trauma based substance abuse program that deals with not only substance abuse issues, both issues that may have underlying beginnings in situations of trauma. Thinking Matters has been designed as a early intervatnion program to correct behaviors that lead to anti-social behaviors and criminal behaviors and cognitive thinking errors. The employment readiness program is designed to address the barriers to employment that those individuals have coming out of the criminal justice system.**
 - b. Explain what data/measures show your PA511 funded programs have contributed to improvements in local recidivism: **COMPAS Assessments in Case Manager, CCIS data in Case Manager, OMNI data for BIR information and CCAMIS BIR data for local counties.**

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, responsibility).

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 2014 and FY 2015:

- 1. Are felony dispositions increasing, decreasing, or stable? Stable
- 2. Describe changes within SGL categories. Report rates with detailed explanation: In FY 2014 there were a total of 411 dispositions recorded in OMNI for the six-county region. In FY2015 there were a total of 452

dispositions recorded in OMNI. Region's current prison commitment rate is at 15.2% (70) which is a decrease from FY2014's PCR of 16.5% (68). The State's average prison commitment rate was 21.5% (10,326). We believe that the programs we are offering do have a potential to positively impact reductions on the current prison commitment rates. In FY2015, over 382 (84% of all dispositions) of the overall 452 felony dispositions have been dealt with on the local level (jail, jail with probation or other). For FY2015 PCR for Group two offenders was at 9%, which is less than the State's average of 13% for the same time period.

3. Can you attribute any changes to strategies/programs in your comprehensive plan? **Yes**

4. Describe any changes in criminal justice system stakeholders that may have contributed to changes in rates: **CCIS data indicates an increase in felony referrals from past fiscal years into Cognitive and training programs. FY2015 Felony participation was at 25% for Cog Programs; thus far this fiscal year utilization is at 33%; and the new Employment program is 92% felons. As we continue to expand cognitive programming, we will see an increase in programs available to our local felony populations and thereby an increase in appropriate referrals.**

5. Describe any changes in felony populations that warrant a change in your plan: **Current drug issues are plaguing our communitites, with meth production and use on the rise. Should trends continue, without early intervention from an addiction standpoint, there will be no way for Community Corrections or local sources to eliminate the large number of individuals that will be sent to prison.**

6. Provide additional analysis you feel necessary to explain your prison commitment rates: **As FY2015 was the first year that the WCUP was dealing with the sweeping changes in policy and philosophy that have arrived out of the amendments from PA511, we have worked dilligently with PPA's and the Courts to find appropriate and necessary alternative placements for our clients. As EBP programs are of importance, seeking appropriate programming that would suit the needs and still be cost effective in our more rural regions has been difficult. We have had strong buy in from our counties with the largest DOC populations, and as such have been working closely to develop new programs to see if we can lessen the burden, not only at the State level to addres overcrowding and expense issues, but to lessen the burden locally by offering early interventions to address and possibly stave off potential probation violations.**

B-2: Felony Analysis Key Objectives and Strategies

NOTE:

- 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: **Continue to maintain the current PCR at a rate below the State's average. Region will target an overall PCR of 16%. Current State PCR is at 21%**

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

1. **Thinking Matters - provide cognitive change program to address critical thinking errors and anti-social behaviors, continuing to target felony populations with a Cognitive need as a priority.**
2. **MEE Journal - New intiative. Will target felony offenders with a Substance Abuse issue, along with Cognitive Behavioral needs to address lifestyle and an additction issues that lead to re-offending**
3. **Seeking Safety - New initiative. Will target felony offenders with underlying substance abuse and PTSD issues (most likely a strong female population) and will encourage completion as part of a successful probationary term.**
4. **Employment Services - Continuation. Will continue to focus on felony population that demonstrates a need for job training/assistance in job retention based on COMPAS scores.**

<p>5. PRAXIS - Early intervention at the Pre-trial phase will make it easier for offenders to seek assistance/treatment before sentencing in order to allow local Prosecutors and Judges the opportunity to plead or delay sentencing for those on pre-trial programs.</p> <p>6. Assessment Programs (COMPAS/PRAXIS) - will be used in conjunction with aforementioned programs to ensure placement of felony population are in proper programs for based on client needs.</p>
<p>2. Objective #2 is intended to impact the Group 2 Straddle Cell rate – please state the Objective: Current PCR for Group 2 Straddle Cell offenders for the region is 37%. The State's rate is 31%. For next fiscal year, the goal is to reduce Group 2 Straddle Cell offenders by 5% (4 dispositions overall).</p>
<p>Programs in support of Objective #2:</p>
<p>1. Thinking Matters - Continuation. Provide cognitive change program to address critical thinking errors and anti-social behaviors, continuing to target felony populations with a Cognitive need as a priority. PPAs will be encouraged to divert Group 2 Straddle Cell offenders, where appropriate to programs for those with an expressed Cognitive Need, or those who request cognitive classes.</p> <p>2. MEE Journal - New initiative. Will target felony offenders with a Substance Abuse issue, along with Cognitive Behavioral needs to address lifestyle and an addiction issues that lead to re-offending. PPAs will be encouraged to divert Group 2 Straddle Cell offenders with underlying substance abuse issues to programming as part of a successful probation term.</p> <p>3. Seeking Safety - New initiative. Will target felony offenders with underlying substance abuse and PTSD issues (most likely a strong female population) and will encourage completion as part of a successful probationary term. PPAs will be encouraged to utilize programming for Group 2 Straddle cell offenders as part of a successful diversion from incarceration and on to a successful probation term.</p> <p>4. Employment Services - Continuation. Will continue to focus on felony population that demonstrates a need for job training/assistance in job retention based on COMPAS scores. Group 2 Straddle Cell offenders will be targeted to address ongoing job needs as part of a successful probationary term.</p> <p>5. PRAXIS - Early intervention at the Pre-trial phase will make it easier for offenders to seek assistance/treatment before sentencing in order to allow local Prosecutors and Judges the opportunity to plead or delay sentencing for those on pre-trial programs.</p> <p>6. Assessment Programs (COMPAS/PRAXIS) - will be used in conjunction with aforementioned programs to ensure proper placement of felony population are in proper programming.</p>

<p>B-3: Assessment</p> <ul style="list-style-type: none"> • 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.
<p>What steps will you take if you find that you are not meeting your objectives or your strategies are not being implemented as planned? Review of local BIR data will be compiled on a monthly basis and reviewed with Probation Supervisor, to discuss on going sentencing trends and options available at pre-trial (Residential services). Prosecutors and Judges handling pre-trial will also be kept advised of programming options at time of PSI, or before sentencing, as appropriate.</p>

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.
- Please fill out each answer for this section completely, with the correct information. Applications with incomplete data may be rejected.

(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	94%	98%	95	66%	43%	UNK
Number of off-line beds	0	0	0	0		UNK
Felon Population						
Sentenced Felons	5	14	12	21	10	UNK
Sentenced Prior to Admission	UNK	UNK	Unk	16	UNK	UNK
Sentenced After Admission	UNK	UNK	Unk	5	UNK	UNK
Unsentenced Felons	18	7	9	6	2	UNK
Misdemeanant Population						
Sentenced Misdemeanants	8	26	3	6	7	UNK
Sentenced Prior to Admission	UNK	UNK	Unk	3	UNK	UNK
Sentenced After Admission	UNK	UNK	Unk	3	Unk	UNK
Unsentenced Misdemeanants	50	23	5	0	1	UNK
1. Does your county have a written county jail population management plan per PA 139 of 2007? Yes						
2. In the previous year, 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: Yes - followed procedures under the Emergency Overcrowding Act; Menominee: No; Gogebic: No; Iron: No; has jail population management plan per PA 139; 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: 3; Dickinson: 1; Gogebic: ; Menominee: 0; Iron: 0; Ontonagon: 0						
4. Does your jail submit JPIS data? Yes If not, please provide a rationale for not submitting JPIS data: Jails not submitting data because programs are not compatible with the download/export processes						
5. What vendor or jail management software is used to report jail utilization? Delta: JAMIN; Dickinson: LEMS;						

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 Local Snapshot Data
2. Are bookings up, down, or stable? Stable
3. Describe changes in ADP or AvLOS for the population groups reported above: Delta County has experienced an increase in overall ADP; ALOS was consistent w/ 2014 data; Dickinson county is up in ADP and has declared overcrowding three times in the past fiscal year; Dickinson county is stable, but still over capacity. There has been a significant increase in unsentenced misdemeanants; Gogebic county has faced repeated issues with overcrowding and has consistently had to house inmates in Wisconsin and Iron County to the tune of over \$6,000 per month; Iron county has remained stable and they are able to take in boarders from MDOC and other counties
4. Provide additional information to explain your jail utilization here including changes in stakeholders, law enforcement priorities, bed closures, etc.: Local law enforcement is encountering more meth production crimes than ever before in all counties. Delta county will have a new Circuit Court Judge in January, Menominee will also have a new District Court Judge; Gogebic County has a new Circuit Court Judge. All these factors contribute to some uncertainty in future sentencing practices, but substance abuse issues continue to increase in the region.

C-2: Describe policies and practices that influence jail population:

1. Does the jail have a "bed allocation plan"? Yes
2. Does the county have a "jail task force" in place to address jail utilization issues? Yes
3. How are sheriff's good time and trustee credits awarded / forfeited? Delta: No bed allocation plan; Yes jail task force; 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: Has bed allocation plan; has a management team to address utilization issues; Sheriff's Good Time Credit: 1 for 6 - time forfeited for rules violations; 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: Yes; \$30 per day; Menominee: Yes - from Hannahville Indian Community - \$20 per day; Ontonagon: No contracts
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. Delta:\$40 MDOC: \$42; Dickinson: No; Gogebic: Yes - MDOC= \$100; Iron: Yes; 50% bed tax; Menominee: 40; Ontonagon: N/A
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: \$35/day; Menominee: 40; Ontonagon: N/A
9. What was the revenue from boarders for the previous year? Delta: \$32,889; Dickinson: NONE; Gogebic: \$10,000 from Lac View Desert Tribal Court/Police; Iron:\$153,000 MDOC/Tribal; Menominee: Ontonagon: N/A

10. What was the revenue from County Jail Reimbursement for the previous year? see above;
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: Yes, 8 beds; \$10 per day; 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: \$10; 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: Minimal numbers - not tracked; Menominee: Yes 1-3; Ontonagon: Yes - 1
13. Provide additional analysis you feel is necessary to explain your jail utilization: Jails in three of the six counties are consistently at capacity or above. This is due not only to increased utilization of beds, but by the outdated numbers of beds they were originally designed to hold. Current jail studies indicate an increase is needed in overall bed space in Delta, Dickinson and Gogebic counties. Unfortunately, this burden falls on the relatively small tax base in each county, and while plans are in place to expand and create the necessary beds, there is no funding to make these plans a reality.

