

# Allegan County Board of Commissioners



County Services Building  
3283 – 122<sup>nd</sup> Avenue  
Allegan, MI 49010  
269-673-0203 Main Office  
269-686-5331 Main Fax  
<http://www.allegancounty.org>

*Jim Storey, Chairperson*  
*Gale Dugan, Vice Chairperson*

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## **BOARD OF COMMISSIONERS MEETING – AGENDA**

Thursday, May 28, 2020 – 1PM

Virtual Meeting – Connectivity Instructions **Attached**

DISTRICT 1  
Dean Kapenga  
616-218-2599  
dkapenga@  
allegancounty.org

1PM

### **CALL TO ORDER:**

### **ROLL CALL:**

**OPENING PRAYER:** Commissioner Mark DeYoung

### **PLEDGE OF ALLEGIANCE:**

**COMMUNICATIONS:** Attached

**APPROVAL OF MINUTES:** Attached

May 14, 2020

### **PUBLIC PARTICIPATION:**

### **ADDITIONAL AGENDA ITEMS:**

### **APPROVAL OF AGENDA:**

### **PRESENTATIONS:**

### **PROCLAMATIONS:**

### **INFORMATIONAL SESSION:**

Angelique Joynes, Health Officer—Public Health

### **ADMINISTRATIVE REPORTS:**

DISTRICT 2  
Jim Storey  
616-848-9767  
jstorey@  
allegancounty.org

DISTRICT 3  
Max R. Thiele  
269-673-4514  
mthiele@  
allegancounty.org

DISTRICT 4  
Mark DeYoung  
616-318-9612  
mdeyoung@  
allegancounty.org

### **CONSENT ITEMS:**

1. Motion to approve of claims paid and to incorporate into proceedings of the Board (5/22/20 & 5/29/20)

DISTRICT 5  
Tom Jessup  
269-637-3374  
tjessup@  
allegancounty.org

### **ACTION ITEMS:**

1. Parks Advisory Board—approve amended By-Laws (191-357)
2. Sheriff's Department—apply/accept FY2020 MDOC Comprehensive Community Corrections Grant (191-626)

DISTRICT 6  
Gale Dugan  
269-694-5276  
gdugan@  
allegancounty.org

### **DISCUSSION ITEMS:**

1. COVID-19 Testing—County Residents
2. Shoreline Erosion & Flooding
3. Casino State Equalized Value/Gaming and Non-Gaming Lands
4. Tribe Non-Gaming Lands—suspend negotiations

DISTRICT 7  
Rick Cain  
269-744-7918  
rcain@  
allegancounty.org

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#### **Mission Statement**

“The Allegan County Board of Commissioners shall plan, develop, and evaluate the necessary policies and resources to ensure our county continues to progress and prosper”

**NOTICE OF APPOINTMENTS & ELECTIONS: None**  
**APPOINTMENTS:**

1. Brownfield Redevelopment Authority
  - One Representative—term expired 12/31/19
2. Parks Advisory Board
  - One Representative—term expired 12/31/19
3. Local Emergency Planning Committee
  - Public Representative— term expired 12/31/19
4. Solid Waste Planning Committee
  - Two Solid Waste Industry Representative—term expired 12/31/19
  - One Township Representative—term expired 12/31/19
  - One General Public Representative—term expired 12/31/19
  - One City Gov. Representative—term expires 12/31/20
5. Tourist Council
  - One Representative—term expired 12/31/20

**ELECTIONS:**

1. Economic Development Commission
  - Downtown Representative—term expired 12/31/19

**PUBLIC PARTICIPATION:**

**FUTURE AGENDA ITEMS:**

**REQUEST FOR PER DIEM/MILEAGE:**

**BOARDS AND COMMISSIONS REPORTS:**

**ROUND TABLE:**

**ADJOURNMENT:** Next Meeting - Thursday, June 11, 2020, 1:00PM @ **BOARD ROOM – COUNTY SERVICES BUILDING, COUNTY SERVICES COMPLEX.**



# Allegan County Board of Commissioners

Meeting  
May 28, 2020 @ 1:00p

Connecting via Zoom Webinar



Allegan County  
3283 122<sup>nd</sup> Ave  
Allegan, MI 49010

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# STEP 1: Connect to the Zoom Site

- OPTION 1: Telephone

- Call (929) 205-6099 -or- (312) 626-6799 -or- (253) 215-8782
- Type in Meeting ID: 876-5149-1090, then #, then # again
- Type in Meeting Password: 52820, then #

- To raise your hand to speak, press \*9
- To Mute and Unmute, press \*6

<STOP here>

You do not have to continue reading the rest of the instructions.

- OR -

- OPTION 2: Web browser

- Open Internet Explorer or Chrome
- Navigate to <https://zoom.us/j/87651491090>

<Continue with the rest of the instructions>

# STEP 2: Enter registration information

The screenshot shows a web browser window with the URL `zoom.us/webinar/register/WN_YneHxuk_SjqfnMwchbtUEg`. The page title is "Webinar Registration".

Registration details:

- Topic: BOC Meeting - 4/9/2020
- Time: Apr 9, 2020 01:00 PM in Eastern Time (US and Canada)

Registration form fields (marked as required with an asterisk):

- First Name \*
- Last Name \*
- Email Address \*
- Confirm Email Address \*

Security and completion elements:

- I'm not a robot (reCAPTCHA)
- Join Webinar in Progress (button)
- reCAPTCHA challenge: Select all images with [instructions]

Footer navigation links:

- About: Zoom Blog, Customers, Our Team, Why Zoom, Features, Careers, Integrations, Partners, Investors
- Download: Meetings Client, Zoom Rooms Client, Browser Extension, Outlook Plug-in, Lync Plug-in, iPhone/iPad App, Android App
- Sales: 1.888.799.9666, Contact Sales, Plans & Pricing, Request a Demo, Webinars and Events
- Support: Test Zoom, Account, Support Center, Live Training, Feedback, Contact Us, Accessibility

Language and currency options are visible at the bottom right.

STEP 3: This Window will appear when connected.



# STEP 4: Adjust audio settings (if needed)

The screenshot shows a meeting interface with a black bar on the left side. A blue arrow labeled '1' points to a menu that appears to be an audio settings overlay. The menu options are:

- Select a Speaker
- ✓ Remote Audio
- Same as System
- Test Speaker & Microphone...
- Leave Computer Audio
- Audio Settings...

The 'Settings' window is open, showing the 'Audio' tab selected in the left sidebar. The 'Speaker' section is set to 'Remote Audio'. The 'Microphone' section is set to 'Test Mic'. The 'Volume' sliders for both are at approximately 75%. The 'Automatically adjust volume' checkbox is checked. Other options include 'Use separate audio device to play ringtone simultaneously', 'Automatically join audio by computer when joining a meeting', 'Mute my microphone when joining a meeting', 'Press and hold SPACE key to temporarily unmute yourself', and 'Sync buttons on headset'. An 'Advanced' button is visible at the bottom right of the settings window.

The meeting content includes:

- Meeting ID: 269-673-4514
- Contact: mthiele@allegancounty.org
- Topic: Economic Development — Greg King, Director
- Section: ADMINISTRATIVE REPORTS:
- Section: DISTRICT 4
- Contact: Mark DeYoung, 816-318-9612, mdeyoung@allegancounty.org
- Section: CONSENT ITEMS:
- Item 1: Motion to approve of claims paid and to incorporate into proceedings of the Board (3/20/20 & 3/27/20)

The bottom of the screen shows a meeting control bar with icons for Chat, Raise Hand, and Q&A.

# STEP 5: Raise hand to be recognized to speak.

- Once “Raise Hand” is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

On bottom of screen.

1. Click **Raise Hand** in the Webinar Controls.



2. The host will be notified that you've raised your hand.

3. Click **Lower Hand** to lower it if needed.



# STEP 6: To leave the meeting

The screenshot displays a virtual meeting environment. At the top, a green banner reads "You are viewing Allegan County Administration's screen" with a "View Options" dropdown. Below this is a document viewer showing a Microsoft Word document titled "BOC20200409\_agenda [Compatibility Mode] - Word". The document content includes the Allegan County Board of Commissioners logo and contact information, followed by the agenda for a virtual meeting. The agenda items are: Virtual Meeting - Connectivity Instructions (Attached), 1PM CALL TO ORDER, ROLL CALL, OPENING PRAYER, PLEDGE OF ALLEGIANCE, COMMUNICATIONS: Attached, APPROVAL OF MINUTES: Attached, PUBLIC PARTICIPATION, ADDITIONAL AGENDA ITEMS, APPROVAL OF AGENDA, PRESENTATIONS, PROCLAMATIONS, INFORMATIONAL SESSION: Attached, ADMINISTRATIVE REPORTS, and CONSENT ITEMS. The document viewer shows "PAGE 1 OF 2" and "251 WORDS". At the bottom of the screen is a meeting control bar with "Audio Settings", "Chat", "Raise Hand", "Q&A", and a red "Leave Meeting" button. A large blue arrow points to the "Leave Meeting" button.

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*Jim Storey, Chairperson*  
*Gale Dugan, Vice Chairperson*

**BOARD OF COMMISSIONERS MEETING – AGENDA**

**DISTRICT 1**  
Doan Kasperge  
616-218-2599  
dkasperge@allegancounty.org

**DISTRICT 2**  
Jim Storey  
616-848-9767  
jstorey@allegancounty.org

**DISTRICT 3**  
Max R. Thiele  
269-673-4514  
mthiele@allegancounty.org

**DISTRICT 4**  
Mark DeYoung

Virtual Meeting – Connectivity Instructions **Attached**

1PM **CALL TO ORDER:**  
**ROLL CALL:**  
**OPENING PRAYER:**  
**PLEDGE OF ALLEGIANCE:**  
**COMMUNICATIONS:** Attached  
**APPROVAL OF MINUTES:** Attached

**PUBLIC PARTICIPATION:**  
**ADDITIONAL AGENDA ITEMS:**  
**APPROVAL OF AGENDA:**  
**PRESENTATIONS:**  
**PROCLAMATIONS:**  
**INFORMATIONAL SESSION:** Attached  
**ADMINISTRATIVE REPORTS:**

**CONSENT ITEMS:**

PAGE 1 OF 2 251 WORDS

Audio Settings ^ Chat Raise Hand Q&A Leave Meeting

*"Menominee County – Where the Best of Michigan Begins"*

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858  
www.menomineecounty.com*

*Jason Carviou – County Administrator  
Sherry DuPont – Administrative Assistant  
Telephone: (906) 863-7779 or 863-9648  
Fax: (906) 863-8839*

### **RESOLUTION 2020-16**

#### ***RESOLUTION IN RESPONSE TO EXECUTIVE ORDER 2020-77***

**WHEREAS**, on May 7, 2020, Governor Whitmer issued Executive Order 2020-77, which extended the duration of the “Stay-At-Home” order to May 28, 2020; and

**WHEREAS**, the Menominee County Board of Commissioners perceive that certain restrictions in the executive order violate the civil liberties of Michigan residents that are protected by the United States Constitution and the Constitution of the State of Michigan of 1963; and

**WHEREAS**, the Menominee County Board of Commissioners acknowledge that the COVID-19 virus has caused an unprecedented time in our history; however, even in the time of crisis the basic civil liberties and foundations of our society must be preserved with common sense legislative action; and

**WHEREAS**, Benjamin Franklin (1706-1790) stated “Any society that is willing to give up liberty for temporary security deserve neither and lose both”; and

**WHEREAS**, Executive Order 2020-77 continues to take a “one size fits all” approach to COVID-19 in the State of Michigan; however, as has been seen time and time again, what works for the Lansing, Detroit, and other metropolitan areas does not necessarily translate into good public policy for the Upper Peninsula; and

**WHEREAS**, the Menominee County Board of Commissioners believe all businesses are “essential” because they provide for the livelihood of their employees, and the financial hardship to those that are laid off is substantial; and

**WHEREAS**, unemployment claims in Menominee County have increased 356% since the end of February 2020 due to the mandatory closing of many businesses that have been deemed “non-essential”; and

**WHEREAS**, the Menominee County Board of Commissioners believe that the State needs to allow businesses that can operate safely to reopen to mitigate the devastation that COVID-19 has already had on our economy and allow the residents of Menominee County to return to work; and

**WHEREAS**, the response to the COVID-19 virus must be balanced as not to make the collateral impacts more devastating and punitive than the virus itself; and

**WHEREAS**, the Menominee County Board of Commissioners support common sense approaches to combat the COVID-19 virus, such as: following social distancing recommendations, health screenings for employees and customers, promoting healthy hygienic practices, and encouraging individuals that are considered high risk to continue to self-quarantine and adhere to the strictest recommendations established by the Centers for Disease Control.

**NOW, THEREFORE, BE IT RESOLVED**, that the Menominee County Board of Commissioners call upon Governor Whitmer and the State of Michigan Legislature to immediately re-evaluate Executive Order 2020-77 to ensure the civil liberties of Michigan residents are not infringed; and

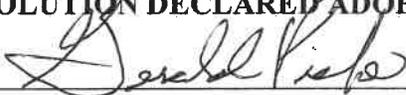
**BE IT FURTHER RESOLVED**, that the Menominee County Board of Commissioners call upon Governor Whitmer and the State of Michigan Legislature to immediately consider relaxing some restrictions allowing more people to return to their jobs; and

**BE IT FURTHER RESOLVED**, that the Menominee County Board of Commissioners call upon Governor Whitmer and the State of Michigan Legislature to end their unilateral, one size fits all approach, and to work with county and local governments in the fight against COVID-19 to ensure that measures put in place make sense for our communities; and

**BE IT FURTHER RESOLVED**, that a copy of this Resolution be sent to Governor Whitmer, Senator Ed McBroom, Representative Beau LaFave, the Michigan Association of Counties, and to the Clerk of each County in the State of Michigan.