D: Recidivism Analysis

The 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

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

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

2015 Recidivism Rates							
County Name	Delta	Dickinson	Gogebic	Menominee	Iron	Ontonagon	Totals for Region:
Probation Violation - New Sentence to Prison							
Male	3	2	1	0	1	0	7
Female	0	2	0	0	1	0	3
Combined	3	4	0	0	2	0	10
Probation Violation – Technical to Prison							
Male	0	4	0	2	1	0	7
Female	0	0	0	0	1	0	1

Combined	0	4	0	2	2	0	8
D-2: Using OMNI Felony Disposition data supplied by OCC for FY 2014 and FY 2015:							
1. Are Probation Violations increasing, decreasing, or stable? Increasing							
2. Describe changes within the Probation Violation data from FY 2014 to FY 2015. Report rates with detailed explanation: Local data for PV New indicates that in FY2014 there were a total of 6 prison dispositions (23%) for the region with a total of 26 dispositions; current local data shows there has been an increase in PV New dispositions with a sentence to prison. FY2015 rates are as follows: 26% to prison (10) with a total disposition count of 38. That is an increase in overall PV New dispositions of 34 %. The past two years, the region has kept over 70% of PV New violations locally, at great savings to the State. There was an overall increase in PV Technical violations from FY2014 to FY2015 also. FY2014 saw a total of 19 PV Techs, and FY2015 saw a total of 24. The PCR for FY2014 was 63% (12) and for FY2015 was 33% (8). In FY2015 the majority of PV technicals were handled locally, again at great savings to the State instead of in prison space.							
3. Can you attribute any changes to strategies/programs in your comprehensive plan? In FY2015, sentenced felony population in Cog Programs were at 25% for the year. There were 0 PV technical and 2% PV new; in FY2016 (through April) the felony population has almost doubled (41%) . There has been an increase in PV technical enrolled in programming to 3.39%; with overall PV enrollments increasing from 24% to 37%; additionally, current new initiatives for this fiscal year (Employment Readiness Program) are experiencing slow growth, but have over 90% felon enrollment, and have utilized programming for both PV New and Technical (3.8% for PV Tech and 3.85% for PV New). Without programming, these dispositions would have added to incarceration rates.							
4. Describe any changes in criminal justice system stakeholders that may have contributed to changes in rates: Outreach in counties with applicable programming with PPA staff has been the cornerstone of buy in for new programming. As agents are the ones dealing with our clients on a daily basis, ensuring programs that make their jobs easier, while streamlining the referral and accountability process is imperative.							
5. Describe any changes in Probation Violation data that warrant a change in your plan: Current PV's do have more underlying cases of substance abuse, and as such, we are requesting an increase in cognitive programming to focus on substance abuse treatment plans.							
6. Provide additional analysis you feel necessary to explain your recidivism rates: n/a							

D-3: Recidivism Key Objectives and Strategies							
NOTE:							
<ul style="list-style-type: none"> • 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 strategies. Be sure to clearly identify them as strategies. 							
1. Objective #1 is intended to impact recidivism by targeting: Technical Probation Violators State the Objective: Reduce PV Technical offenders by 4% from FY2015 rates							
Programs in support of Objective #1:							
1. Thinking Matters - Continuation. For those individuals not originally referred to cognitive programs, outreach will be done to PPAs to advise of Thinking Matters as an option for probation violators, instead of incarceration or prison time.							
2. Seeking Safety -- New initiative. For those individuals not originally referred to Cognitive Substance Abuse Programs, outreach will be done to PPAs to advise of Thinking Matters as an option for probation violators, instead of incarceration or prison time.							
3. MEE Journal -- New initiative. For those individuals not originally referred to cognitive programs, outreach will be done to PPAs to advise of Thinking Matters as an option for probation violators, instead of incarceration or prison time.							

time.

4. Employment Readiness Program - Continuation. For those individuals not originally referred to Employment Readiness Program, but who have a demonstrated need for job training/job retention (per COMPAS or PPA recommendation) enrollment will be requested in lieu of jail or prison time.

2. Objective #2 is intended to impact recidivism by targeting: Choose an item. State the Objective:

Programs in support of Objective #2:

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:

FY2015 needs consisted of Substance Abuse (74%), Vocational/Education (50%) and Risk of Recidivism (62%). This was of course, based of 8 records. For the entire six county region. After reviewing current COMPAS data for the region, the top three statistics are as follows:

Substance Abuse

Vocational/Educational

Risk of Recidivism

F: Vocational/Educational Initiatives

Please explain in detail what is being done locally to address the local vocational/employment needs of offenders. Include the local caseload unemployment rates and any initiatives to address the "Hot Jobs" list:

Hot Jobs by County

Delta: Food Services; Janitors and cleaners; Maintenance and repair workers - general

Dickinson: Laborers, freight and warehouse workers; maintenance and repair workers - general; food services

Gogebic: Cooks and servers; maintenance and repair workers; hotel/motel/resort desk clerks

Iron: Maintenance technicians; warehouse workers and forklift operators; welder

Menominee: Foods services; housekeeping and cleaning; maintenance and repair workers - general

Ontonagon: Warehouse workers; auto technician mechanic; food service supervisors/cooks

Most "Hot Jobs" are located in the non-skilled worker category, and thus, most offenders would be eligible for employment. By working on those skills that make our clients MORE employable by utilizing Employment Readiness Classes and available resources, we are encouraged to move more clients from unemployed to employed status before discharge from Probation.

G: Substance Abuse Testing Initiatives

Please explain in detail what initiatives are in place to address offender drug testing needs. Include the local percentage of positive tests as well as the top three drugs of choice in the region:

The State's data that was provided for the grant process is as follows:

Delta: 20 positive samples; 2.63%; Top three drugs of choice: cannabinoids; alcohol and other; After reviewing local data,

Dickinson: 14 positive samples; 18.18 %; Top three drugs of choice: cannabinoids; cocaine; other

Gogebic: zero data provided

Iron: 10 positive samples; 6.94%; Top three drugs of choice: cannabinoids; opiates; various

Menominee: 21 positive samples; 2.87%; top three drugs of choice: Cannabinoids; opiates; benzodiazepine

Ontonagon: 2 positive samples; 4.16%; Alcohol and cannabinoids

After reviewing local data (local Substance Abuse Test reports) which included a more comprehensive breakdown of testing methods, and contained admissions of use, the results provide a more clear picture of drug use/abuse in our client population. (These statistics are from 10/01/2015-4/30/2016 - the first half of our current fiscal year)

Delta: 490 Breathalyzer/PBT tests were administered with a positive rate of 1.2% (6); 536 on-site urine screens were performed with a positive testing rates of 6.2% (33) and there were 8 admissions to use. These amounts are almost triple what the State reports indicated for an entire year (10/01/2014-09/30/2015). This is a substantial increase, and justifies the CCAB's request to increase substance abuse programming in the area.

Dickinson: 438 Breathalyzer/PBT tests were administered with a positive rate of 3% (13); 438 on site urine screens were administered, with a 3% positive rate (13); and there were 16 admissions of use to PPAs. There was an overall positive rate for all types of testing of 3.6% for the first half of the fiscal year. This indicates rates will remain stable, and demonstrates a need for additional substance abuse treatment programming in our area.

Gogebic: There was zero data provided by the State for this county, but local reports indicate that there were over 179 tests performed in the county for the first half of the fiscal year, and there was a overall positive test rate of 8.4% (11 positive urine screens; 2 admissions; one on site saliva; and one lab test). This indicates substance abuse programming would also be beneficial in this county.

Iron: 105 Breathalyzer/PBT tests were administered with a 2.9% positive test result (3); there were 173 on site urine screens that resulted in 4% positive test rate (7) for an overall positive test rate of 3.5% for the first half of this fiscal year. If trends continue, current programming options should be expanded to increase substance abuse treatment options.

Menominee: 420 Breathalyzer/PBT tests, with 1% positive (4); there were 412 on site urine screens, with a positive testing rate of 1.9% (8) and three admissions. Menominee is not one of the counties being targeted for expansion of substance abuse programming at the onset of next fiscal year, but they are close enough in proximity, a program could be added easily if data begins to change.

Ontonagon: Lowest numbers of all counties: 6 urine tests, with 66% positive (4); 31 saliva tests = 0 positives; 42 Breathalyzer/PBT with 0 positive tests. Overall rate of positives is 5% (4 tests). As such, no direct programming is planned, but referrals for RS will be continued and encouraged.

H: Other Local Strategies

1. 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: Specialty courts are now operational in 3 of the six counties. Current judicial changes have had an effect on pretrial (Delta & Gogebic); jail crowding (Delta, Dickinson and Gogebic); Current emphasis on Cognitive Based programming has been successful as an alternative to continued jail sanctions or technical probation violations.
- 2.
3. In areas where there has been an increase in Meth and heroin use over the last 6 months, our local jails are being taxed on an entirely different level when it comes to dealing with this particular addicted population. Infected track marks, cognitive impairments from meth abuse, are all too common. In focusing on our ability to provide affordable and evidence based programs to head these issues off at the pass is the best we can hope for in our ever challenging job of battling public safety for local dollars to house inmates.
- 4.
5. The current policies of MDOC and the Parole boards to choose not to return or sentence violators in either

category to prison has created a revolving door problem at our local jails. By offering alternative programming at the onset of a violation, we hope to influence the amount of violations for upcoming offenders, and create a lower amount of violations (waived and technical) for the upcoming year.

- 6.
7. The local CCAB has also expressed a concern regarding the growing female population residing in our local jail facilities. In the past 10 years, the number of females housed has increased exponentially. The charges are almost all exclusively drug related. By adding the Seeking Safety component and continuing our Employment Readiness program, we hope to address this new component of our client population.
8. Please explain how the Comprehensive Plan, in coordination with the above Local Strategies, will impact the State Board Priorities, and ultimately offender success: Current requests for programming are designed to have long term impact on State target populations but impacting substance abuse issues and underlying cognitive issues to further curtail behaviors that lead to offending and re-offending. As the State has set a parameter that programs must be evidence based, the two new programs we are utilizing, Seeking Safety and MEE Journal do just that. Continued focus on employment and Thinking Matters will continue to ensure success in all phases of probation. The COMPAS and PRAXIS programs will be utilized to track good data, to help direct and focus future programming needs as we move forward. While MDOC provides statistics, those are of no use when looked at in the context of the needs of the community. As indicated on COMPAS reports, current substance abuse needs for our region indicate that over 55% of clients assessed show a need of Highly Probable in Substance abuse, with another 23% in the Probable category. That is over 78%.



Program Description

Administration

FY: 2017
 CCAB: WCUP CCAB

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? 2
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? Montly Explain: BIR data reviewed mothly, as OMNI data is only available yearly. Local jail is reviewed daily, but JPIS is reviewed montly, to review contiued inaccuracies.
q. How much time is estimated to be spent developing the plan and application? 60% Describe when and how the plan is developed: Plan is developed throughtout the year to deal with issues and patterns that may aries
r. Describe the involvement of other stakeholders or subcommittees in data analysis or plan/program development. Probation Supervisor is contacted regularly to discuss State reports. Judges are contacted monthly to discuss issues w/ services or progress regarding client support.
s. How are utilization and expenditures monitored? Monthly utiliztion reports
t. What actions are taken when programs are under- or over-utilized? Budget and contractual adjustments are requested.
u. Who develops the subcontracts for CPS funded services? Varies. Providers and CCAB Staff, depending on policy.
v. Who calculates jail bed days saved and how much time is devoted to that task? Jail bed days are tracked in Northpointe Case Manager, and all staff utilized the software. Days are per court order, when applicable.
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: N/A

- x. Does the county have procurement or purchasing policies for contractual services, supplies, and/or equipment? N/A 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)? NO How many can your facilities comfortably accommodate?
- 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 Program Summary Sheet

CCAB: WCUP CCAB **FY: 2017**

- SUMMARY INSTRUCTIONS:**
1. In the first column, select the code for each program for which you have submitted a funding request.
 2. In the second column indicate if the program is a "New Initiative, Modification or Continuation." **Please note** – if the program is listed as a continuation (with no changes to the program structure), please do not submit a program description as the original will be used.
 3. In the third column, list out the projected new enrollments.
 4. It is not necessary to list out Probation Residential Programming below.

Program Code:	Status:	Projected New Enrollments:
Program 1: B15 - Employment Services – Employment Readiness	Modification	70
Program 2: C01 - Cognitive – Thinking Matters	Modification	125
Program 3: C01 - Cognitive – Seeking Safety	New Initiative	140
Program 4: C01 - Cognitive – MEE Journal Program	New Initiative	140
Program 5: D08 - Electronic Monitoring -	Modification	90
Program 6: D23 - Intensive Supervision –Iron County Drug Court	New Initiative	15
Program 7: I22 - Assessment – COMPAS - Pretrial	New Initiative	20
Program 8: I22 - Assessment – COMPAS - Sentenced	Modification	125
Program 9: F22 - Pretrial Assessment -PRAXIS	Continuation	150
Program 10: Choose an item.	Choose an item.	
Program 11: Choose an item.	Choose an item.	
Program 12: Choose an item.	Choose an item.	
Program 13: Choose an item.	Choose an item.	
Program 14: Choose an item.	Choose an item.	
Program 15: Choose an item.	Choose an item.	
Program 16: Choose an item.	Choose an item.	
Program 17: Choose an item.	Choose an item.	
Program 18: Choose an item.	Choose an item.	
Program 19: Choose an item.	Choose an item.	
Program 20: Choose an item.	Choose an item.	
Program 21: Choose an item.	Choose an item.	
Program 22: Choose an item.	Choose an item.	
Program 23: Choose an item.	Choose an item.	
Program 24: Choose an item.	Choose an item.	



Program Description

Program Summary Sheet

Program 25: Choose an item.	Choose an item.	
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Program Description

Assessment Services

CCAB: WCUP	FY: 2017	For OCC Use Only:
Local Program Name: PRAXIS		Approved CCIS Code
Service Provider: WCUP CCAB		Approved Projected Enrollment:
CCIS Service Type: F22 - Pretrial Assessment		Budget Recommendation:
Projected number of assessments (enrollment): 150		Conditions:
		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: XX
Program Status (new, modification, continuation): <i>New Initiative</i>		
If a modification, describe here:		
List projected enrollment by member county: Delta:75; Dickinson:50; Menominee:20 Others: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
- Assessment funding is not intended to provide for client assessment for populations already assessed by MDOC probation staff

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

<p>1. Copy the objective(s) from your felony and/or recidivism analysis (Part I) that this program is designed to address:</p> <p style="margin-left: 20px;">a. PCR Objectives:</p> <p style="margin-left: 40px;">i. Overall Prison Commitment Rate Objective, which states: Continue to maintain the current PCR at a rate below the State's average. Region will target an overall PCR of 16%. Current State PCR is at 21%</p> <p style="margin-left: 40px;">ii. Group 2 Straddle Cell Objective, which states: Current PCR for Group 2 Straddle Cell offenders for the region is 37%. The State's rate is 31%. For next fiscal year, the goal is to reduce Group 2 Straddle Cell offenders by 5% (4 dispositions overall).</p> <p style="margin-left: 20px;">b. Recidivism Objectives:</p> <p style="margin-left: 40px;">i. Probation Violator New Sentence, which states: N/A</p> <p style="margin-left: 40px;">ii. Probation Violator Technical, which states: N/A</p>			
<p>2. Based on your objective(s), what is your target population?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">Felons</td> <td style="width: 33%; text-align: center;">XXPretrial</td> <td style="width: 33%; text-align: center;">Other (briefly describe):</td> </tr> </table>	Felons	XX Pretrial	Other (briefly describe):
Felons	XX Pretrial	Other (briefly describe):	
<p>3. Describe the program:</p> <p style="margin-left: 20px;">a. Describe eligibility criteria, including exclusionary criteria, for an assessment: Pre-trial</p>			



Program Description

Assessment Services

offenders who may be eligible for supervision	
b.	What programs (PA511 and/or locally funded) require this assessment to determine eligibility? Electronic Monitoring
c.	What assessment instrument is proposed? PRAXIS
d.	Is the assessment completed during the presentence investigation period (prior to sentencing)? YES
e.	How are offenders identified and/or referred for an assessment? Based on referral from local stakeholders (Judges/Magistrates/Jail Administration)
f.	Is this service contracted to a vendor or does local community corrections staff complete the assessment(s)? Staff
g.	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: N/A
h.	What is the cost of the instrument itself, per use? Free
i.	How much time is anticipated to complete one assessment (not including subsequent development of a recommendation or plan)? 20-30 minutes, including CHC check
j.	Is the assessment completed through an interview with the offender or would the offender fill out a questionnaire for later scoring? Interview
k.	Is subsequent verification of information required prior to making a recommendation or determining eligibility? YES. Crmiminal history checks are run, along with verification of basic arrest/probation information, if applicable.
l.	Is the recommendation written? YES
m.	How much time is it estimated to take to put all information into a recommendation? 20-30 minutes Explain your response. demographic information, background information regarding substance abuse issues, and CHC need to be gathered before accurate of PRAXIS can be completed.
n.	Does a substance abuse assessment result in a recommended level of care per ASAM criteria? Not Applicable
o.	How is the information gained from the assessment used in sentencing recommendations? No
p.	How is completion of assessment documented by the service provider? Entered into Northpointe Case Manager; copies of completed PRAXIS are kept in the file.
q.	How is information about the number of completed assessments entered into Case Manager and tracked for CCIS purposes? CCIS data is entered by CCAB staff
r.	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? NO
i. If YES, by targeting which Key Performance Indicator? Choose an item. If "Both," please describe below how your plan will impact each.	
ii. Clearly describe how this program will impact the PCR:	
b.	Is this program intended to impact recidivism? NO



Program Description

Assessment Services

i. If YES, by targeting which Key Performance Indicator? Choose an item.
If "Both," please describe below how your plan will impact each.

ii. Clearly describe how recidivism will be impacted:

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 the percentage of assessments that result in placement in programming based on assessed risk and/or need.

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

PRAXIS has become a very useful tool for local judges in setting bond conditions. It is an easy form to refer too, the answers are quite succinct, and both Prosecutors and Defense attorneys see the benefit in this initial review.