Roll call vote: AYES: 6 NAYS: 3

**RESOLUTION DECLARED ADOPTED.**

  
\_\_\_\_\_  
Gerald Piche, Chairman

5/14/2020  
Date

STATE OF MICHIGAN                    )  
                                                  ) ss.  
COUNTY OF MENOMINEE    )

I hereby certify that the foregoing is a true and complete copy of **Resolution 2020-16** adopted by the County Board of Commissioners at a regular meeting held on **May 12, 2020**, and I further certify that the public notice of such meeting was given as provided by law.

  
\_\_\_\_\_  
Marc Kleiman, Menominee County Clerk

**TUSCOLA COUNTY BOARD OF COMMISSIONERS  
TUSCOLA COUNTY, MICHIGAN  
RESOLUTION NUMBER: 2020-04**

At a regular meeting of the Board of Commissioners for the County of Tuscola, State of Michigan, held electronically via Google Hangouts in compliance with EO 2020-75 and EO 2020-77 on the 14<sup>th</sup> day of May, 2020 with the meeting called to order at 8:00 a.m.

Present: Thomas Young, Thomas Bardwell, Kim Vaughan, Mark Jensen, Daniel Grimshaw

Absent: None

The following resolution was offered by Grimshaw, seconded by Vaughan:

**COUNTY RESOLUTION 2020-04  
MOVE TUSCOLA COUNTY FORWARD**

**Whereas**, Under the Emergency Management Act, 1976 PA 390, the Governor may declare a state of disaster and a state of emergency for the reasons specified therein; and

**Whereas**, A state of disaster or state of emergency declared under the Emergency Management Act continues until the Governor finds that the threat or danger has passed, the disaster or emergency has been dealt with to the extent that disaster or emergency conditions no longer exist, or until the declared state of disaster or emergency has been in effect for 28 days; and

**Whereas**, After 28 days, the Governor shall issue an executive order or proclamation declaring the state of disaster or emergency terminated, unless a request by the Governor for an extension of the state of disaster or emergency for a specific number of days is approved by resolution of both houses of the Legislature; and

**Whereas**, An executive order or proclamation declaring the state of disaster or emergency shall indicate the area or areas threatened, the conditions causing the emergency, and the conditions permitting the termination of the state of emergency; and

**Whereas**, On March 10, 2020, Governor Whitmer issued Executive Order 2020-4 declaring a state of emergency across the entire state of Michigan to address the COVID-19 pandemic; and

**Whereas**, On April 1, 2020, Governor Whitmer issued Executive Order 2020-33 to replace Executive Order 2020-4 and expand the initial March 10, 2020, declaration to include a state of disaster related to the COVID-19 pandemic through April 30, 2020; and

**Whereas**, Executive Order 2020-33 states the state of emergency and the state of disaster will terminate when emergency and disaster conditions no longer exist and appropriate programs have been implemented to recover from any effects of the statewide emergency and disaster, consistent with the legal authorities upon which the declaration is based and any limits imposed by those authorities, including Section 3 of the Emergency Management Act, 1976 PA 390, MCL 30.403; and

**Whereas**, On April 1, 2020, Governor Whitmer requested that the Legislature pass a concurrent resolution extending the state of emergency and state of disaster statewide across Michigan through April 30, 2020; and

**Whereas**, On April 7, 2020, the Legislature passed Senate Concurrent Resolution No. 24 authorizing Executive Order 2020-33 through April 30, 2020; and

**Whereas**, On April 27, 2020, Governor Whitmer requested that the Legislature pass a concurrent resolution extending the state of emergency and state of disaster statewide across Michigan through May 28, 2020; and

**Whereas**, The Legislature did not extend the state of emergency beyond April 30, 2020 as required under law; and

**Whereas**, Governor Whitmer did not provide scientific data to justify the state of emergency being declared equally across all 83 counties of the state of Michigan; and

**Whereas**, The Governor's executive orders placed arbitrary and inconsistent restrictions, without reasonable scientific justification, on some businesses, but not on others, and on particular activities of a person, sometimes resulting in oppressive consequences, regardless of efforts by a business or a person to implement national guidelines for safe social distancing that can combat the spread of COVID-19; and

**Whereas**, The Governor's executive orders placed arbitrary and inconsistent restrictions, without reasonable scientific justification, on individual's rights to associate, assemble, worship, and travel, including but not limited to the ability of a person to assemble for worship or see family members outside of a person's household, regardless of efforts taken to implement national guidelines for safe social distancing that can combat the spread of COVID-19 and without considering if a person has recovered from COVID-19; and

**Whereas**, The Governor's executive orders have prohibited hospitals, clinics and other medical professionals from conducting elective medical procedures that people need, including preventative care, even in cases where hospitals and medical professionals have the capacity to safely do so; and

**Whereas**, COVID-19 has impacted population groups differently, with some high-risk persons that are older or have underlying health conditions being more vulnerable and other low-risk persons able to safely participate in activities by implementing national guidelines for safe social distancing or if they have recovered from COVID-19; and

**Whereas**, COVID-19 has impacted areas and regions of the state differently with some counties being able to effectively contain the spread of COVID-19, including Tuscola County, by following national guidelines for safe social distancing; now, therefore, be it

**Resolved** by the Tuscola County Board of Commissioners, That we demand that the Governor compile and make available within three days from the date of this concurrent resolution, in a manner easily accessible by the public, detailed data, summarized by county, on:

1. The daily number of available hospital related beds occupied by all patients since January 1, 2020, segregated by in-patient beds, negative airflow beds, and intensive care unit (ICU) beds.

2. The daily number of available hospital related beds occupied by verified COVID-19 patients since January 1, 2020, segregated by in-patient beds, negative airflow beds, and ICU beds.
3. The daily number of emergency room visits in total and the daily number of emergency room visits by patients testing positive for COVID-19 since January 1, 2020.
4. The daily number of verified COVID-19 hospitalizations and verified COVID-19 deaths that are related to retirement or nursing homes since January 1, 2020.
5. The daily number of verified COVID-19 hospitalizations and verified COVID-19 deaths of individuals, who have had other pre-existing or underlying health conditions, since January 1, 2020, with a segregation of those health conditions and a breakout of verified COVID-19 hospitalizations and verified COVID-19 deaths by age, gender, and race.
6. The daily number of ventilators available and daily inventories of hospital Personal Protection Equipment since April 9, 2020.
7. The number of medical professionals that have been furloughed, had work hours reduced, or received a cut in pay since March 10, 2020.

; And be it further

**Resolved**, That we request local health departments, local health organizations and local hospitals provide the above data specific to Tuscola County and make it available to the public; and be it further

**Resolved**, That we demand that all data related to emergency room visits, hospitalizations, and deaths related to COVID-19 patients be verified and confirmed to be COVID-19 positive patients, and the date of emergency visit, hospitalization, or death be recorded as the actual date of occurrence, not the date of any data adjustments being made subsequently; and be it further

**Resolved**, That we encourage the people of Tuscola County to continue to follow national guidelines for safe social distancing and the County continues to take specific measures to protect the population most at risk, including those residing in nursing homes and retirement facilities; and be it further

**Resolved**, That we encourage businesses in Tuscola County to determine the best approach to implement national guidelines for safe social distancing as they begin to open up and move Michigan forward without the Legislature extending the state of emergency and without the declaration of a statewide declaration of disaster; and be it further

**Resolved**, That we encourage hospitals, clinics and medical professionals in Tuscola County to provide elective procedures and preventative care where it is deemed appropriate based on staffing capacity, hospital capacity and availability of personal protective equipment (PPE) and as medical professionals in those facilities determine the best approach to implement national guidelines for safe social distancing; and be it further

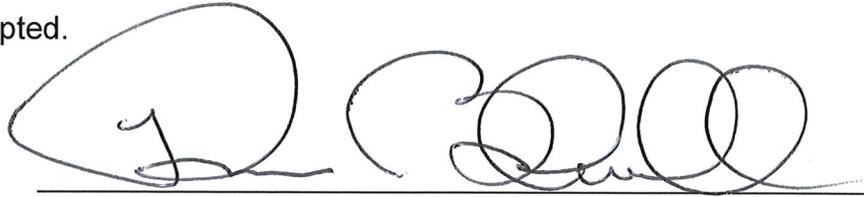
**Resolved**, That copies of this resolution be transmitted to local governmental agencies.

Roll Call Vote:

Ayes: Grimshaw, Young, Vaughan, Jensen, Bardwell

Nays: None

Resolution declared adopted.

A handwritten signature in black ink, consisting of a large, stylized 'T' followed by several loops and a long horizontal stroke.

Thomas Bardwell  
Chairman of the Tuscola County Board of Commissioners

I, the undersigned, Clerk of Tuscola County, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Tuscola County Board of Commissioners at its Regular Meeting held on May 14, 2020.

A handwritten signature in blue ink, featuring a large, stylized 'J' and 'F'.

Jodi Fetting, Tuscola County Clerk  
Clerk to the Tuscola County Board of Commissioners

## ALLEGAN COUNTY BOARD OF COMMISSIONERS

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MAY 14, 2020 SESSION

JOURNAL 68

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May 14, 2020 Session

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DRAFT

## AFTERNOON SESSION

**MAY 14, 2020 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL**

1/ The Board of Commissioners of the County of Allegan, State of Michigan, met remotely online connecting through a Zoom webinar on May 14, 2020 at 1:02 P.M. in accordance with the motion for adjournment of April 23, 2020, and rules of this Board; Chairman Storey presiding.

The invocation was offered by District #1 Commissioner Kapenga.

The Deputy County Clerk led the Board in the Pledge of Allegiance to the flag.

Upon roll call the following members answered as Commissioners for the respective Districts:

DIST #1	DEAN KAPENGA	DIST #5	TOM JESSUP
DIST #2	JIM STOREY	DIST #6	GALE DUGAN
DIST #3	MAX THIELE	DIST #7	RICK CAIN
DIST #4	MARK DeYOUNG		

**COMMUNICATIONS**

2/ Deputy Clerk Tien noted to the board that they received the following resolutions:

1. Livingston County - resolution in support of the "Stepping Up Initiative"
2. Berrien County - letter to Governor Whitmer asking her to move forward with an objective plan of action for re-opening the Michigan economy
3. Delta County - resolution requesting the Great Lakes shoreline be declared a disaster area and to seek assistance

**APRIL 23, 2020 SESSION MINUTES - ADOPTED**

3/ Moved by Commissioner Kapenga, seconded by Commissioner Dugan to approve the minutes for the April 23, 2020 session as distributed. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**PUBLIC PARTICIPATION - NO COMMENTS**

4/ Chairman Storey opened the meeting to public participation and as there were no comments from the public, he closed the meeting to public participation.

**AGENDA - ADDITIONS**

5/ Chairman Storey asked if there were any additions or changes to the agenda. Commissioner Thiele asked to add under discussion items: COVID-19 testing of Allegan County residents.

Moved by Commissioner Thiele, seconded by Commissioner Jessup to adopt the changes to the meeting agenda as requested. Motion carried by roll call vote. Yeas: Storey, Thiele, DeYoung, Jessup and Dugan. Nays: Kapenga and Cain.

**AGENDA - ADOPTED AS AMENDED**

6/ Moved by Commissioner Dugan, seconded by Commissioner Cain to adopt the meeting agenda as amended. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**INFORMATIONAL SESSION: ADVISORY TAX LIMITATION COMMITTEE - CANDIDATE REVIEW**

7/ Applicants who applied to the Tax Advisory Tax Limitation Committee were each given five minutes to answer the following questions:

1. Do you have any philosophies or positions regarding governmental taxation you would like to share with us?
2. Do you have the time to study the information, and be committed to making the meetings?
3. Do you know the purpose of the County Advisory Tax Limitation Committee?
4. In general, are you familiar with Allegan County Government, the services it provides that are funded by the general operating tax, and the annual budget?

**APPOINTMENT: ADVISORY TAX LIMITATION COMMITTEE**

8/ Moved by Commissioner Cain, seconded by Commissioner Kapenga to have the appointment of the Advisory Tax Limitation Committee immediately. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

Chairman Storey opened nominations to fill the position on the Advisory Tax Limitation Committee as a public member not officially connected with or employed by any local or county unit of government.

1. Commissioner Cain, seconded by Commissioner Dugan to nominate Hon. Harry Beach of 2060 Pleasant View Dr., Otsego MI
2. Commissioner Thiele, seconded by Commissioner Jessup to nominate Patrick Roys of 2871 128<sup>th</sup> Ave., Allegan MI
3. Commissioner Storey, seconded by Commissioner DeYoung to nominate Mike Hill of 6433 Hidden Hollow Ln., Holland MI

Moved by Commissioner Kapenga, seconded by Commissioner Dugan to close the nominations and have a roll call vote on the nominations. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

Roll call vote -

Kapenga: Hon. Harry Beach  
 Storey: Mike Hill  
 Thiele: Patrick Roys  
 DeYoung: Hon. Harry Beach

Jessup: Patrick Roys  
 Dugan: Hon. Harry Beach  
 Cain: Hon. Harry Beach

Honorable Harry Beach was declared the appointee to the Advisory Tax Limitation Committee as a public member not officially connected with or employed by any local or county unit of government.

**INFORMATIONAL SESSION: SHERIFF'S DEPARTMENT 2019 ANNUAL REPORT**

9/ Sheriff Frank Baker addressed the board with the Sheriff Department's 2019 Annual Report.

# Allegan County Sheriff's Office



## 2019 Annual Report

Prepared by:

**Sheriff Frank Baker**

Undersheriff Mike Larsen, Captain Scott Matice, Captain Chris Kuhn, Lieutenant Jim Miller, Lieutenant Charity Cummins, and Lieutenant Brett Ensfield

## Message from Sheriff Frank Baker

Dear Chairman Storey:

On behalf of the dedicated Deputies and Staff of the Allegan County Sheriff's Office we respectfully present the 2019 Sheriff's Office Annual Report to the Commissioners and citizens of Allegan County.