Program Description

Assessment Services

CCAB: WCUP	FY: 2017	For OCC Use Only:
Local Program Name: COMPAS Assessment		Approved CCIS Code
Service Provider: WCUP CCAB		Approved Projected Enrollment:
CCIS Service Type: 122 - Assessment		Budget Recommendation:
Projected number of assessments (enrollment): 125		Conditions:
		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: XX
Program Status (new, modification, continuation): <i>Modification</i>		
If a modification, describe here: <i>removes pre-trial from the population; number revised</i>		
List projected enrollment by member county: <i>Delta:55 Dickinson:50 Menominee:10 Others:10</i>		

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
- Assessment funding is not intended to provide for client assessment for populations already assessed by MDOC probation staff

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

<p>1. Copy the objective(s) from your felony and/or recidivism analysis (Part I) that this program is designed to address:</p> <p style="margin-left: 20px;">a. PCR Objectives:</p> <ul style="list-style-type: none"> i. Overall Prison Commitment Rate Objective, which states: Continue to maintain the current PCR at a rate below the State's average. Region will target an overall PCR of 16%. Current State PCR is at 21% ii. Group 2 Straddle Cell Objective, which states: Current PCR for Group 2 Straddle Cell offenders for the region is 37%. The State's rate is 31%. For next fiscal year, the goal is to reduce Group 2 Straddle Cell offenders by 5% (4 dispositions overall). <p style="margin-left: 20px;">b. Recidivism Objectives:</p> <ul style="list-style-type: none"> i. Probation Violator New Sentence, which states: ii. Probation Violator Technical, which states: Reduce PV Technical offenders by 4% from FY2015 rates
<p>2. Based on your objective(s), what is your target population?</p> <p>XXFelons <input type="checkbox"/>Pretrial XXOther (briefly describe): misdemeanants with three or more prior misdemeanor offenses or one prior felony offense referred to CCAB programming. Drug court referrals for pre-trial assessments as requested by Judge/Court Administrator</p>



Program Description

Assessment Services

3. Describe the program:	
a.	Describe eligibility criteria, including exclusionary criteria, for an assessment: Eligible referrals will be those for sentenced felons (without a current COMPAS assessment); Eligible misdemeanants will be those with at least three prior misdemeanors or one prior felony; Drug Court Referrals (either Circuit or District) as ordered by Judge; Additional requirements: If client presents with a demonstrated unwillingness to answer questions honestly, services will be denied and referral will be made back to appropriate sentencing court.
b.	What programs (PA511 and/or locally funded) require this assessment to determine eligibility? Thinking Matters; Seeking Safety; MEE Journal; Employment Readiness
c.	What assessment instrument is proposed? COMPAS
d.	Is the assessment completed during the presentence investigation period (prior to sentencing)? NO
e.	How are offenders identified and/or referred for an assessment? Based on referral from local stakeholders
f.	Is this service contracted to a vendor or does local community corrections staff complete the assessment(s)? Local staff
g.	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: Review Northpointe COMPAS guide. Training only when OCC provides.
h.	What is the cost of the instrument itself, per use? Unk
i.	How much time is anticipated to complete one assessment (not including subsequent development of a recommendation or plan)? 25-40 minutes
j.	Is the assessment completed through an interview with the offender or would the offender fill out a questionnaire for later scoring? Interview process with offender
k.	Is subsequent verification of information required prior to making a recommendation or determining eligibility? YES. Crmiminal history checks are run, along with verification of basic arrest/probation information, if applicable.
l.	Is the recommendation written? YES
m.	How much time is it estimated to take to put all information into a recommendation? 20-30 minutes Explain your response. Depending on results of assessmnet, recommendations are made for applicable programming; should additional issues be discovered, referall information, including referrals to 211 are made to PO and or Court Administrator
n.	Does a substance abuse assessment result in a recommended level of care per ASAM criteria? Not Applicable
o.	How is the information gained from the assessment used in sentencing recommendations? N/A
p.	How is completion of assessment documented by the service provider? COMPAS Bar chart forwarded to appropriate court personnel.
q.	How is information about the number of completed assessments entered into Case Manager and tracked for CCIS purposes? CCAB staff enter data
r.	Review your answers above. Summarize other aspects of the program not specifically



Program Description

Assessment Services

identified above that you feel are critical to understanding this program: N/A
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? Both If "Both," please describe below how your plan will impact each.
ii. Clearly describe how this program will impact the PCR: COMPAS scores are the benchmark by which participants are referred to programming. With out an accurate road map (COMPAS) there is no way to direct an individual to their proper destination (successful completion of probation).
b. Is this program intended to impact recidivism? YES
i. If YES, by targeting which Key Performance Indicator? Technical Probation Violators If "Both," please describe below how your plan will impact each.
ii. Clearly describe how recidivism will be impacted: Once a technical violaton has occurred, a COMPAS assessment should be modified to address issues that have arisin since the initial assessment and during probation.
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 the percentage of assessments that result in placement in programming based on assessed risk and/or need.
6. Develop additional performance indicators based on your program as you deem appropriate. Contact your grant coordinator for assistance if necessary.
COMPAS assessments are becoming more routine in our Court system, and as we move forward, both Prosecutors, Judges and PPAs are using them during all phases of the system. It helps draw a clearer picture of where we need to go with our clients, and allows us the most opportunity to enable them to become successful.



Program Description

Supervision Services

CCAB: WCUP	FY: 2017	<i>For OCC Use Only:</i>
Local Program Name: Intensive Supervision Program - IC		Approved CCIS Code
Service Provider: Iron County Sheriff's Department		Approved Projected Enrollment:
CCIS Service Type: D23 - Intensive Supervision		Budget Recommendation:
Projected Enrollment: 25		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): New Initiative		
If a modification, describe here:		
List projected enrollment by member county: Iron County		

Please remember that if this program is a continuation from last year (as indicated on the "Summary" document) you do not need to submit a new description.

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.

<p>1. Copy the objective(s) from your felony and/or recidivism analysis (Part I) that this program is designed to address:</p> <p style="margin-left: 20px;">a. PCR Objectives:</p> <p style="margin-left: 40px;">i. Overall Prison Commitment Rate Objective, which states: Continue to maintain the current PCR at a rate below the State's average. Region will target an overall PCR of 16%. Current State PCR is at 21%</p> <p style="margin-left: 40px;">ii. Group 2 Straddle Cell Objective, which states: N/A</p> <p style="margin-left: 20px;">b. Recidivism Objectives:</p>



Program Description

Supervision Services

i. Probation Violator New Sentence, which states: N/A ii. Probation Violator Technical, which states: Reduce PV Technical offenders by 4% from FY2015 rates
2. Based on your objective(s), what is your target population?
<input checked="" type="checkbox"/> Felons <input type="checkbox"/> Pretrial <input checked="" type="checkbox"/> Other (briefly describe): Iron County Drug Court participants - 1st step referrals.

3. Describe the program:
a. Is an assessment or screen required to determine eligibility? <i>Assessment</i>
b. If an assessment is used then provide the name of the assessment tool: COMPAS
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. General Recidivism Score of Moderate to high and/or a Substance Abuse Needs score of probable to highly probable.
d. Are recommendations for the program made in the PSI or PV sentence recommendation? YES
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? Community Corrections Coordinator/Manager; PPA via PSI COMPAS scores
g. Describe your process for addressing referrals not meeting program target/eligibility. Information on why individual is ineligible will be forwarded in writing to referring agency. Where appropriate, recommendations may be made for more accurate programming.
h. How is CCIS data gathered/entered? by CC Manager/ Coordinator
i. Are offenders supervised through (select all that apply): Office Visits: <input type="checkbox"/> EMS: <input type="checkbox"/> TX Reporting: <input type="checkbox"/> TX System (e.g. OffenderLink): <input type="checkbox"/> Field Contacts: <input checked="" type="checkbox"/> Other (describe): Random rrug/alcohol screens via in-home visits
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):
i. What kind of equipment/system: N/A
ii. Vendor for equipment/service: N/A
iii. Cost assessed by the vendor per unit/offender/day (clearly describe): n/A
iv. Who does the equipment installation/retrieval? N/A
v. Who sets up schedules and/or monitors compliance? N/A
k. What is the frequency of reporting/contact with the offender? weekly
l. How is frequency of reporting/contact determined? Random screens
m. What happens during a typical "report" and how long is it estimated to take? 20-45 minutes
n. Does the program design include collateral contacts with family, employer, school, treatment provider, etc.? YES – home visits may include meeting with family to discuss sobriety successes/failures/concerns
o. Does the program assist offenders with securing identification and/or refer to additional social or supportive services? Yes If Yes, how? Coordination can be made through 211 system for any social services needs that may be necessary.



Program Description

Supervision Services

p. Does the program monitor for new criminal activity? Yes If Yes, how?
q. This program Provides drug/alcohol testing.
r. Explain involvement in 'p' above including the frequency/cost of testing if provided: The testing is done weekly to ensure compliance with court orders and applicable State laws. Additionally, Drug Court participants are assessed a fee for drug testing, and this will cover portion of the costs of monitoring.
s. How are delivered services and offender progress and participation documented by the service provider? Local Sheriff's Deputies are dispatched to homes to provide drug/alcohol testing as requested and/or ordered by the Court.
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. Progress is submitted via report to Court Administrator and reviewed as part of Drug Court Participation.
u. 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 If "Both," please describe below how your plan will impact each.
ii. Clearly describe how this program will impact the PCR: Diverted felons in Drug Court will have the chance to received delays and or lesser sentences upon completion of Drug Court Steps.
b. Is this program intended to impact recidivism? YES
i. If YES, by targeting which Key Performance Indicator? Technical Probation Violators If "Both," please describe below how your plan will impact each.
ii. Clearly describe how recidivism will be impacted: Individuals found in violation of probation agreements can be sent back to Step 1 of drug court for a more intensive supervision period to ensure compliance with all other intervention services.
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.



Program Description

Supervision Services

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.

Those individuals in Drug Court will be promoted to Step 2 after successful participation in the Intensive Supervision portion of Drug Court. Any individuals who violate in later steps, will then be referred back to the Intensive Supervision portion to ensure compliance and successful completion to deal with their current issues. This will also be used for Probation Violators instead of PV hearings and prison commitments for PV Violations and Parole Violations.



Revised 09/13

Program Description

Residential Services

CCAB: WCUP **FY: 2017**

Working 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 if there is a funded bed available but your *thoughtful* request for beds helps us plan:

Vendor	Great Lakes Recovery	Phoenix House	GLRC - Women's New Hope HOuse	GLRC Men's New Hope House	
Projected ADP	3	2	3	3	

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: **COMPAS assessments are done prior to referral and/or placement**

Are referrals to residential processed by the local manager/staff or do probation officers make direct referrals to the program? Explain: **Manager makes enrollment contacts and placement**

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: **N/A**

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

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

If YES, clearly describe how jail credit is awarded and documented for residential participation. **As per**



Revised 09/13

Program Description

Residential Services

order from the court. All jail credit days are counted via written order of the court. Some are day for day, some are max of 30 days, some do not include jail credit at all.