2019 saw increases in many of our activities and programs. Several are very familiar, with such as the Road Patrol and the Corrections Center. Our call volume, inmate population, and bookings into the Corrections Center are all increasing. Fortunately, many of these increases have been anticipated and planned for; however, some will require the need to work with County Administration and the Board of Commissioners to plan and prepare for our future.



*The Mission of the Allegan County Sheriff's Office is to provide a full spectrum of Corrections, Law Enforcement, Emergency Preparedness and Court Services contributing to our community's growth and progression as a safe and secure place to live, work and visit*

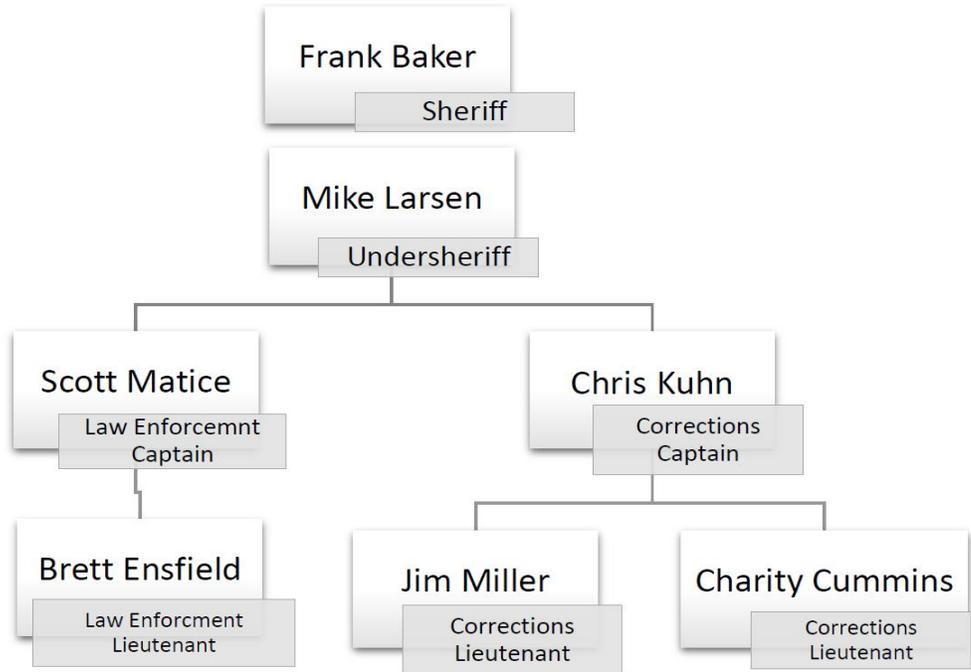
We feel we have been successful in achieving many of our goals during my first term in office. Goals such as increasing our presence in the schools, increasing our inmate program utilization rates, increasing our inmate program opportunities, and increasing our educational opportunities in the Corrections Center. We have made significant improvements in reaching other goals such as increased workplace diversity, increased community involvement, and a refocus and commitment to narcotics investigations.

It is truly an honor to serve the citizens of Allegan County as your Sheriff. I am very proud of the Deputies and staff of the Sheriff's Office who serve our communities. The level of professionalism, dedication, and commitment is remarkable. Each and every member takes pride in their work and willingness to serve. Allegan County is a great place to live and raise a family and we are grateful for the opportunity to do our part in improving the quality of life for all Allegan County residents.

Sincerely,

Sheriff Frank Baker

Sheriff's Office  
Organizational Chart



Promotions in 2019

Law Enforcement

Corrections



Detective  
Phil Arnsman



Sergeant  
Bill Greene

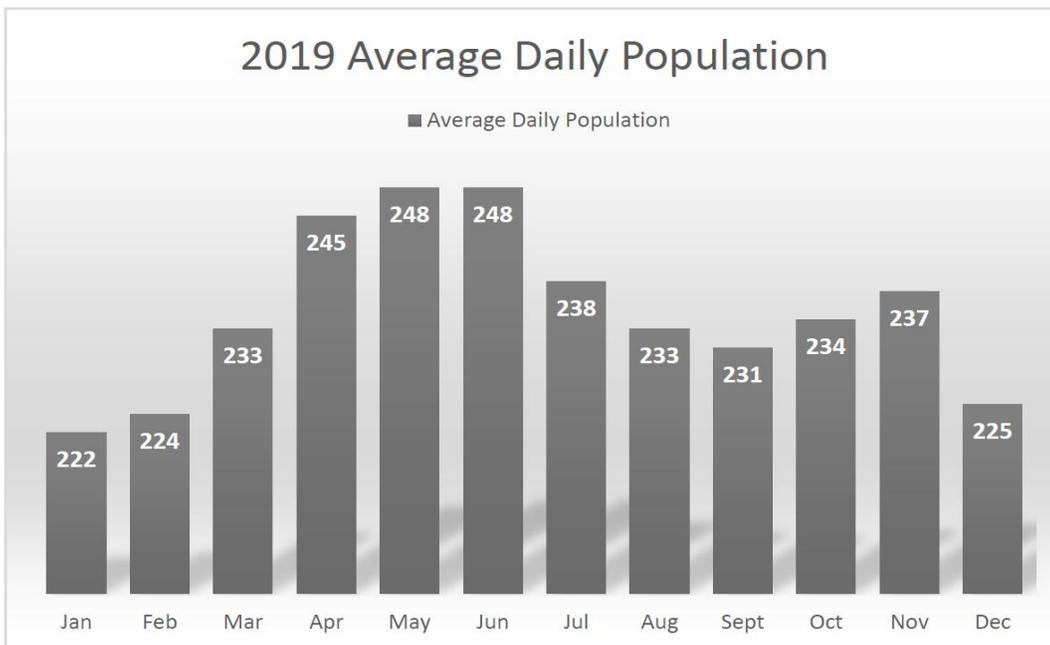
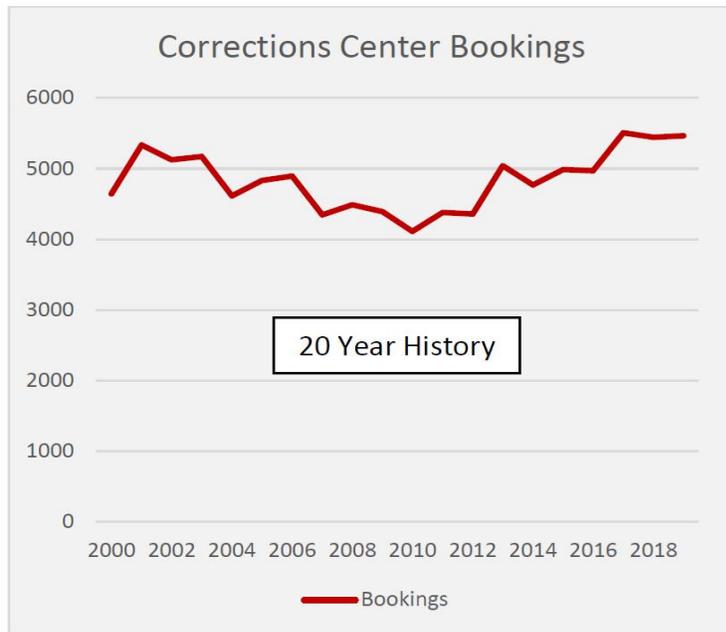


Sergeant  
Randy Schafer



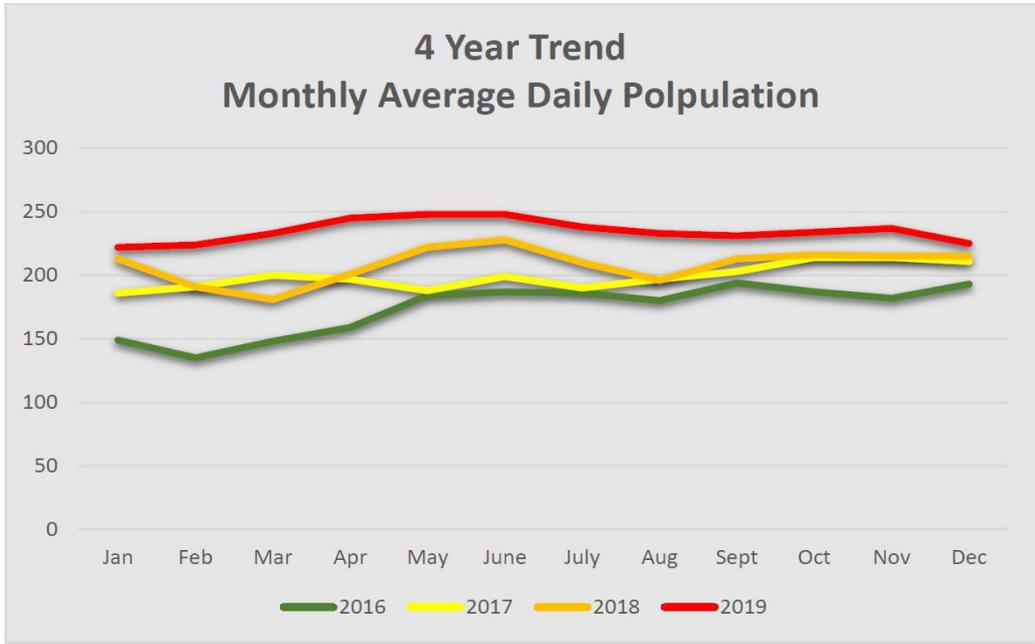
Sergeant  
Nate Suzsek

Corrections Division



2019 was challenging, as bookings continued to be over 5,400 and our monthly average daily count was at or over our rated capacity. As you know, we purposely rated the facility lower than the actual capacity for budgetary reasons. Raising the capacity could end result in additional posts and increased costs for medical, mental health, and food service

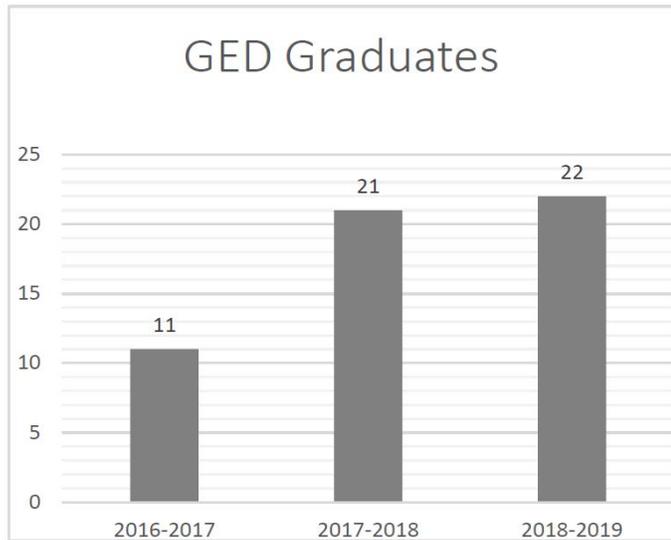
ADP is monitored daily and when necessary action is taken per our jail population management plan to bring us in-line



The ADP trend indicates that we may need to evaluate our rated capacity in the future and utilize more of our existing unused bed space in the Pods.

## Inmate Programs – GED/Career Readiness

The 2018-2019 school year experienced an increase in graduates from the GED program in the Corrections Center. Our Teachers do an amazing job of working with the inmates to motivate and inspire them to complete their education.



*“You mean I can go to college; you really mean I can go to college, I never thought that was something I could do”*

*“Me getting my GED is going to change everything for my family, now that I did it, I am going to make sure my kids do it.”*

### Quotes of inmate students

The teachers also work with the student inmates on college applications, financial aid forms, resume, and various tasks preparing them for employment. 137 participated in the GED program and another 106 in Career Readiness saving a total of 103 bed days saved.



## Inmate Programs- D.E.B.T.S. Crew (Detail Enabling Better Transition to Society) Community Service

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The DEBTS Crews can be seen around Allegan County working with the Drain Commissioner's staff, Allegan City Dept. of Public Works, the Allegan Conservation District, and the Animal Shelter. They work with various municipalities and non-profit organizations providing services. DEBTS Crew participants are sentenced to a period of time in Corrections Center

The DEBTS Program had 75 participants in 2019. 55 of those successfully completed the program and saved us 734 bed days.

Community Service participants are sentenced to weekend duty. The Community Service Crews are also out in our Communities performing various duties such as spring and fall clean ups in cemeteries and parks. There were 98 participants in 2019 with 78 successful completions saving us 798 bed days.

## Inmate Programs – Case Management

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Case Management accounts for the greatest number of bed days saved. 2,336 bed days were saved in 2019 as a result of this program. Additionally, this program saves a considerable amount of budget dollars. The inmates participating in Case Management work in the Kitchen preparing meals for the other inmates, they provide custodial services on a facilities management crew within the Corrections Center, They provide car wash services for our patrol cars, and porter services within the their pods.

## Other Inmate Programs – MRT, Relapse Prevention, Work Release, Re-Entry Case Management

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The MRT Program (Moral Reconciliation Therapy) had 109 participants with 34 successful completions.

The Work Release Program allows inmates to leave the facility wearing a GPS tether to verify they went to the work location. 31 inmates participated in 2019 and 21 successfully completed their sentence saving 134 bed days.

The Relapse Prevention Program is for substance abusers. We had 51 participants in 2019 with 29 successful completions.

The Re-Entry Case Management Program began in 2018. It is for females released from custody. 21 participated in 2019 with 8 successfully completing.



## Community Re-Entry Units (Male and Female)

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The Community Re-Entry Units are faith based programs. The volunteers from Forgotten Man Ministries, under the leadership of Chaplain Sarah Lindstrom, provide services to the inmates who are accepted into the program. We are very fortunate to have a tremendous group of volunteers who give so much of their time to helping these inmates.




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*Examples of some of the Programs offered:*

*Individual and Group Therapy  
Bible Study  
Budgeting  
Anger Management  
Creative Writing  
Alcoholics Anonymous*

*Successful Living  
Mom's In Prayer  
Families Victorious  
Relapse Prevention  
Parenting  
MRT*




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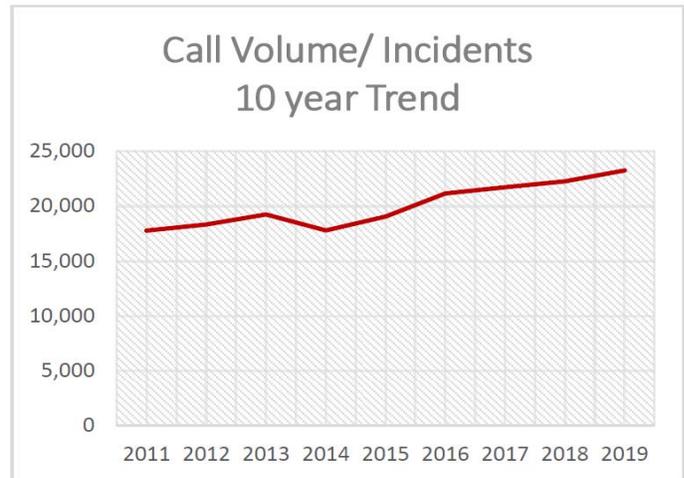
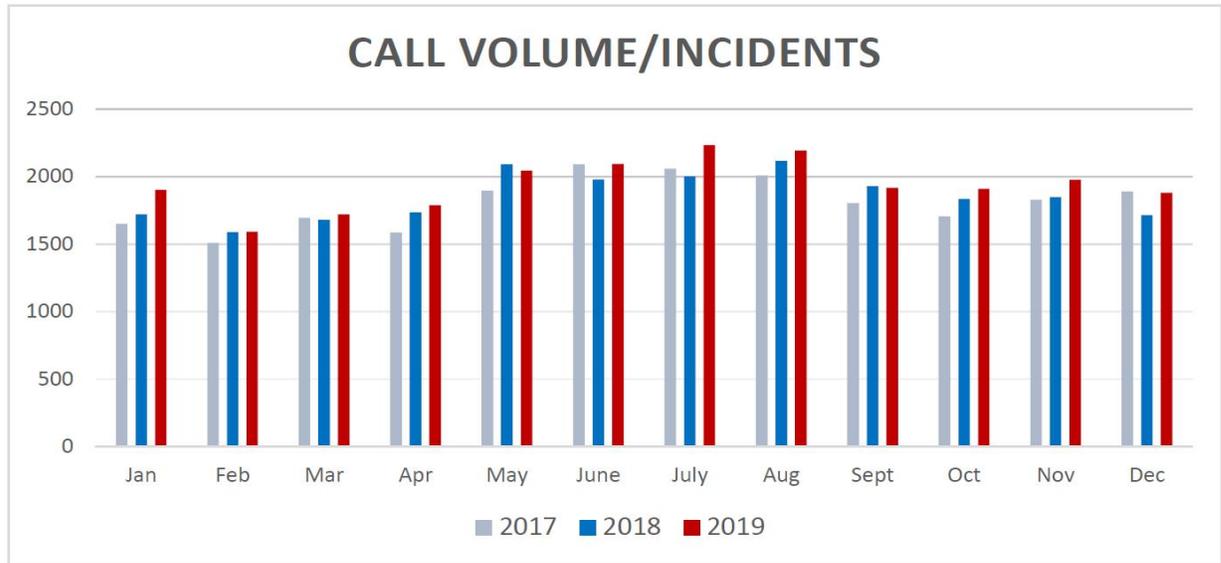
## Challenges in Corrections

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- Recruiting and retention continue to be a challenge in Corrections. Speaking with other Sheriffs this is an on-going issue in their counties as well. Some of our Corrections Deputies have accepted positions teaching at the Grand Rapids Community College Corrections Academy to assist us in recruiting candidates for hire.
- The Increased inmate population is a growing concern.
  - Lt. Jim Miller worked on the Governor's Task Force on Pre-Trial Detention reform.
    - Recommendations from this task force may provide some relief

Law Enforcement Division

Road Patrol



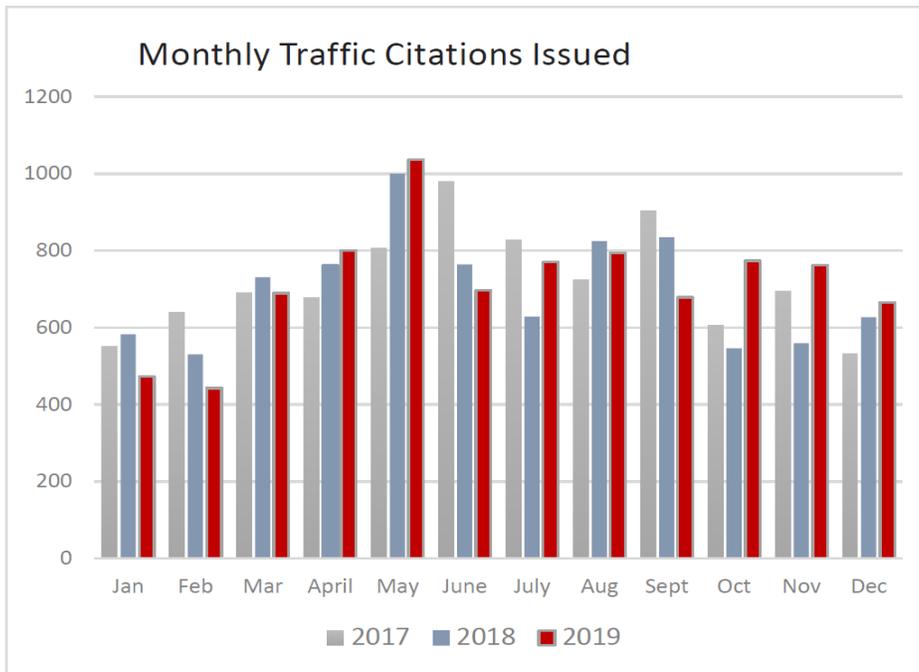
Call volume was up again 2019. Deputies responded to, or initiated, **23,261 calls for service last year**. Increased calls for service incidents seems to be a trend looking back over the last several years.

January last year was very difficult due to the polar vortex that resulted in a high volume of traffic/weather related incidents. Deputies and our public safety partners worked together under challenging conditions with drifting snow and sub-zero temperatures. Numerous Deputies worked overtime or were called in on overtime to provide the necessary manpower and resources to safely respond.



## Law Enforcement – Road Patrol

Activity	2017	2018	2019	Activity	2017	2018	2019
Suicides and attempts	223	260	230	Stolen Auto	46	73	72
Damage to property	252	184	246	Larceny /shoplifting	486	503	502
Non-aggravated assault	554	501	485	Carrying concealed weapon	53	60	44
Disorderly conduct	129	191	184	Criminal sexual conduct	124	117	126
Stalking	245	228	252	Disputes/civil matters	911	1,070	1,172
Death investigations	71	78	68	Aggravated Assault	73	80	82
Drugs	451	379	222	Missing persons	42	74	71
Suspicious situations	1,090	1,419	1,306	Frauds and forgery	274	244	256
Weapons offenses	138	125	151	Mental illness	60	65	71
Burglary	192	182	167	Trespassing	162	214	240
Drunk or drugged driving	467	394	414	Loud noise	232	214	152

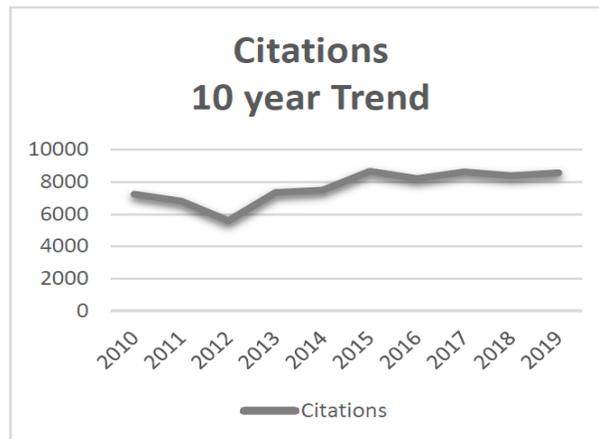


There is a relationship



between call volume, citations, and the weather. Traffic enforcement is done during unobligated time when the Deputy is not on a call or conducting follow up investigation. Calls for service involving weather related crashes can result in increased citations.

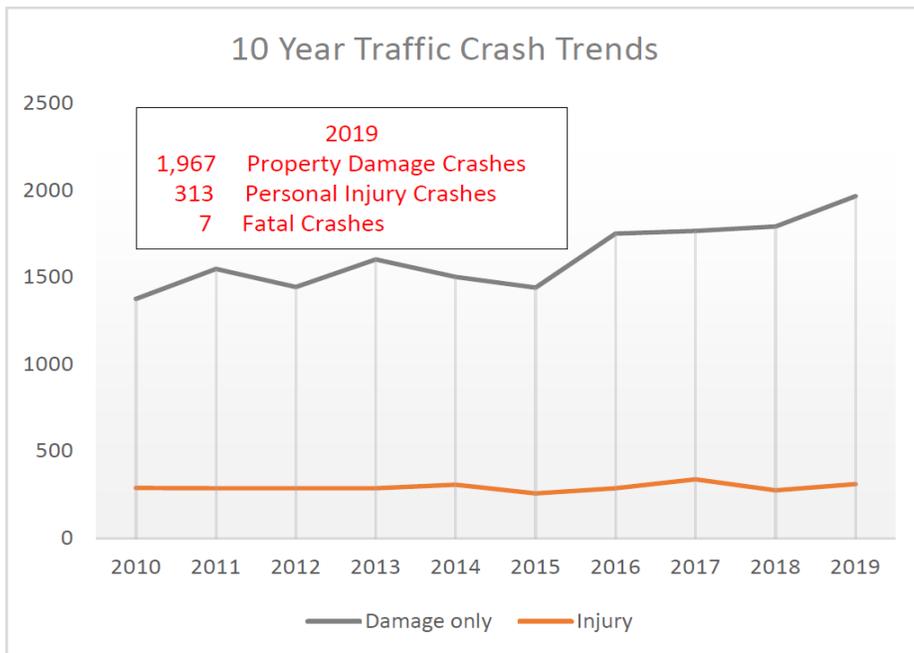
Staffing levels also have a huge impact on the number of citations issued. Increased patrol staffing results in a reduction in obligated time per deputy since Deputies not responding to calls will be conducting traffic enforcement. Several years back we experienced a reduction in staff as a result of economic/budget challenges. We received approval in 2012 to restore 5 positions. You can see from the 10 year Citation trend chart the impact of adding those positions



back into the budget. We had a 2% increase in citations in 2019 compared to 2018. The trend line indicates that based upon our current staffing levels, current call volume, and the motoring public’s compliance level we will remain fairly consistent in citations issued.

## Sheriff’s Office Traffic Crash Data

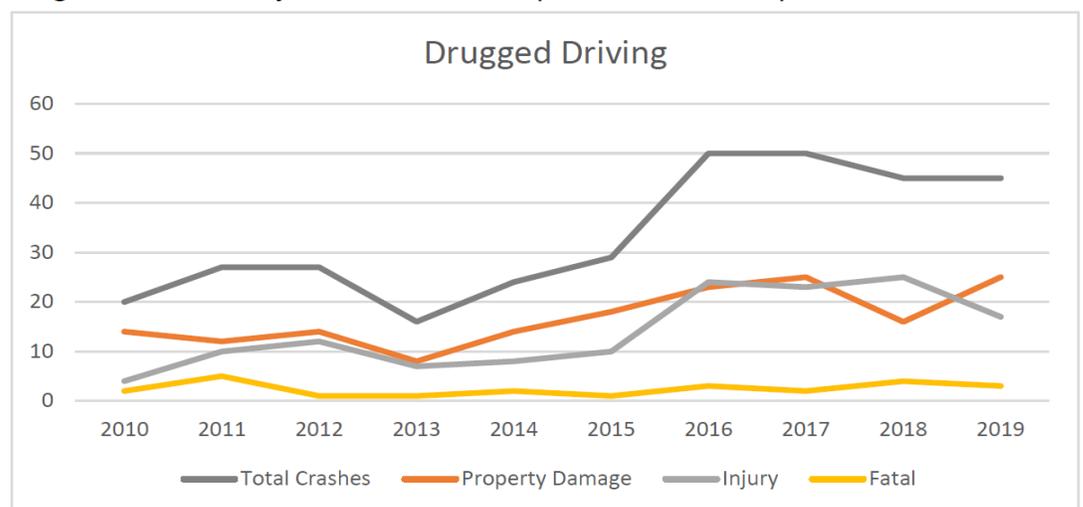
Injury crashes have remained at about the same level; however, we have experienced a rise in Property damage crashes. There could be several reasons for this. We know that better engineering is making our vehicles safer (air bags, side air bags, road design and construction) and we have a high rate of seat belt compliance. Michigan is rated at 94% compared to the rest of the



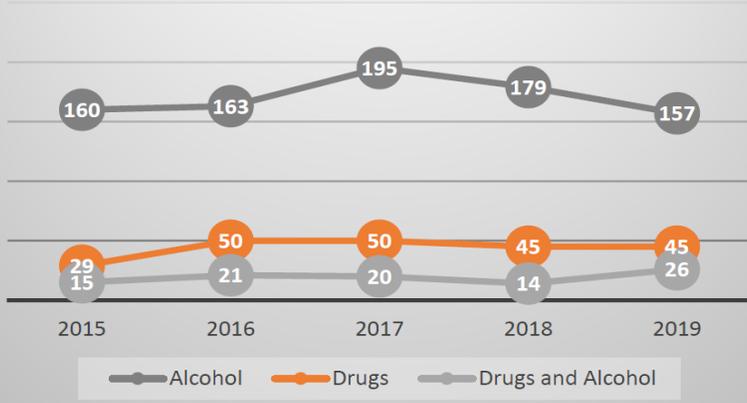
nation which is at 90% according the National Highway Traffic Safety Administration. Coupling better engineering with more road miles traveled could be why we see an increase in total crashes but a stable number of injury crashes.