Program Description

Supervision Services

CCAB: WCUP	FY: 2017	<i>For OCC Use Only:</i>
Local Program Name: Electronic Monitoring		<i>Approved CCIS Code</i>
Service Provider: WCUP CCAB		<i>Approved Projected Enrollment:</i>
CCIS Service Type: D08 - Electronic Monitoring		<i>Budget Recommendation:</i>
Projected Enrollment: 90		<i>Conditions:</i>
Projected Length of Stay: 120		<i>Coordinator:</i>
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): Modification		
If a modification, describe here: target population/numbers/eligibility		
List projected enrollment by member county: Delta: 55; Dickinson: 25; Others: 10		

Please remember that if this program is a continuation from last year (as indicated on the "Summary" document) you do not need to submit a new description.

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.

<p>1. Copy the objective(s) from your felony and/or recidivism analysis (Part I) that this program is designed to address:</p>	<p>a. PCR Objectives:</p> <ul style="list-style-type: none"> i. Overall Prison Commitment Rate Objective, which states: Continue to maintain the current PCR at a rate below the State's average. Region will target an overall PCR of 16%. Current State PCR is at 21% ii. Group 2 Straddle Cell Objective, which states: Current PCR for Group 2 Straddle Cell offenders for the region is 37%. The State's rate is 31%. For next fiscal year, the goal is to reduce Group 2 Straddle Cell offenders by 5% (4
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Program Description

Supervision Services

dispositions overall).

b. Recidivism Objectives:

- i. Probation Violator New Sentence, which states: **N/A**
- ii. Probation Violator Technical, which states: **N/A**

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

Felons	XXPretrial	Other (briefly describe):
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3. Describe the program:

a. Is an assessment or screen required to determine eligibility? *Screen*

b. If an assessment is used then provide the name of the assessment tool: **PRAXIS**

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. **Depending on charge type, score of 3 or higher on PRAXIS for referral to pre-trial portion. Court orders by Judges will also be accepted.**

d. Are recommendations for the program made in the PSI or PV sentence recommendation? *Sometimes. Individual case reports are submitted to detail compliance (or non compliance) with program rules and expectations prior to sentencing.*

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? **Community Corrections Coordinator/Manager; referrals are made/gathered based on arraignment schedules and jail arrest lists.**

g. Describe your process for addressing referrals not meeting program target/eligibility. **Court is advised of individuals who do not meet eligibility via email and completed PRAXIS form. Overrides are allowed, based on Judge recommendation.**

h. How is CCIS data gathered/entered? **by Coordinator/Manager**

i. Are offenders supervised through (select all that apply):
 Office Visits: EMS: **XX** TX Reporting: TX System (e.g. OffenderLink): Field Contacts:
 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):

- i. What kind of equipment/system: **Soberlink, Mems; E3 house detention system and GPS monitoring**
- ii. Vendor for equipment/service: **House Arrest**
- iii. Cost assessed by the vendor per unit/offender/day (clearly describe): **n/A**
- iv. Who does the equipment installation/retrieval? **CC Manager/Coordinator**
- v. Who sets up schedules and/or monitors compliance? **CC Manager/Coordinator**

k. What is the frequency of reporting/contact with the offender? **N/A - unless there is a non-compliance issue**

l. How is frequency of reporting/contact determined? **Schedules are set based on work schedules and frequency of need to monitor.**

m. What happens during a typical "report" and how long is it estimated to take? **N/A**

n. Does the program design include collateral contacts with family, employer, school,



Program Description

Supervision Services

<p>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? Yes 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: Alcohol monitoring is provided for pretrial referrals where alcohol is the underlying cause of offense.</p>
<p>s. How are delivered services and offender progress and participation documented by the service provider? Services are delivered by per unit basis based on actual utilization of equipment.</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. Reports are forwarded to court administrator before sentencing,; violations are reported immediately to clerks/jail and local law enforcement for bond violations.</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? NO</p>
<p>i. If YES, by targeting which Key Performance Indicator? Choose an item. If "Both," please describe below how your plan will impact each.</p>
<p>ii. Clearly describe how this program will impact the PCR:</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. If "Both," please describe below how your plan will impact each.</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>
<p>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).</p>
<p>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).</p>
<p>c. Track jail bed days saved if applicable to your program design.</p>
<p>d. Track successful and unsuccessful terminations from the program.</p>
<p>e. Track the successful /unsuccessful discharge from probation for program completions/failures.</p>
<p>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.</p>



Program Description

Supervision Services

Local prosecutors and Judges have looked favorably on successful completion of tether program before sentencing and have offered delays and reduced sentences as such. Allowing a pre-trial offender to continue to work and address family obligations while awaiting the adjudication of case is important not only to the offender, but to the criminal justices system. Clients are encouraged by this office to seek out programming to address undlying issues that have related to electronic monitoring (substance abuse issues, anger management issues) before sentencing. Successful completion of monitoring program with a successful completion of appropriate programming have been looked upon favorably, and have resulted in a few delays of sentence and a few reduction of original charges. This helps the overall PRC, though not directly, in the region to be modified downward.



Program Description

Assessment Services

CCAB: WCUP	FY: 2017	<i>For OCC Use Only:</i>
Local Program Name: COMPAS Pre-trial		Approved CCIS Code
Service Provider: WCUP CCAB		Approved Projected Enrollment:
CCIS Service Type: F22 - Pretrial Assessment		Budget Recommendation:
Projected number of assessments (enrollment): 20		Conditions:
		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 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: <i>Modification</i>		
List projected enrollment by member county: <i>Delta:3 Dickinson:3 Menominee:9 Others:1</i>		

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
- Assessment funding is not intended to provide for client assessment for populations already assessed by MDOC probation staff

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

<p>1. Copy the objective(s) from your felony and/or recidivism analysis (Part I) that this program is designed to address:</p> <p style="margin-left: 20px;">a. PCR Objectives:</p> <ul style="list-style-type: none"> i. Overall Prison Commitment Rate Objective, which states: Continue to maintain the current PCR at a rate below the State's average. Region will target an overall PCR of 16%. Current State PCR is at 21% ii. Group 2 Straddle Cell Objective, which states: Current PCR for Group 2 Straddle Cell offenders for the region is 37%. The State's rate is 31%. For next fiscal year, the goal is to reduce Group 2 Straddle Cell offenders by 5% (4 dispositions overall). <p style="margin-left: 20px;">b. Recidivism Objectives:</p> <ul style="list-style-type: none"> i. Probation Violator New Sentence, which states: ii. Probation Violator Technical, which states:
<p>2. Based on your objective(s), what is your target population?</p> <p style="text-align: center;"> Felons <input checked="" type="checkbox"/>Pretrial Other (briefly describe): misdemeanants with three or more prior misdemeanor offenses or one prior felony offense referred to CCAB programming. Drug court referrals for pre-trial assessments as requested by Judge/Court Administrator </p>



Program Description

Assessment Services

3. Describe the program:	
a.	Describe eligibility criteria, including exclusionary criteria, for an assessment: Eligible referrals will be those pre-trial individuals with an underlying condition of substance abuse. This will only be for determining eligibility for Residential Services at the pre-trial stage. Individuals must express and desire and willingness to complete treatment before an assessment recommendation will be made.
b.	What programs (PA511 and/or locally funded) require this assessment to determine eligibility? Residential Services
c.	What assessment instrument is proposed? COMPAS
d.	Is the assessment completed during the presentence investigation period (prior to sentencing)? NO
e.	How are offenders identified and/or referred for an assessment? Based on referral from local stakeholders - Judge/Court Administrator/Prosecutor
f.	Is this service contracted to a vendor or does local community corrections staff complete the assessment(s)? Staff
g.	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: Review Northpointe COMPAS guide. Training only when OCC provides.
h.	What is the cost of the instrument itself, per use? Unk
i.	How much time is anticipated to complete one assessment (not including subsequent development of a recommendation or plan)? 30-50 minutes
j.	Is the assessment completed through an interview with the offender or would the offender fill out a questionnaire for later scoring? Interview
k.	Is subsequent verification of information required prior to making a recommendation or determining eligibility? YES. Crmiminal history checks are run, along with verification of basic arrest/probation information, if applicable.
l.	Is the recommendation written? YES
m.	How much time is it estimated to take to put all information into a recommendation? 20-30 minutes Explain your response. Depending on results of assessmnet, recommendations are made for applicable programming; should additional issues be discovered, referall information, including referrals to 211 are made to PO and or Court Administrator
n.	Does a substance abuse assessment result in a recommended level of care per ASAM criteria? Not Applicable
o.	How is the information gained from the assessment used in sentencing recommendations? COMPAS Bar chart can be forwarded to PPA or PO for part of PSI, if ordered by Judge
p.	How is completion of assessment documented by the service provider? N/A
q.	How is information about the number of completed assessments entered into Case Manager and tracked for CCIS purposes? Copy of bar chart is printed and placed in client file; CCIS data is entered by CCAB staff
r.	Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program:



Program Description

Assessment Services

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
If "Both," please describe below how your plan will impact each.

ii. Clearly describe how this program will impact the PCR: Early intervention is the hallmark of successful addiction recovery. Local prosecutors and Judges have looked favorably on successful completion of Residential Services before sentencing and have offered delays and reduced sentences as such.

b. Is this program intended to impact recidivism? *NO*

i. If YES, by targeting which Key Performance Indicator? Choose an item.
If "Both," please describe below how your plan will impact each.

ii. Clearly describe how recidivism will be impacted:

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 the percentage of assessments that result in placement in programming based on assessed risk and/or need.

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

COMPAS assessments are becoming more routine in our Court system, and as we move forward, both Prosecutors, Judges and PPAs are using them during all phases of the system. It helps draw a clearer picture of where we need to go with our clients, and allows us the most opportunity to enable them to become successful.