### Drugged Driving

We are monitoring the number of drugged driving crashes. We have anticipated that we will see a higher number due to the legalization of marijuana both medically and recreationally.



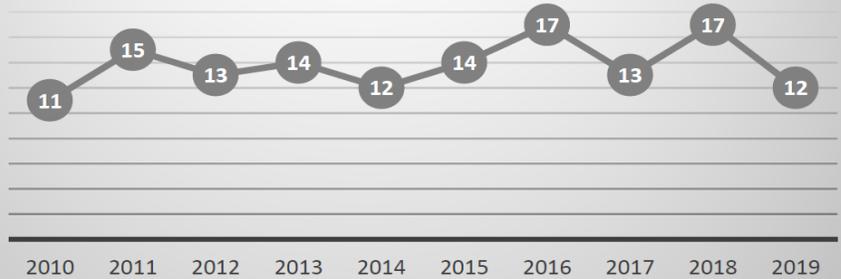
### Allegan County 5 Year Alcohol and Drug related Crash Trends



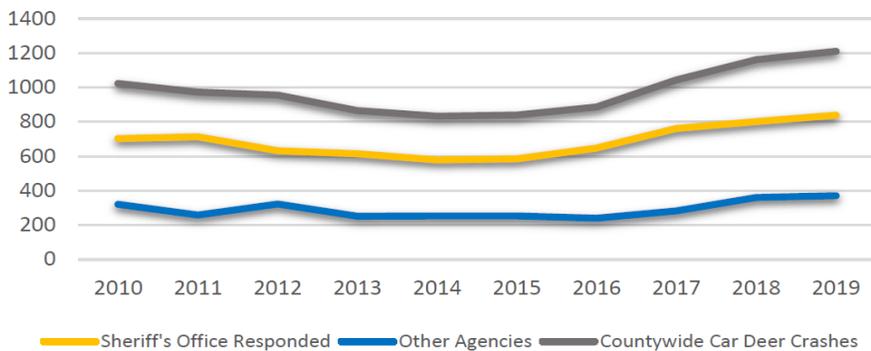
The most recent data indicates that the statewide average for alcohol related fatalities is at 27%. Allegan County was at 25% in 2019. The CDC reports that our drivers in the 21-34 age group are most at risk. Deputies strictly enforce our drunk driving laws and recently several deputies were honored by Mothers Against Drunk Driving for their efforts. We would like to thank and recognize the following deputies who received MADD awards: Deputy Kyle Baker, Deputy Brandon Berens, Deputy Ryan Gerke, Deputy Blair Kacos, and Deputy Michael Murphy.

Allegan County has made great strides in reducing the number of fatal accidents over the years. I located a 1990 Michigan Traffic Facts report from the Michigan State Police indicating Allegan County had 23 fatal crashes that year and of those nearly 70% reported alcohol having been involved.

### Fatal Crashes



### Car / Deer Crashes 10 Year Trend



The chart to the left represents the number of car deer crashes in Allegan County over the last 10 years. The chart reflects the total number of crashes, those handled by the Sheriff's Office, and those handled by other agencies. The decline is reportedly due to reduced travel, as a result of the economic recession, and the harsh winters of 2012-

2015. The Michigan deer herd is currently believed to be rebounding from those impacts.

## Administrative Services

Fingerprinting	2017	2018	2019	Trend
Concealed Pistol Applications	878	722	607	Down
Criminal Justice Employment	60	69	115	Up
School Employment	68	86	95	Neutral



Activity	2016	2017	2018	2019	Trend
Sex Offender Registration/Verifications	1,034	1,041	1,019	1,035	Neutral
Background Requests (CPS, Adoptions, Probation/Parole, FBI NICS)	428	1,102	1,206	1,353	Up
Case Reports Transcribed	10,544	10,989	11,888	11,921	Neutral
Freedom of Information Act Requests (Attorneys and Public)	796	906	991	988	Up

The Sheriff's Office had been experiencing a backlog of administrative work, primarily transcription, needing to be performed during the first and second quarters of 2019. The Sheriff's Office was approved to add a clerical position and by the fourth quarter were able to significantly reduce or eliminate the backlog. The Staff prepare the numerous police reports, arrest packets, and information for the Prosecutor's Office and the courts each day. Much of the work is time sensitive and has to be submitted to the Prosecutor's Office or the Courts each day. Additionally, they are responsible for the data entry, transcription of follow up investigations, filling, and collection of Citations and Crash Reports.

## Marine Patrol



Boater Safety Classes	2017	2018	2019
Number of Classes	9	10	9
Students Trained	177	281	309
Students Certified	169	280	306



SAFETY AND EQUIPMENT	Citations	Warnings
Wearable Personal Floatation Devices (PFD)	13	33
Type IV/Throwable PFD	1	15
Fire Extinguisher	1	16
Visual Distress Signal	0	0
Sound Producing Device	0	4



We anticipate the Marine Patrol will have additional concerns and challenges during the upcoming 2020 boating season due to the predicted high water levels. We anticipate complaints of no-wake violations in areas impacted by high waters. Last year 10 of the 45 citations issued by Marine Patrol were for no wake violations.

## Contracted Patrols



The Sheriff's Office currently contracts with the following Townships for additional policing services:



Casco Twp.	Dorr Twp.	Leighton Twp.	Gun Plain Twp.
Lee Twp.	Fillmore Twp.	Overisel Twp.	Wayland Twp.

In addition to the above listed Townships, the Sheriff's Office provides contracted policing to the City of Saugatuck. We currently have 4 Deputies working in the City of Saugatuck.



## Secondary Road Patrol / PA416 (Grant Cycle - State Budget Year)

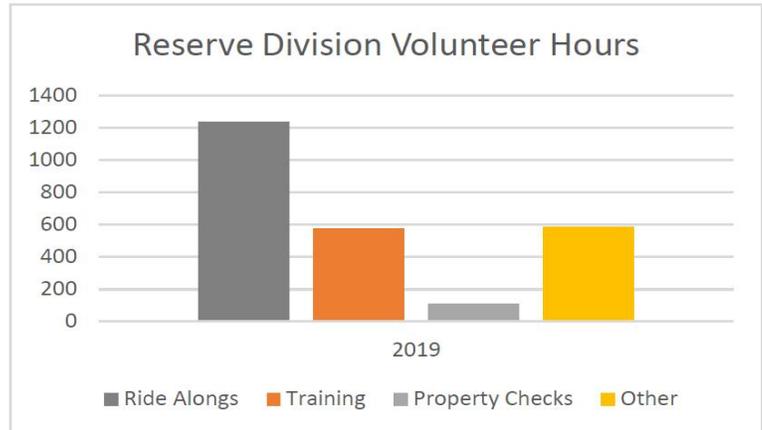
The PA 416 Grant, also known as the Secondary Road Patrol Grant, is funded through the State. The Grant began in 1978 and funding is based off the number of citations issued throughout the State. A small portion of fines paid for a citation goes to the PA 416 Fund. The State then determines the grant amount awarded to each participating by a formula. Last year the State made an additional grant appropriation due to a reduction in the number of citations issued throughout the State.

The PA 416 Secondary Road Patrol Deputies focus their efforts on patrolling our secondary roads. 75% of their time is to be spent patrolling; therefore, they only respond to calls for service in the event another Deputy is not available. We currently assign 3 Deputies to Secondary Patrol.

Activity	Oct. 2017-Sept. 2018	Oct. 2018-Sept.2019
Miles Traveled by PA 416 Deputies	87,716	83,428
Miles Traveled by County Deputies	746,733	755,660
Traffic Stops by PA 416 Deputies	4,443	3,763
Traffic Stops by County Deputies	11,479	12,650
Verbal Warnings by PA 416 Deputies	1,881	1,696
Verbal Warnings by County Deputies	9,063	10,320
Citations Issued by PA 416 Deputies	2,904	2,724
Citations Issued by County Deputies	4,454	4,383
Crimes Investigated by PA 416 Deputies	1,436	1,459
Drunk Driving Arrests by PA 416 Deputies	45	39

## Reserve Division

Sergeant Morgan Sullivan leads our Reserve Division. The reserve deputies were utilized a total of 6,654 hours in 2019. 2,509 of those hours were volunteered doing various activities, as shown on the chart to the right. The Reserve Division provided 400 hours of police services at the Allegan County Fair while under the direction of a law enforcement deputy.



We graduated a Reserve Academy in the



spring of 2019. Academies are held whenever we have a need to add additional Reserve Deputies. The training takes place here at the Sheriff's Office and instructors are from the Allegan County Criminal Justice System. We also invite local law enforcement agencies to send their Reserve Officers for training.

## Awards and

## Recognition



Several of our Deputies and Staff were recognized at a County Board meeting for their outstanding accomplishments last year.

Life Saving Awards went to Deputy Kyle Baker, Deputy Cesar Cano, Deputy Tyler Jackson, and Deputy Kurt Katje.

Unit Citations were awarded to Deputy David Ashton, Deputy Brandon Berens, Deputy Randy Beute, Detective (Ret.) Craig Gardiner, Deputy Mike Martin, Deputy Dave Miller, Deputy Ryan Rewa, and Deputy Matt VanderPloeg.

Deputy James Steuer received the Sheriff's Commendation and Deputy Kyle Baker, Deputy Ryan Gerke, Deputy Brandon Berens, and Deputy Mike Murphy, and Deputy Blair Kacos received awards from Mothers Against Drunk Driving.

## Emergency Management Division



Emergency Management Director Scott Corbin has done an outstanding job preparing and managing many of the challenging issues that Allegan County faces. His efforts coordinating and building relationships between the many law enforcement, fire service, governmental agencies, non-profits, and local units of government ensures Allegan County is prepared to respond during an emergency.

Director Scott Corbin, Emergency Management

Emergency Management has a very small staff guiding the many facets of preparedness and local emergency planning such as our Local Emergency Planning Committee (LEPC) and our Community Emergency Response Team (C.E.R.T.).



Brett Apelgren, LEPC Site Area Specialist

Examples of some of the Emergency Management support units and functions:

Radio Amateur Civil Emergency Services (R.A.C.E.S.)	Citizen Corps	Local Planning Team (LPT)	Community Emergency Response Team (CERT)
-----------------------------------------------------	---------------	---------------------------	------------------------------------------



Robin Wall was honored with the Eagle Award at the Emergency Management Volunteer dinner. Robin has been updating disaster plans, responding to fire scenes, and directing Red Cross volunteers. She has participated in numerous community events and disaster exercises over the year. She was honored, along with several other volunteers, by our Emergency Management Director and several local and state elected officials.

Director Corbin works with the MSP 5<sup>th</sup> District Emergency Management and Homeland Security to coordinate our local response with the State following the National Incident Management System. This coordinated effort allows us to call upon the resources of Federal Emergency Management Agency (FEMA).



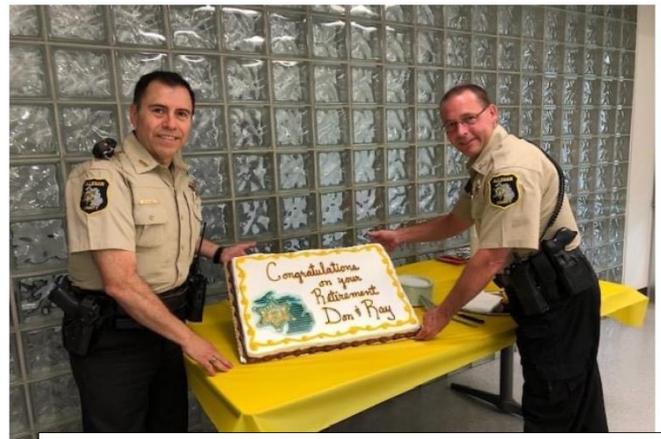
# Retirements

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Sgt. Tom Taverna

Congratulations to the following Deputies who retired last year!