Program Description

Group/Class Delivered Programming

CCAB: WCUP CCAB	FY: 2017	<i>For OCC Use Only:</i>
Local Program Name: Seeking Safety		Approved CCIS Code:
Service Provider: Great Lakes Recovery Center		Approved Projected Enrollment:
CCIS Service Type: G18 - Substance Abuse (Outpatient)		Budget Recommendation:
Projected Enrollment: 140		Conditions:
Projected Length of Stay: 180		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: XX
Program Status (new, modification, continuation): <i>New Initiative</i>		
If a modification, describe here:		
List projected enrollment by member county: Delta - 60 Dickinson - 60 Menominee- 10 Others-10		

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.

<p>1. Copy the objective(s) from your felony and/or recidivism analysis (Part I) that this program is designed to address:</p> <p style="margin-left: 20px;">a. PCR Objectives:</p> <ul style="list-style-type: none"> i. Overall Prison Commitment Rate Objective, which states: Continue to maintain the current PCR at a rate below the State's average. Region will target an overall PCR of 16%. Current State PCR is at 21% ii. Group 2 Straddle Cell Objective, which states: Current PCR for Group 2 Straddle Cell offenders for the region is 37%. The State's rate is 31%. For next fiscal year, the goal is to reduce Group 2 Straddle Cell offenders by 5% (4 dispositions overall).



Program Description

Group/Class Delivered Programming

- b. Recidivism Objectives:
- i. Probation Violator New Sentence, which states: **N/A**
 - ii. Probation Violator Technical, which states: **Reduce PV Technical offenders by 4% from FY2015 rates**

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

Felons Pretrial Other (briefly describe): **Misdemeanants with 3 or more prior midemeanors or one prior felony or COMPAS assessment with a substance abuse need of 4 or higher**

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. **Sentenced felons with a COMPAS Substance Abuse rating from Probable to Highly Probable; or sentenced misdemeanants with three prior misdemeanor charges or one prior felony charge with a COMPAS Substance Abuse rating of Probable to Highly Probable; or underlying PTSD diagnosis along with history of substance abuse; or clients with a history of trauma and/or abuse along with a history of substance abuse; or a substance abuse assessment level 5 or higher.**

b. 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: **COMPAS assessment - this is not a treatment program in the sense of Substance Abuse Treatment. This is a Cognitive Behavior Program that specifically addresses trauma based substance abuse.**

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? **Depending on referral source - PPA from DOC or CC Manager or Coordinator**

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**

c. Are recommendations for the program made in the PSI or PV sentence recommendation? **Sometimes. Dependinig on the results of the PSI, recommendations may be made a the time of sentencing recommendation. Sometimes, PSIs are not available and recommendations may come directly from the bench. Are required assessments completed prior to the recommendation? Sometimes**

d. How else are offenders identified and/or referred to the program? **Requests can be made by PPA, Prosecutors and counselors for those shared clients.**

e. Identify who is responsible for confirming eligibility and describe the process. **CC manager or Coordinator**



Program Description

Group/Class Delivered Programming

f.	Describe your process for addressing referrals not meeting program target/eligibility. Information on why individual is ineligible will be forwarded in writing to referring agency. Where appropriate, recommendations may be made for more accurate programming.
g.	How is CCIS data gathered/entered? CC Manager/Coordinator gather referral information and paperwork (court orders, CHC and Assessments)
h.	Describe the program design (programs using this description form should be delivered primarily through a group or class structure):
i.	Name of curriculum (if applicable and please spell out abbreviations). Seeking Safety
ii.	Is the group open or closed? Open
iii.	What is the minimum/maximum number of participants per group, as identified in the curriculum? none listed
iv.	What is anticipated number of groups that will be conducted during the fiscal year? open session; three groups (one per county)
v.	How many sessions will be completed per group? NA
vi.	What is the length of each group session? 1.5-2 hours
vii.	Identify what skills are taught in this program: The key principles of Seeking Safety: 1) Safety as the overarching goal (helping clients attain safety in their relationships, thinking, behavior, and emotions). 2) Integrated treatment (working on both trauma and substance abuse at the same time)3) A focus on ideals to counteract the loss of ideals in both trauma and substance abuse
viii.	Identify if/how participants transition between various phases or treatment locations (jail/residential/community) as applicable to your program: Community based only.
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
i.	Identify the training or credentials held by your service provider qualifying him/her to provide this service: Training provided by program creator and Great Lakes Recovery Staff.
j.	How are delivered services and offender progress and participation documented by the service provider? Sign in sheets, completion (successful/unsuccessful) notifications, case notes.
k.	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. Montly progress will be submitted for those successfully meeting program benchmarks. For those individuals not meeting standards, notice will be given as need, on an immediate basis in writing to Agents.
l.	Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: We anticipate that this program will address many needs of our underserved female population and hope to address needs that, for years, have been lacking. We have



Program Description

Group/Class Delivered Programming

also seen in increase in those individuals with PTSD, and hope to address that as an underlying condition for substance abuse also.

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? **Both**
If "Both," please describe below how your plan will impact each.

ii. Clearly describe how this program will impact the PCR: **By targeting felony offenders with underlying substance abuse and PTSD issues, and allowing for alternative programming options for local PPAs and Judiciary.**

b. Is this program intended to impact recidivism? **YES**

i. If YES, by targeting which Key Performance Indicator? **Technical Probation Violators**
If "Both," please describe below how your plan will impact each.

ii. Clearly describe how recidivism will be impacted: **or those individuals not orgininally referred to Cognitive Substance Abuse Programs, outreach will be done to PPAs to advise of Thinking Matters as an option for probation violators, instead of incarceration or prison time.**

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.

Trauma based substance abuse treatment deals with many facets of the addiction cycle, and it's importane cannot be understated. These programs are an asset to the local communities and those who participate in them. In conjunction with Drug Courts and Veteran's courts, this program will be a valuable asset, and should not be undervalued.



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: Valentine Consulting/WCUP/TBDi		Approved Projected Enrollment:
CCIS Service Type: C01 - Cognitive Programming		Budget Recommendation:
Projected Enrollment: 125		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: XX
Program Status (new, modification, continuation): <i>Modification</i>		
If a modification, describe here: Target Population; enrollment numbers; new county		
List projected enrollment by member county: Delta: 65 ; Dickinson: 40 ; Gogebic: 20 ;		

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.

<p>1. Copy the objective(s) from your felony and/or recidivism analysis (Part I) that this program is designed to address:</p> <p style="margin-left: 20px;">a. PCR Objectives:</p> <ul style="list-style-type: none"> i. Overall Prison Commitment Rate Objective, which states: Continue to maintain the current PCR at a rate below the State's average. Region will target an overall PCR of 16%. Current State PCR is at 21% ii. Group 2 Straddle Cell Objective, which states: Current PCR for Group 2 Straddle Cell offenders for the region is 37%. The State's rate is 31%. For next fiscal year, the goal is to reduce Group 2 Straddle Cell offenders by 5% (4 dispositions overall).



Program Description

Group/Class Delivered Programming

- b. Recidivism Objectives:
- i. Probation Violator New Sentence, which states: **N/A**
 - ii. Probation Violator Technical, which states: **Reduce PV Technical offenders by 4% from FY2015 rates**

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

Felons Pretrial Other (briefly describe): **Misdemeanants with 3 or more prior misdemeanors or one prior felony or COMPAS assessment with a Cognitive Behavioral, Social Adjustment or Criminal Associates/Peers score of 4 or higher (as recommended by COMPAS manual)**

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. **Participants must Probable to High in either violent or general overall risk potential, or two areas (Criminal Involvement; Personality/Attitudes; Relationships/Lifestyles; Criminal Associations/Peer or Criminal Opportunity or Cognitive Behavioral) on the COMPAS Assessment**
- b. 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:
 - 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? **Depending on referral source - PPA from DOC or CC Manager or Coordinator**
 - iv. Does the substance abuse assessment result in a recommended level of treatment per American Society of Addiction Medicine (ASAM) criteria? **NA**
 - v. Is there a process to ensure that offenders receive the recommended level of treatment per the assessment? **NA**
- c. Are recommendations for the program made in the PSI or PV sentence recommendation? **YES** Are required assessments completed prior to the recommendation? **YES**
- d. How else are offenders identified and/or referred to the program? **CC manager or Coordinator**
- e. Identify who is responsible for confirming eligibility and describe the process. **CC manager or Coordinator**
- f. Describe your process for addressing referrals not meeting program target/eligibility. **COMPAS bar chart and assessment information are forwarded to referring source (Judge/Prosecutor/PPA/PO) to inform of issues that should be addressed. Should CCAB not have a program to address needs on assessment, a referral is made to 211 for any appropriate social services that may be needed.**
- g. How is CCIS data gathered/entered? **CC Manager/Coordinator gather referral information and paperwork (court orders, CHC and Assessments)**



Program Description

Group/Class Delivered Programming

<p>h. Describe the program design (programs using this description form should be delivered primarily through a group or class structure):</p>
<p>i. Name of curriculum (if applicable and please spell out abbreviations). Thinking Matters</p>
<p>ii. Is the group open or closed? Open</p>
<p>iii. What is the minimum/maximum number of participants per group, as identified in the curriculum? 20</p>
<p>iv. What is anticipated number of groups that will be conducted during the fiscal year? Open ended - so year long three groups in Dickinson County, three in Delta County and one in Gogebic County.</p>
<p>v. How many sessions will be completed per group? 8-12 depending on clients ability and participation</p>
<p>vi. What is the length of each group session? 1.5-2 hours</p>
<p>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.</p>
<p>viii. Identify if/how participants transition between various phases or treatment locations (jail/residential/community) as applicable to your program: all phases are in the community</p>
<p>ix. Are individual sessions part of the program? NO</p>
<p>x. If individual sessions are part of the program and billed separately, how many individual sessions are anticipated per participant? N/A</p>
<p>xi. On what basis would individual sessions be used? N/A</p>
<p>i. Identify the training or credentials held by your service provider qualifying him/her to provide this service: Training provided by Abe French where applicable</p>
<p>j. How are delivered services and offender progress and participation documented by the service provider? Attendance sheets, progress reports and sign in sheets are maintained by CCAB staff and are provided on a daily basis by facilitators. Case notes are also used to reference issues and or client successes.</p>
<p>k. 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. Successful completion is done as delivered, same for termination data.</p>
<p>l. Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: Thinking Matters has become a tenet of probation in our region. As a base for cognitive change, this program has become vital in ensuring success in other cognitive and behavioral change programs.</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? Both</p>