Deputy Ray Retamal and Deputy Don Roberts



Det. Craig Gardiner



Sgt. Burt DeBoer

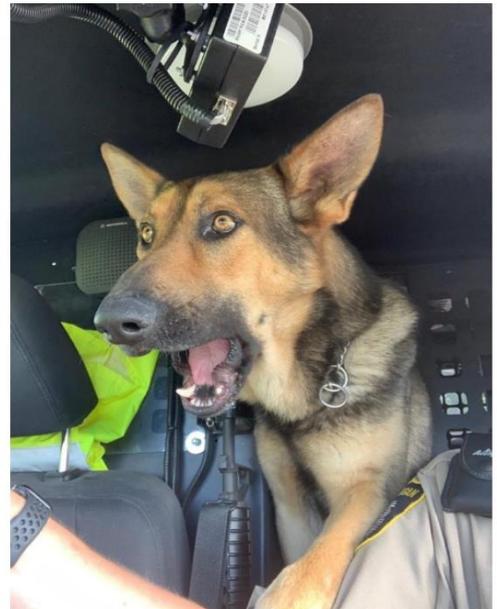


Det. Mary Mendell

## In Closing

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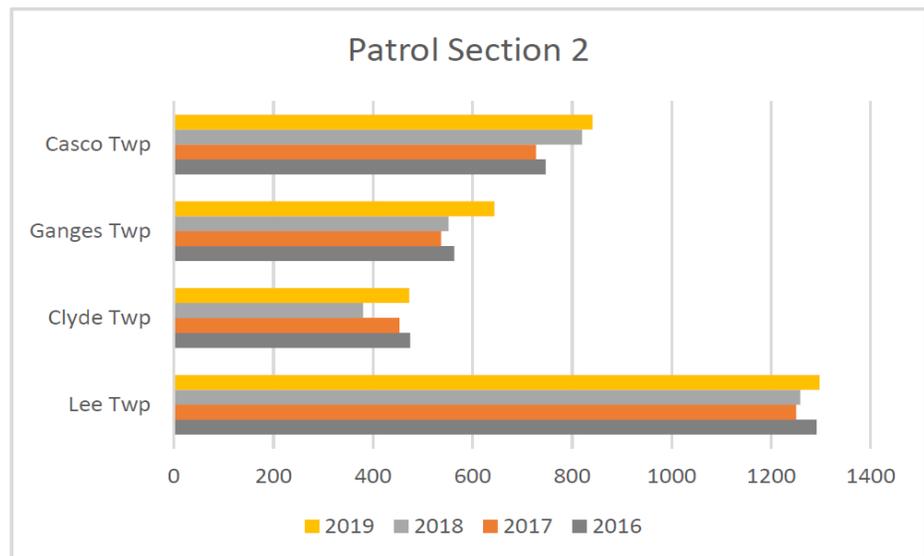
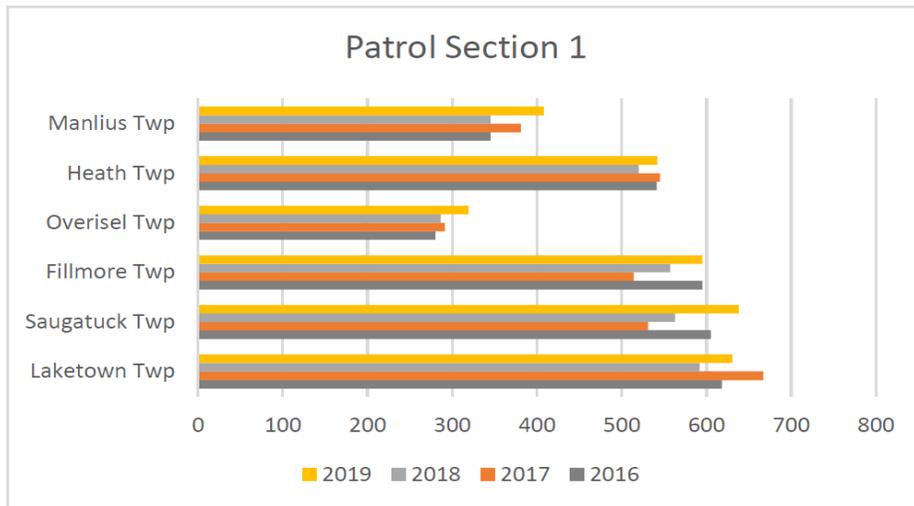
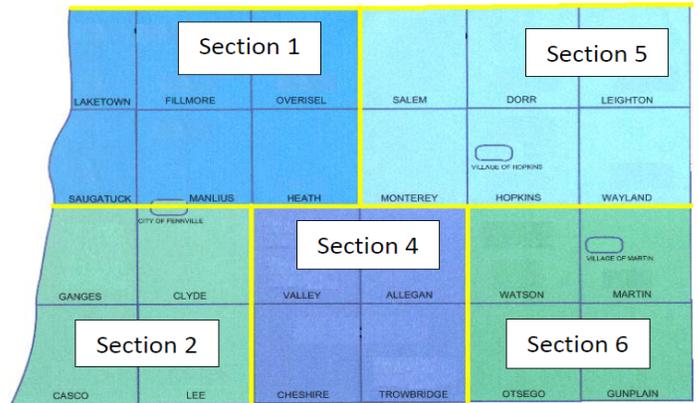
The Sheriff's Office thanks you for taking the time to review the 2019 Annual Report. Feel free to reach out if you have any questions or would like more in-depth information regarding our services or specialty teams such as Detective Bureau, K9, SWAT, Evidence Techs, Accident Reconstruction, Dive/Rescue, Honor Guard, Fleet Service, and Community outreach.

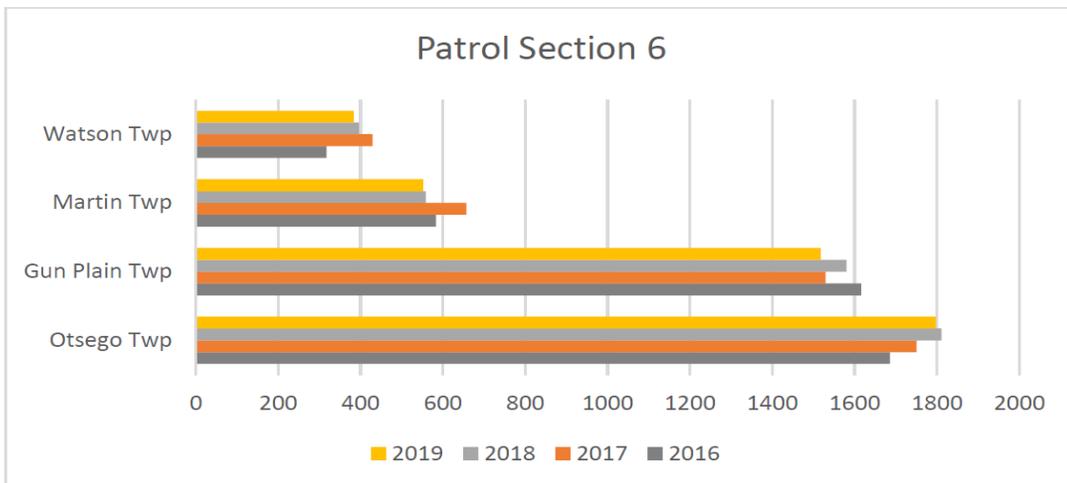
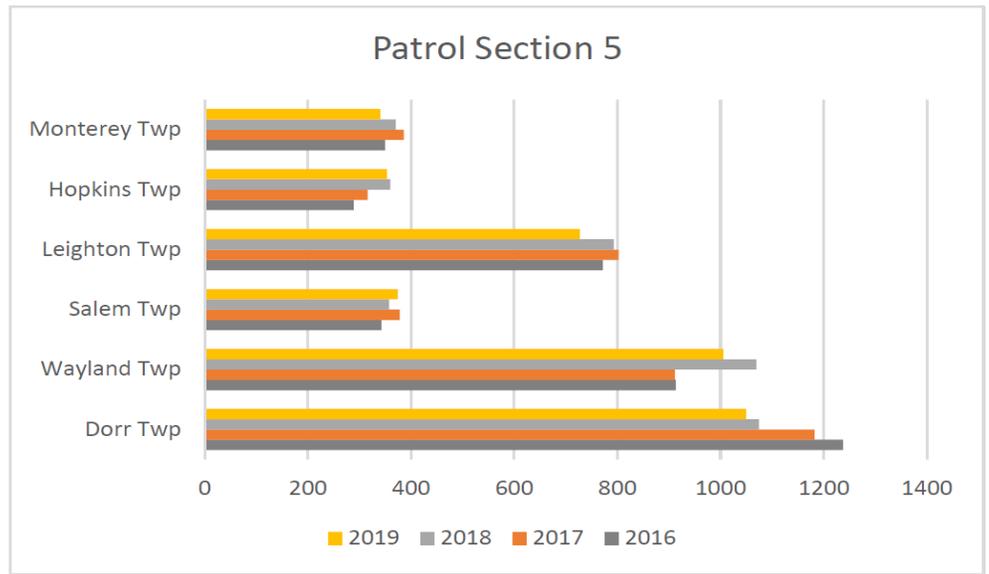
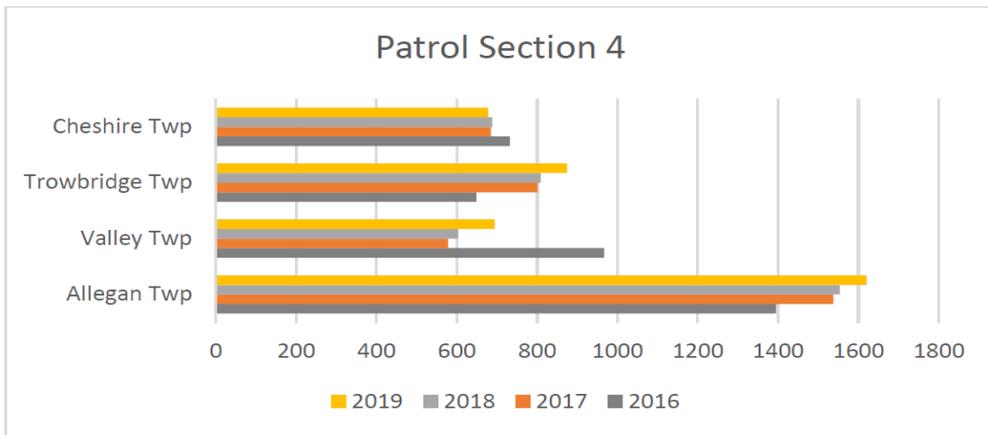


*Additional data is being provided in the next pages. This data is focused at the Township level and is being provided so that Commissioners and Citizens have a better understanding of issues related to their specific geographic area.*

## Township Incidents/Calls for Service by Patrol Section

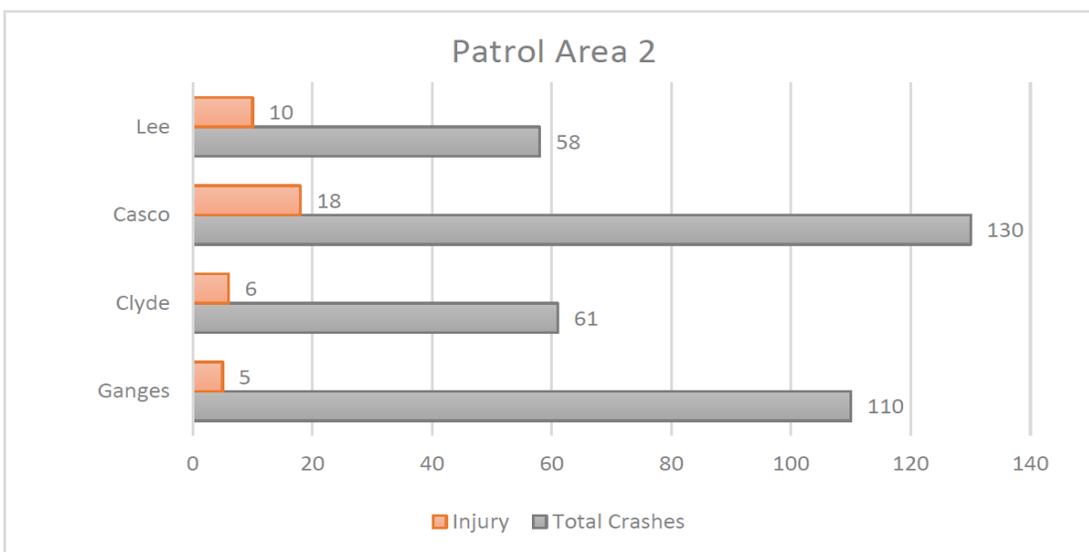
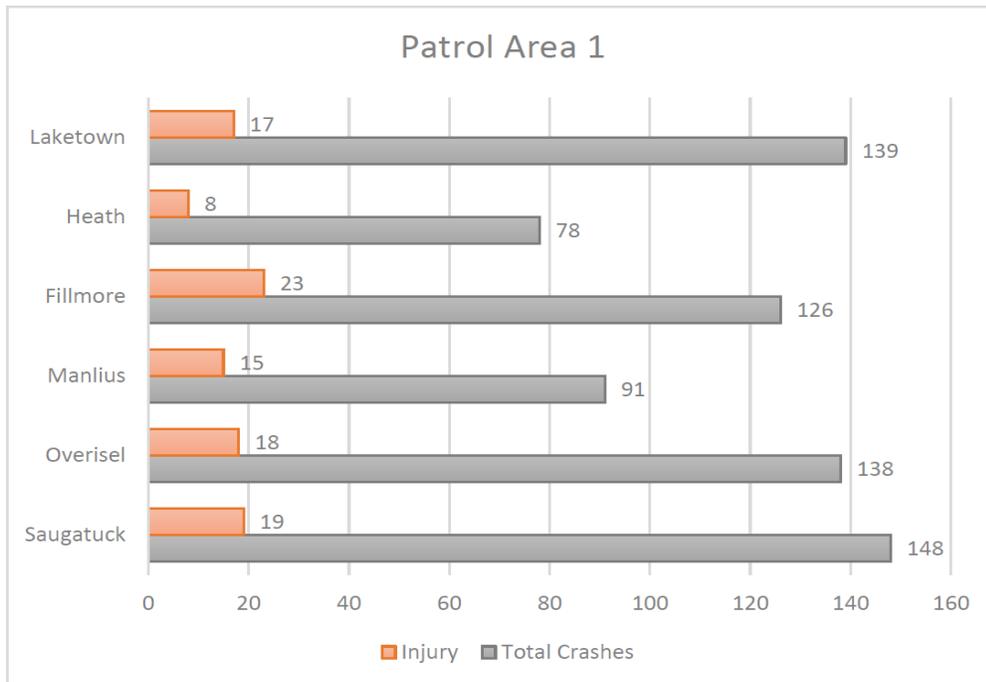
The Sheriff's Office divides the County into 5 Patrol Sections. The practice dates back decades and was established to due several factors such as geography, call volume, and population. Initially the County was divided into 6 Patrol Sections; however, due to staffing and reviewing current trends it was reduced to 5 Sections. The area of Section 3 was merged into the neighboring Sections to the east and west.