Program Description

Group/Class Delivered Programming

<p>If "Both," please describe below how your plan will impact each.</p>
<p>ii. Clearly describe how this program will impact the PCR: Thinking Matters will provide a cognitive change program to address critical thinking errors and anti-social behaviors, continuing to target felony populations with a Cognitive need as a priority. PPAs will be encouraged to divert Group 2 Straddle Cell offenders, where appropriate to programs for those with an expressed Cognitive Need, or those who request cognitive classes.</p>
<p>b. Is this program intended to impact recidivism? YES</p>
<p>i. If YES, by targeting which Key Performance Indicator? Technical Probation Violators</p> <p>If "Both," please describe below how your plan will impact each.</p>
<p>ii. Clearly describe how recidivism will be impacted: For those individuals not originally referred to cognitive programs, outreach will be done to PPAs to advise of Thinking Matters as an option for probation violators, instead of incarceration or prison time.</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>
<p>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).</p>
<p>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).</p>
<p>c. Track jail bed days saved if applicable to your program design.</p>
<p>d. Track successful and unsuccessful terminations from the program.</p>
<p>e. Track the successful /unsuccessful discharge from probation for program completions/failures.</p>
<p>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.</p>
<p>Thinking Matters is an important piece to the puzzle for early intervention in dealing with clients in the criminal justice realm. Thinking Matters teaches that behavior cannot be changed unless the need to change behavior is first recognized. This will again be an important program for the Drug Courts and other Specialty Courts in our region.</p>



Program Description

Group/Class Delivered Programming

CCAB: WCUP CCAB	FY: 2017	For OCC Use Only:
Local Program Name: MEE Change		Approved CCIS Code:
Service Provider: GLRC		Approved Projected Enrollment:
CCIS Service Type: C01 - Cognitive Programming		Budget Recommendation:
Projected Enrollment: 140		Conditions:
Projected Length of Stay: 90 d (8-12 weeks average)		Coordinator:
Does this program also use DDJR funding? Choose an item. If YES, how many OUIL 3rds are projected?		
Program Location (select all that apply):	Jail: <input type="checkbox"/>	Residential: <input type="checkbox"/> Community: XX
Program Status (new, modification, continuation): <i>New Initiative</i>		
If a modification, describe here:		
List projected enrollment by member county: Delta: 60; Dickinson: 60; Menominee: 20		

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.

<p>1. Copy the objective(s) from your felony and/or recidivism analysis (Part I) that this program is designed to address:</p> <p style="margin-left: 20px;">a. PCR Objectives:</p> <p style="margin-left: 40px;">i. Overall Prison Commitment Rate Objective, which states: Continue to maintain the current PCR at a rate below the State's average. Region will target an overall PCR of 16%. Current State PCR is at 21%</p> <p style="margin-left: 40px;">ii. Group 2 Straddle Cell Objective, which states: Current PCR for Group 2 Straddle Cell offenders for the region is 37%. The State's rate is 31%. For next fiscal year, the goal is to reduce Group 2 Straddle Cell offenders by 5% (4</p>
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Program Description

Group/Class Delivered Programming

dispositions overall).

- b. Recidivism Objectives:
 - i. Probation Violator New Sentence, which states: **N/A**
 - ii. Probation Violator Technical, which states: **Reduce PV Technical offenders by 4% from FY2015 rates**

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

XFelons Pretrial XXOther (briefly describe): **Misdemeanants with 3 or more prior misdemeanors or one prior felony or COMPAS assessment with a substance abuse need of 4 or higher**

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. **Sentenced felons with a COMPAS Substance Abuse rating from Probable to Highly Probable; or sentenced misdemeanants with three prior misdemeanor charges or one prior felony charge with a COMPAS Substance Abuse rating of Probable to Highly Probable; or a substance abuse assessment level 5 or higher. Client must also demonstrate a willingness to participate in programming.**
- b. 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:
 - 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? **CC Manager/Coordinator/Admni Asst.**
 - 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**
- c. Are recommendations for the program made in the PSI or PV sentence recommendation? **Sometimes. Depending on the results of the PSI, recommendations may be made a the time of sentencing recommendation. Sometimes, PSIs are not available and recommendations may come directly from the bench.** Are required assessments completed prior to the recommendation? **Sometimes**
- d. How else are offenders identified and/or referred to the program? **N/A**
- e. Identify who is responsible for confirming eligibility and describe the process. **CC manager or Coordinator**
- f. Describe your process for addressing referrals not meeting program target/eligibility. **Information on why individual is ineligible will be forwarded in writing to referring agency. Where appropriate, recommendations may be made for more accurate programming.**



Program Description

Group/Class Delivered Programming

g.	How is CCIS data gathered/entered? CC Manager/Coordinator gather referral information and paperwork (court orders, CHC and Assessments)
h.	Describe the program design (programs using this description form should be delivered primarily through a group or class structure):
i.	Name of curriculum (if applicable and please spell out abbreviations). MEE Journal
ii.	Is the group open or closed? Open
iii.	What is the minimum/maximum number of participants per group, as identified in the curriculum? 15
iv.	What is anticipated number of groups that will be conducted during the fiscal year? One on going group per participating county - 2
v.	How many sessions will be completed per group? 8 - 12 depending on competency and fluency of materials
vi.	What is the length of each group session? 1.5-2 hours
vii.	Identify what skills are taught in this program: Getting Started helps participants engage and offers an opportunity for self-exploration as they consider the reasons they are entering a program for addictive behaviors and prepare for the recovery work that lies ahead. Participants will learn about proven strategies to make lasting behavior change and then write a statement of personal commitment..
viii.	Substance Using Behaviors provides basic information about substance-related disorders. Participants gain a clear understanding of the effects alcohol and other drugs have on their bodies, minds and lives. They will learn important terms related to substance use and important facts regarding alcohol, marijuana, stimulants, hallucinogens, opioids and other substances.
ix.	Family and Other Relationships explores key aspects of relationships with a focus on families. Participants consider the differences between unhealthy and healthy relationships, the effect of substance use on relationships and the importance of effective communication in relationships.
x.	Life Management offers practical tips to help participants get their lives back in order. It provides information about sleep, nutrition, finances, time management, leisure time and stress management and how to relax and have fun without substance use.
xi.	Recovery Maintenance provides participants with cognitive strategies and behavioral skills to help achieve positive and lasting change. Participants explore their common risk factors for returning to addictive behaviors and the range of exit strategies they can employ during times of risk. Participants develop a personal Recovery Maintenance Plan.
xii.	Identify if/how participants transition between various phases or treatment locations (jail/residential/community) as applicable to your program: In community
xiii.	Are individual sessions part of the program? NO
xiv.	If individual sessions are part of the program and billed separately, how many individual sessions are anticipated per participant? N/A
xv.	On what basis would individual sessions be used? N/A



Program Description

Group/Class Delivered Programming

i.	Identify the training or credentials held by your service provider qualifying him/her to provide this service: Training provided by Change Companies and Great Lakes Recovery Centers.
j.	How are delivered services and offender progress and participation documented by the service provider? Monthly invoices from provider. Group sign in sheets and case notes will be used to verify billing, along with successful/unsuccessful completion documentation.
k.	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. Montly progress will be submitted for those successfully meeting program benchmarks. For those individuals not meeting standards, notice will be given as need, on an immediate basis in writing to Agents.
l.	Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: Additional services for Substance abuse Cognitive programming, and evidence based in nature, have been lacking in our region. This program provides an opportunity to meet a much needed base for our criminal justice population.
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 If "Both," please describe below how your plan will impact each.
ii.	Clearly describe how this program will impact the PCR: Will target for diversion felony offenders with Substance Abuse issues along with cognitive issues to ensure successful completion of probationary terms. This program will be one more options for PPAs to look to utilizing during the PSI stage, instead of opting for prison recommendations, as in the past, we have had diffiulty providing local community services for our more needful clients.
b.	Is this program intended to impact recidivism? YES
i.	If YES, by targeting which Key Performance Indicator? Technical Probation Violators If "Both," please describe below how your plan will impact each.
ii.	Clearly describe how recidivism will be impacted: Most probation violations are for substance abuse. This program would directly target that behavior and be an alternative option in the local community to try and divert from the final option of prison time.
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).



Program Description

Group/Class Delivered Programming

- 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.

Early intervention for those dealing with substance abuse issues is critical. This program hopes to provide the beginning for that intervention and the ground work to allow for future substance abuse programs to build a lifetime of sobriety for clients.



Program Description

Group/Class Delivered Programming

CCAB: WCUP	FY: 2017	<i>For OCC Use Only:</i>
Local Program Name: Employment Readiness		Approved CCIS Code:
Service Provider: Goodwill Industries		Approved Projected Enrollment:
CCIS Service Type: B15 - Employment Services		Budget Recommendation:
Projected Enrollment: 70		Conditions:
Projected Length of Stay: 30		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>Modification</i>		
If a modification, describe here: Delivery of service change, number of enrollees change		
List projected enrollment by member county: Delta: 20 Dickinson: 25 Menominee: 25		

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.

<p>1. Copy the objective(s) from your felony and/or recidivism analysis (Part I) that this program is designed to address:</p> <p style="margin-left: 20px;">a. PCR Objectives:</p> <p style="margin-left: 40px;">i. Overall Prison Commitment Rate Objective, which states: Continue to maintain the current PCR at a rate below the State's average. Region will target an overall PCR of 16%. Current State PCR is at 21%</p> <p style="margin-left: 40px;">ii. Group 2 Straddle Cell Objective, which states: Current PCR for Group 2 Straddle Cell offenders for the region is 37%. The State's rate is 31%. For next fiscal year, the goal is to reduce Group 2 Straddle Cell offenders by 5% (4 dispositions overall).</p>



Program Description

Group/Class Delivered Programming

- b. Recidivism Objectives:
- i. Probation Violator New Sentence, which states: **N/A**
 - ii. Probation Violator Technical, which states: **Reduce PV Technical offenders by 4% from FY2015 rates**

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

Felons
 Pretrial
 Other (briefly describe): **Misdemeanants with 3 or more prior misdemeanors or one prior felony or COMPAS assessment with a Probable to highly probable rating in Vocational/Education, Leisure and Recreation or Financial needs.**

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. **Participants must score Probable to High in either violent or general overall risk potential, or Vocational/Education, Leisure and Recreation or Financial needs on the COMPAS Assessment. Felons requesting placement to advance career movement will also be allowed by PPA recommendation.**
- b. 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:
 - 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? **PPA/CC Manager/Coordinator**
 - 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**
- c. Are recommendations for the program made in the PSI or PV sentence recommendation? **Sometimes. During probation term, recommendation may be made at a later date depending on client circumstances (loss of job/change in financial issues, ect. Are required assessments completed prior to the recommendation? NO**
- d. How else are offenders identified and/or referred to the program? **PPA/Counselor/client request**
- e. Identify who is responsible for confirming eligibility and describe the process. **CC manager or Coordinator**
- f. Describe your process for addressing referrals not meeting program target/eligibility. **COMPAS bar chart and assessment information are forwarded to referring source (Judge/Prosecutor/PPA/PO) to inform of issues that should be addressed. Should CCAB not have a program to address needs on assessment, a referral is made to 211 for any appropriate social services that may be needed.**
- g. How is CCIS data gathered/entered? **CC Manager/Coordinator gather referral**



Program Description

Group/Class Delivered Programming

information and paperwork (court orders, CHC and Assessments)

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

i. Name of curriculum (if applicable and please spell out abbreviations).

Employment Readiness

ii. Is the group open or closed? **Closed**

iii. What is the minimum/maximum number of participants per group, as identified in the curriculum? **5**

iv. What is anticipated number of groups that will be conducted during the fiscal year? **12**

v. How many sessions will be completed per group? **4 sessions**

vi. What is the length of each group session? **4 hours**

vii. Identify what skills are taught in this program: **Module 1: Jump Start:**

viii.

ix. **This workshop starts with a Personal Mission Statement exercise for participants to discover what it is they want for themselves. Too often we end up doing what others tell us we should do rather than what it is we truly want. Understanding what it is that we want for ourselves makes us more likely to make choices to help ourselves succeed. The Personal Mission Statement will help you decide what is truly important to you and why.**

x.

xi. **The 2nd half of the workshop deals with specific Job Skills:**

xii.

xiii. **-What traits do employers want (dependability/reliability at the top) and why these are important;**

xiv.

xv. **-What do we expect from employers and co-workers and why it is important for you to know what you expect in order to be a good employee;**

xvi.

xvii. **-How to get to work on time/having a Plan B/backup plan because if you don't show up on time- you will not stay employed but if you have a plan- you can usually handle emergencies;**

xviii.

xix. **-Ethics- how to handle yourself on the job and why this is important because it is never too late to demonstrate that you can make good choices**

xx.

xxi.

xxii. **Module 2: Applications and Resumes**

xxiii.

xxiv. **This workshop deals with the specific applications and Background Investigative paperwork for typical job applications. Sample application and Background Investigation packets will be explained so the participants understand why each form needs to be filled out completely and accurately initially so as not to impede the employment process.**

xxv.



Program Description

Group/Class Delivered Programming

- xxvi. The interview process is explained as well as typical interview questions along with explanations of what the interviewer is really asking. For those with criminal backgrounds and/or poor work history special attention is given to potentially difficult interview questions so that they can formulate appropriate responses that address the issues and show why these issues will not be worrisome to the employer. There will be opportunities to address specific examples that show what you have learned so that you make appropriate choices for the employer.
- xxvii.
- xxviii. Participants also look at their monthly budgets and look at how to ensure they will have gas money for the end of the month so they can get to work; how to ensure they'll have clean clothes/uniforms for work and how to provide lunches and snacks for their work shifts without breaking their budget.
- xxix.
- xxx. **Module 3: Job Retention**
- xxxi.
- xxxii. This workshop deals with the interpersonal skill issues that often make it difficult to maintain employment (drama in the workplace; how to treat co-workers appropriately; how and when to ask for help; and when to let things go.)
- xxxiii.
- xxxiv. Participants complete a Communication Style Survey to understand their own personal communication style along with its strengths and weaknesses. In addition, we look at how others can view those same strengths and weaknesses in different lights.
- xxxv.
- xxxvi. We also look at workplace issues- and how to handle them appropriately: which one to ignore/live with; which ones to deal with directly with the person involved; which ones to take to the supervisor and which ones to go to HR or EAP for help.
- xxxvii.
- xxxviii. We also look at the dangers of social media in the workplace- how it can escalate issues into full-blown drama and how to prevent that from occurring. Participants also view a Powerpoint presentation "Facebook Can Get You Fired" with discussion of each situation.
- xxxix.
- xl. Participants also create back-up plans for child care; transportation; clean clothing and lunches for work to increase the likelihood they can maintain their job.
- xli.
- xlii. **Module 4: Resume & Mock Interviews**
- xliii.
- xliv. This workshop will be a smaller group (ideally 3 participants) to allow more interaction and specific feedback to their individual needs.
- xl.



Program Description

Group/Class Delivered Programming

xlvi.	Resumes will be developed to highlight their work strengths and mock interviews will be conducted with Guest Community Employers. Each interviewee will receive specific feedback to enhance their interview performance so they can appear in their best light.
xlvii.	Identify if/how participants transition between various phases or treatment locations (jail/residential/community) as applicable to your program: in community
xlviii.	Are individual sessions part of the program? NO
xlix.	If individual sessions are part of the program and billed separately, how many individual sessions are anticipated per participant? n/a
l.	On what basis would individual sessions be used? n/A
i.	Identify the training or credentials held by your service provider qualifying him/her to provide this service: Service provided by Job Training support staff; meets Goodwill standards
j.	How are delivered services and offender progress and participation documented by the service provider? Attendance sheets, progress reports and sign in sheets are maintained by CCAB staff and are provided on a daily basis by facilitators. Case notes are also used to reference issues and or client successes.
k.	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. Successful completion is done as delivered, same for termination data.
l.	Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: Over the last fiscal year, we have found more females requesting participation in order to advance their job opportunities. Work for laborers seems to always be available, but for some individuals this may not be a feasible option. This program has helped to make our clients better advocates for themselves in the workforce.
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? Both If "Both," please describe below how your plan will impact each.
ii.	Clearly describe how this program will impact the PCR: The Employment Readiness program will continue to focus on felony and Group 2 Straddle Cell offenders that demonstrate a need for job training/assistance in job retention based on COMPAS scores. These individuals will be targeted throughout probation, should the need arise (i.e. loss of jobs/layoffs/change in financial situations).
b.	Is this program intended to impact recidivism? YES
i.	If YES, by targeting which Key Performance Indicator? Technical Probation Violators If "Both," please describe below how your plan will impact each.



Program Description

Group/Class Delivered Programming

- ii. Clearly describe how recidivism will be impacted: For those individuals not originally referred to Employment Readiness Program, but who have a demonstrated need for job training/job retention (per COMPAS or PPA recommendation) enrollment will be requested in lieu of jail or prison time.

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.

Community Corrections will work with Goodwill and 211 to offer additional supportive services as needed by clients. Job retention is being tracked by Goodwill staff and reports will be reviewed on a yearly basis.

MICHIGAN DEPARTMENT OF CORRECTIONS
OFFICE OF COMMUNITY CORRECTIONS
 FY 2017 FUNDING PROPOSAL
 for
 WCUP

Comprehensive Plans & Services

Program	Program Code	Funding Request	Approved Funding	Reserved Funding	Total Funding Recommendation
Community Service					
Placement	A19	-			-
Work Crew - Inmate	A25	-			-
Work Crew - Community	A26	-			-
Sub-Total		-	-	-	-
Group-Based Programs					
Education	B00	-			-
Employment	B15	20,440			-
Life Skills	B16	-			-
Cognitive	C01	63,619			-
Domestic Violence	C05	-			-
Sex Offender	C06	-			-
Substance Abuse	G18	-			-
Other Group Services	G00	-			-
Sub-Total		84,059	-	-	-
Supervision Programs					
Day Reporting	D04	-			-
Intensive Supervision	D23	5,500			-
Electronic Monitoring	D08	80,200			-
Pretrial Supervision	F23	-			-
Sub-Total		85,700	-	-	-
Assessment Services					
Actuarial Assessment	I22	7,932			-
Pretrial Assessment	F22	6,300			-
Sub-Total		14,232	-	-	-
Gatekeeper					
Jail Population Monitor	I23	-			-
Gatekeeper	I25	-			-
Sub-Total		-	-	-	-
Case Management	I24	-			-
Substance Abuse Testing	G17	-			-
Other	Z00	-			-
Program Total		183,991	-	-	-
Administration					
Salary & Wages		53,669.00			-
Contractual Services		-			-
Equipment		-			-
Supplies		-			-
Travel		-			-
Training		-			-
Board Expenses		-			-
Other		-			-
Administration Total		53,669	-	-	-
Total Comprehensive Plans & Services		237,660	0	0	0
Drunk Driver Jail Reduction					
Program	Program Code	Funding Request	Approved Funding	Reserved Funding	Total Funding Recommendation
Assessment & Treatment Services	Z01	0			0
5-Day In Jail Housing	Z02	0			0
Residential Services	Z03	0			0
Totals		0	0	0	0

B7

To: County Commissioners

June 17, 2016

New Agenda Item: Building Permit Rounding

In an effort to eliminate handling of change in the office of the Building Inspector, I am recommending that all final permit costs be rounded down to the nearest dollar. If enacted, this will be effective when the new permit schedule takes effect on July 1st, 2016.

Thank you,
Ryan Bergman
Administrator