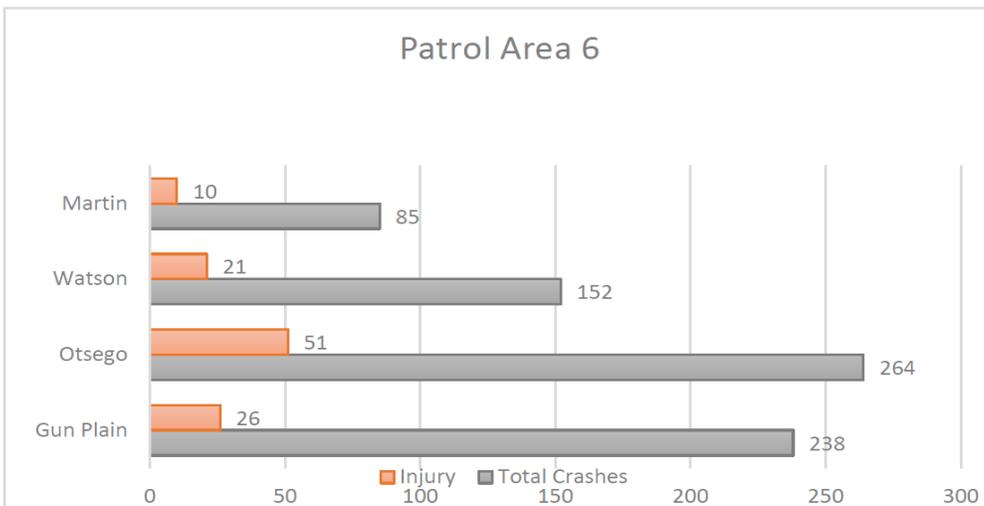
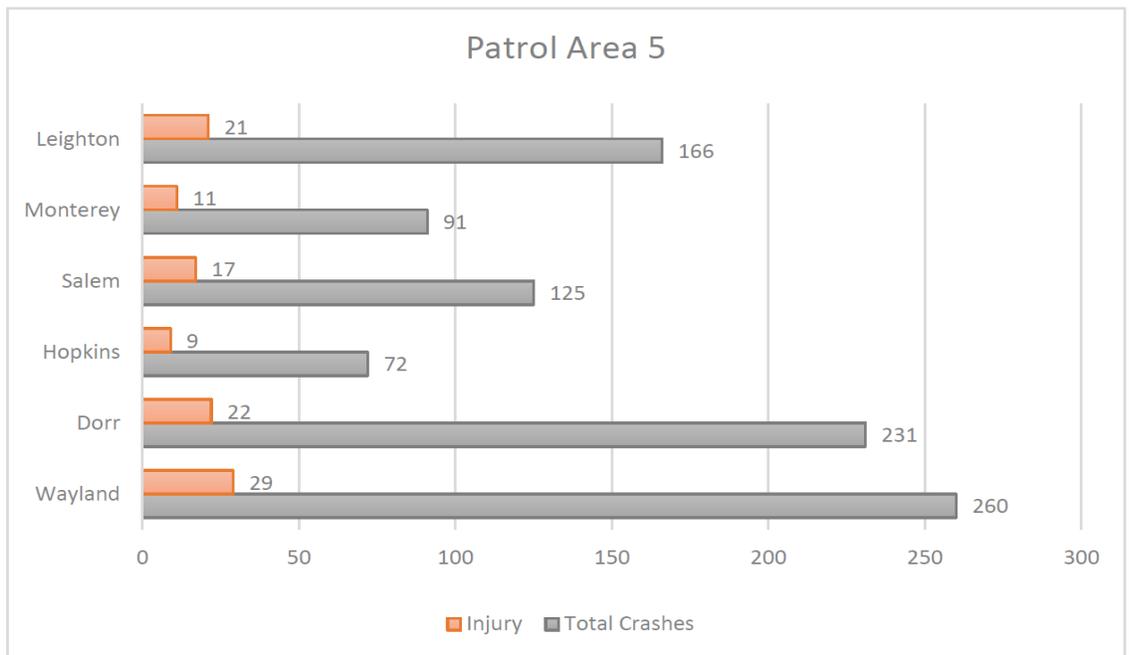
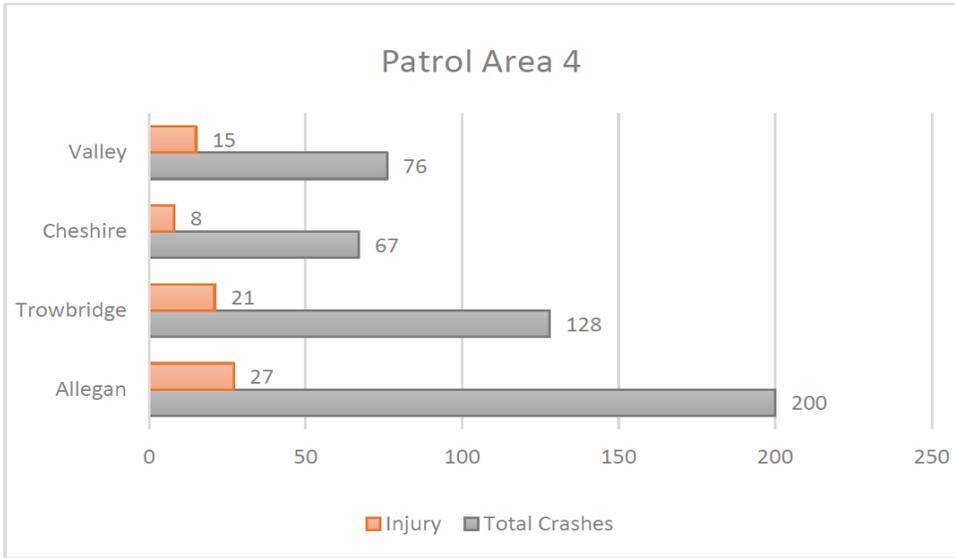




## Allegan County – Total Crashes by Township

These charts represent the total crashes occurring in the Townships of Allegan County. They are organized by the Sheriff’s Office patrol areas for comparison purposes; however, include all the crashes so that all the data can be reviewed.





**ADMINISTRATIVE REPORTS:**

**10/** Administrator Rob Sarro highlighted on his written report. As part of the regular update he referenced the Sheriff Department and County Services building parking lot resurfacing; pavement maintenance services; courthouse construction; public health still meeting thresholds of service delivery; and campgrounds - access to trails, open spaces, beaches and watercraft launches will continue. Restrooms, pavilions, playgrounds and amenities will remain closed.

As part on the Commissioner Inquiry portion he referenced a letter of support to the City of Allegan to obtain a grant from the U.S. Economic Development Administration; Gun Lake part improvements; Medical Examiner services; Wellness report; Capital report and COVID-19 financial impact on the County.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to have Administration release the letter of support for the City of Allegan to apply for a grant from the U.S. Economic Development Administration which would fund the City's Streetscape Project. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Jessup, Dugan and Cain. Nays: Thiele.

**FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS**

**11/ WHEREAS**, Administration has compiled the following claims for May 1, 2020, May 8, 2020 and May 15, 2020; and

**WHEREAS**, the following claims, which are chargeable against the County, were audited in accordance with Section 46.61 to 46.63, inclusive, M.C.L. 1970 as amended and resolutions of the Board; and

**WHEREAS**, said claims are listed in the 2020 Claims folder of the Commissioners' Record of Claims.

May 1, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	173,042.43	173,042.43	
Park/Recreation Funs – 2080	235.53	235.53	
Central Dispatch/E911 Fund – 2110	15,003.97	15,003.97	
Friend of the Court Office – 2151	2,229.75	2,229.75	
Health Department Fund – 2210	4,675.08	4,675.08	
Solid Waste – 2211	37,159.59	37,159.59	
Transportation Grant – 2300	901.74	901.74	
Public Improvement Fund – 2450	14,500.00	14,500.00	
Animal Shelter – 2550	4,729.00	4,729.00	
Register of Deeds Automation Fund – 2560	134.25	134.25	
Indigent Defense – 2600	30,350.74	30,350.74	
Palisades Emergency Planning Facility UP – 2630	950.00	950.00	
Grants – 2790	3838.45	3838.45	
Child Care-Circuit/Family – 2921	2,461.67	2,461.67	

Soldiers Relief Fund – 2930	977.00	977.00	
Senior Millage – 2950	1,097.07	1,097.07	
Delinquent Tax Revolving Fund – 6160	52.87	52.87	
Tax Reversion – 6200	4,720.80	4,720.80	
Fleet Management – 6612	3,966.20	3,966.20	
Self-Insurance Fund – 6770	271,966.64	271,966.64	
Drain Fund – 8010	21,615.00	21,615.00	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>594,607.78</b>	<b>594,607.78</b>	

May 8, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	109,568.25	109,568.25	
Park/Recreation Funs – 2080	1,188.70	1,188.70	
Central Dispatch/E911 Fund – 2110	50.00	50.00	
Central Dispatch CIP – 2118	32,487.73	32,487.73	
Friend of the Court Office – 2151	734.97	734.97	
Health Department Fund – 2210	4,597.10	4,597.10	
Solid Waste – 2211	7,287.35	7,287.35	
Transportation Grant – 2300	646.76	646.76	
Indigent Defense – 2600	106,455.31	106,455.31	
Palisades Emergency Planning Facility UP – 2630	2,456.19	2,456.19	
Justice Training Fund-P.A.302, 1982 – 2660	1,583.85	1,583.85	
Law Library Fund - 2690	2,210.44	2,210.44	
Grants – 2790	3,628.00	3,628.00	
Wayland Township – 2806	7.36	7.36	
Child Care-Circuit/Family - 2921	7,703.70	7,703.70	
Soldiers Relief Fund - 2930	200.07	200.07	
Senior Millage - 2950	314.53	314.53	
Drain Equip Revolving - 6390	156.21	156.21	
Fleet Management - 6612	387.34	387.34	
Self-Insurance Fund - 6770	371,547.76	371,547.76	
Drain Fund - 8010	17,547.30	17,547.30	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$670,758.92</b>	<b>\$670,758.92</b>	

May 15, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	135,550.61	135,550.61	
Park/Recreation Funs – 2080	627.34	627.34	

May 14, 2020 Session

Central Dispatch/E911 Fund – 2110	2,828.10	2,828.10	
Friend of the Court Office – 2151	427.19	427.19	
Health Department Fund – 2210	7,152.94	7,152.94	
Solid Waste – 2211	5,153.81	5,153.81	
Transportation Grant – 2300	36,090.48	36,090.48	
Capital Improvement Fund - 2450	1,689.90	1,689.90	
Register of Deeds Automation Fund – 2560	886.31	886.31	
Indigent Defense – 2600	19,354.86	19,354.86	
Concealed Pistol Licensing Fund - 2635	349.93	349.93	
Local Corrections Officers Training Fund -2640	253.20	253.20	
Grants – 2790	5,906.75	5,906.75	
Child Care-Circuit/Family – 2921	8,259.17	8,259.17	
Soldiers Relief Fund – 2930	1,301.07	1,301.07	
Senior Millage – 2950	14,555.98	14,555.98	
Delinquent Tax Revolving Fund – 6160	1,700.24	1,700.24	
Drain Equip Revolving – 6390	1,029.89	1,029.89	
Fleet Management – 6612	76.51	76.51	
Self-Insurance Fund - 6770	797.72	797.72	
Drain Fund - 8010	12,490.72	12,490.72	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$256,482.72</b>	<b>\$256,482.72</b>	

**THEREFORE BE IT RESOLVED** that the Board of Commissioners adopts the report of claims for May 1, 2020, May 8, 2020 and May 15, 2020.

Moved by Commissioner Dugan, seconded by Commissioner DeYoung to adopt the report of claims for May 1, 2020, May 8, 2020 and May 15, 2020. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

#### **DISCUSSION ITEMS:**

##### **ANIMAL SHELTER ANNUAL BUDGET**

**12/ WHEREAS**, the County entered into an Animal Shelter Services Agreement with Wishbone Pet Rescue in 2011 with an initial annual payment amount of \$48,900; and

**WHEREAS**, through March 2020 the annual payment has increased to \$52,920; and

**WHEREAS**, the County has continued to cover all facility related costs and has transitioned shelter related fee revenue to Wishbone to cover specific program costs; yet annual operating costs have received only minimal adjustments; and

**WHEREAS**, since 2011, Wishbone has leveraged donations and other sources to fill funding gaps and has increased and improved shelter services; and

**WHEREAS**, the County strives to provide operational funding at a level that represents at least the minimum expenses the County would incur in the absence of a shelter services agreement; and

**WHEREAS**, in an effort to renew the shelter services agreement, the County has evaluated the current operational funding level and the County's estimated expenditures to maintain minimal operations.

**THEREFORE BE IT RESOLVED** the Allegan County Board of Commissioners approves the County Administrator's recommendation to approve the initial of the successor agreement effective March 26, 2020, be increased to \$75,000 (prorating for remaining months will result in total payments of \$56,250 for April through December 2020); and

**BE IT FURTHER RESOLVED** effective January 1 of each year beginning 2021 the annual payment amount shall increase by 3%; and

**BE IT FURTHER RESOLVED** the County Administrator is authorized to negotiate a successor agreement with Wishbone Pet Rescue; and

**BE IT FINALLY RESOLVED** that the County Administrator is authorized to sign the agreement on behalf of the Board and the Executive Director of Finance is authorized to perform the necessary budget adjustments to complete this action.

Moved by Commissioner Kapenga, seconded by Commissioner Cain to take immediate action and approve the resolution as presented. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung and Cain. Nays: Thiele, Jessup and Dugan.

#### **PARKS ADVISORY BOARD - APPROVE AMENDED BY-LAWS**

**13/** The Parks Advisory Board updated their By-laws for the Board of Commissioners approval.

Moved by Commissioner Dugan, seconded by Commissioner Jessup to amend Article II, Section 1 to read "The Parks Advisory shall consist of a minimum of five (5) and up to nine (9) residents of Allegan County, appointed by the Board of which at least one, but not more than three shall be members of the Board." Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

Moved by Commissioner Thiele, seconded by Commissioner Dugan to amend Article II, Section 2 to read "Membership of the Parks Advisory shall be for a period of three years, established on a rotation basis, with approximately one-third of the terms expiring each year. Each term expires at noon on the appropriate January 1<sup>st</sup>, or when the Parks Advisory member successor is appointed." Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to take action to approve the amended By-Laws for the Parks Advisory Board during the May 28, 2020 board session. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**ADMINISTRATION - APPROVE COVID-19 PREPAREDNESS, RESPONSE AND SAFE WORK PLAN**

**14/ WHEREAS**, under Executive Order 2020-77, organizations must establish a COVID-19 preparedness and response plan; and

**WHEREAS**, Allegan County has been developing such plans and instructions to the organization since March 10, 2020; and

**WHEREAS**, the Michigan Municipal Risk Management Authority in cooperation with the Michigan Association of Counties has developed a template plan that the County has integrated with its existing plans.

**THEREFORE BE IT RESOLVED**, that the Allegan County Board of Commissioners hereby approves the County's 2020 COVID-19 Preparedness, Response and Safe Work Plan, as attached; and

**BE IT FURTHER RESOLVED**, as new guidance is developed and Executive Orders or other regulatory changes are released, the County Administrator is authorized to make necessary modifications to the plan; updated plans shall be made available to the Board and the organization through the designated posting area; and

**BE IT FINALLY RESOLVED**, the County's plan shall remain in effect through December 31, 2020, unless otherwise terminated prior and shall be reviewed for continuance prior to September 30, 2020.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to take immediate action and approve the resolution as presented. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Dugan and Cain. Nays: Thiele and Jessup.



# **Allegan County COVID-19 Preparedness, Response and Safe Workplace Plan<sup>1</sup>**

**Date Approved: May 14, 2020**

**Date Revised: \_\_\_\_\_**

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<sup>1</sup> This model plan will need to be updated to address the specific aspects of your operations as well as any local (city, village, township, or county) requirements for your location. Under Executive Order 2020-77, a copy of your Plan must be available at your headquarters or worksite.

**Allegan County  
COVID-19 Preparedness and Response Plan  
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## Model COVID-19 Preparedness and Response Plan<sup>2</sup>

In order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, Allegan County has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated by the County Administrator (COVID-19 Workplace Coordinator) as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

This plan is intended to cover aspects that are generally applicable to the overall County organization. In consideration of the different work environments and nature of the offices that operate within Allegan County facilities the COVID Workplace Coordination Team will work with each office to understand specific needs and customized plan development. It is important that each area focus on “root issues” in identifying whether to bring staff on-site or introduce increased visitors on-site. A root issue approach would look at the actual service gap that may exist as opposed to focusing on physical presence and considering alternatives to resolve that gap.

**Please contact Facilities Management by submitting a Track-It work order or by calling 673-0474 to assist in the development of specific plans that may be needed for your service are to continue operations.**

### ESSENTIAL WORKERS NECESSARY TO PERFORM CRITICAL INFRASTRUCTURE FUNCTIONS OR CONDUCT MINIMUM BASIC OPERATIONS

Executive Order 2020-42, 2020-59, 2020-70 and 2020-77 prohibit businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (*i.e.*, critical infrastructure workers) or to conduct minimum basic operations. Appendix A contains a list of critical infrastructure workers as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020 guidance as well as additional categories of such workers identified by Governor Whitmer in the Executive Orders.

Workers who are necessary to conduct minimum basic operations are “those workers whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.”

Only “critical infrastructure workers” or those required to conduct minimum basic operations may be permitted to perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order. Workers designated as critical infrastructure workers or those required to conduct minimum basic operations will be informed of such designations in writing, if so required.

### Protective Safety Measures

#### *Remote Work*

All employees who are not essential to operations, and whose job duties reasonably allow to them telework, will work remotely under the following parameters

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<sup>2</sup> This model plan will need to be updated to address the specific aspects of your operations as well as any local (city, village, township, or county) requirements for your location. Under Executive Order 2020-77, a copy of your Plan must be available at your headquarters or worksite.

- Staff remains available for work.
- Staff reports for work at their normal designated times from their home location, unless otherwise directed.
- Employees assist in supporting the work of other service areas if their own workload becomes limited.
- If all workloads or assignments become limited, employees are expected to participate in online education and development.
  - There are many skill building opportunities available. Examples may include:
    - EAP – Stress and Mental Health Courses
    - Think HR – Customer Service Skills, Workplace Safety, Workplace Management and Employment Law, Office Safety
    - Microsoft – Office 365 Training
  - For the most up to date information, the County will post onto the Intranet; link below: <http://connect/hr/SitePages/Training.aspx>; also found under the Quick Link entitled, *Training*.
- All employees are to stay in contact with their supervisor and if time availability exists, they are to offer assistance to their department and the County in general through a number of review and planning tasks that normal business times do not always allow for. Examples include:
  - Developing or reviewing standard operating procedures for all tasks performed on a daily basis, and reviewing policies;
  - Developing multi-year budget plans including updating goals and objectives;
  - Reviewing and updating departmental Continuity of Operations Plans;
  - Developing or updating strategic plans;
  - Researching ideas to create efficiency in our processes or improve delivery of service;
  - Reviewing email accounts for emails that can be deleted or need to be filed elsewhere, organizing and maintaining electronically stored files in employee, departmental and other shared storage locations, and many more tasks that often get cast aside in our daily work.

Employees in need of assistance, such as training or templates, to conduct any of these tasks may contact Human Resources.
- If supervisors and employees in good faith meet the above criteria, employees shall receive pay for their normal work schedule. Employees are to fill out a timecard as normal.
- If employees do not wish to be available for work, they are to follow the normal process for requesting and recording leave, unpaid time could apply if due to special circumstances.

### ***Employee Screening Before Entering the Workplace***

To protect health and safety in the workplace Allegan County implemented the following Mandatory Employee monitoring process effective Wednesday, April 8, 2020:

1. Employees shall complete the screening form; appendix A at home before reporting into work.
2. If an employee answers “yes” to any of the symptoms in section 1 or at least 2 of the symptoms listed in section 2, or your temperature is greater than 100.4 F The employee is to stay home and immediately contact their supervisor or designee and a health provider via telemedicine for additional guidance. (If covered by Priority Health – call 844-322-7374 for telemedicine access.)
3. Temperatures are not currently required to be taken. If community wide spread of a virus occurs we could transition to requiring a temperature to be taken in the future.

4. If employee answers “no” to all questions, the employee is to email the completed form (or provide a paper copy) to their supervisor or designee once they report to work.
5. Employees are reminded to follow all hygiene and social distancing precautions outlined within this plan.

### ***Personal Protective Equipment***

Allegan County shall provide and make available to all workers performing in-person work, personal protective equipment (PPE) such as gloves, goggles, face shields, face masks and physical barriers (such as clear plastic sneeze guards) as appropriate for the activity being performed by the worker. Any in-person worker able to medically tolerate a face covering, must wear a covering over his or her nose and mouth when in any enclosed public space. **Organizational PPE and cleaning supplies may be obtained through Facilities Management by submitting a Track-It work order or by calling 673-0474.**

**Face Masks** - A distribution process of masks was deployed on April 27, 2020. Individually wrapped prewashed face masks covering the nose and mouth were delivered to departments. Priority was given to those employees whom did not already have their own. Employees who already had a suitable non-medical mask and prefer to use their own may do so.

As more employees report back to work, supervisors are to ask each employee if they need a mask; report your findings to [HR@allegancounty.org](mailto:HR@allegancounty.org). Human Resources will provide masks upon request.

Employees are required to wear a cloth mask (see below for the proper way to wear) when they are working directly with the public, in a shared office space with other employees, in other shared spaces, e.g. lunch rooms, lobby’s, common areas etc. and if they go into any shared public space (store, restaurant, etc.) as part of their duties or any time during work hours.

Employees should wash their facemask(s) once a day by hand or machine using detergent. The face covering should be fully dry before using. You should have a couple of face coverings so you can rotate for washing.

### ***How to Wear a Cloth Face Covering***



Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

***Enhanced Social Distancing***

Supervisors will direct employees to perform their work in such a way so as to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. Employees should remain in their assigned work areas as much as possible.

While County Services will remain in operation; the organization’s focus is to prioritize everyone’s health and safety in a sustainable way by trying to minimize close contact and spread of germs while continuing to serve the public.

On March 13, 2020, in an effort to decrease the density of staff population in working areas, the County began encouraging employees to work with their supervisor to consider remote work, time off, or any other flexible scheduling options within the bounds of law and current policy. Service areas may retain on site staffing levels where necessary to still provide essential services. Employees that are working in the building(s) must work minimum 6 ft. apart.

**Meal and Break Periods** - The number of employees permitted in any break areas or shared kitchen/dining areas shall be limited to ensure the necessary social distancing restrictions can be adhered to. To the furthest extent possible, schedules shall be staggered to avoid increased traffic in these areas.

**Fitness Centers and Activities** – The Fitness Centers shall remain closed throughout the term of this plan or until amended. All in-person wellness activities are suspended (one-on-one health risk assessments, fitness classes, etc.) until further notice.

**Meetings** - Any nonessential meetings or gatherings to be cancelled or converted to a call-in or online meeting. In general, “essential” should be considered absolutely necessary for safety or continued operations. When meetings are essential, avoid close contact by keeping separation of at least six feet where possible. Ensure that there is proper ventilation in the meeting room.

**Travel** - All nonessential travel, conferences, trainings, etc. shall be suspended or converted to a call-in or online event. In cases where an employee may need to travel for business or personal reasons the employee shall notify their supervisor and the supervisor in conjunction with the Executive Director Human Resources shall develop a plan for potential quarantine upon return from travel.

**Alternative Work Options** – Supervisors should consider scheduling changes to leverage telecommuting (remote work), staggered shifts, decreasing number of employees to report for in-person work, decreasing face-to-face interactions, and limiting number of non-employees who are able to enter facilities or areas within facilities.

***Enhanced Hygiene***

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. Employees will also be provided with access to tissues and to places to properly dispose of them. Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking is also prohibited to ensure good hand hygiene.

On March 10, 2020, the County implemented the following OSHA protocols and building signage was posted;

- Stay home if you are sick. (Such absences may qualify for leave under the FMLA).
- Wash hands frequently with soap and water, for at least 20 seconds, or use sanitizer if soap and water are not available.
- Avoid touching nose, mouth and eyes.
- Cover coughs and sneezes with tissues (or in elbow rather than hand if a tissue is not available).
- Wash hands or use hand sanitizer after sneeze or cough.
- Avoid close contact with coworkers and customers (maintain separation of at least six feet).
- Avoid shaking hands and always wash hands after contact with others.
- Avoid using other employees' phones, desks, offices or other work tools and equipment. Clean all equipment frequently.
- Use email and phones to communicate as much as possible.
- Minimize meetings. When meetings are necessary, avoid close contact by keeping separation of at least six feet where possible. Ensure that there is proper ventilation in the meeting room.

***Enhanced Cleaning and Disinfecting***

To assist in limiting the spread of viruses and germs, the County has hired additional custodial resources and increased frequency of schedules to disinfect door handles and hardware, plumbing fixtures, hardware, knobs etc. with hospital grade disinfectant as part of their day today standard operating procedures. In addition to the existing hand sanitizing stations in services areas, mobile hand sanitizing stations were purchased and placed in public areas near building entrances. Increased signage was placed throughout buildings to provide guidance. On March 24, 2020, Facilities Management began distributing individual cartons of disinfecting wipes to departments throughout all facilities. Staff continues to work on increasing supply stock and will maintain an emergency stock for future events such as this.

Employees are encouraged to continue to use existing standard procedures for work or cleaning requests by using the [Track-IT](#) work order system or if unable to do so, call 269-673-0474. Track-IT remains the best and most efficient method of communicating any needs of staff and buildings.

***Tools and Equipment***

Allegan County limits the sharing of tools and equipment among in-person employees. Should any sharing of tools be required, employees must disinfect and clean each tool or piece of equipment following their use of same and before any other employee uses the tool or piece of equipment. Allegan County will provide employees with disinfectant wipes and other disinfecting products for this purpose.

**VISITORS**

While County Services will remain in operation; the organization's focus is to prioritize everyone's health and safety in a sustainable way by trying to minimize close contact and spread of germs while continuing to serve the public. To the degree possible, visitors that are allowed entry into a county facilities should be limited by trying to assist individuals over the phone, guiding them to online resources, postponing

non-essential visits, etc. When in person services are essential, individuals shall maintain the recommended social distancing protocols.

No visitors should be allowed in the workplace unless they are deemed essential to address an issue related to critical infrastructure functions. All visitors entering the building shall be screened prior to entering the building. A screening questionnaire should be utilized to decide if the visitor can enter the building. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions do not allow them into the building. Provide visitor handout regarding what to do if you might have COVID-19.

Allegan County requires that any member of the public able to medically tolerate a face covering must wear a covering over his or her nose and mouth, such as a homemade mask, scarf, bandana or handkerchief, while in any enclosed public space.

The COVID-19 Workplace Coordinator or designee(s) will communicate on a regular basis with each building to determine the level of public access needed to maintain services and the health and safety of the staff and public. The Youth Home, Medical Care Community, Community Mental Health, Sheriff's Office/Corrections Center and Central Dispatch currently remain under a limited or no visitor protocol. The Animal Shelter is available by appointment only. All continue to provide in-house services and are available to the public via phone or other means.

With their diverse operations and constituencies, the Courthouse and Human Service Buildings remain open; however, a press release was sent to reduce the need for visitors and update the public on the other buildings as well. Courts and elected offices may choose to alter service processes, further limit need for public appearance, go to appointment only, etc. as appropriate for their office.

As restrictions loosen proportionate to the level of COVID-19 spread within the community, the COVID-19 Workplace Coordinator or designee(s) will engage each department and building to develop a phased approach to increasing access to the buildings in a manner that maintains social distancing and precautions.

### **SICK LEAVE**

Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

The purpose of this section is to provide guidance to employees on the availability of leave benefits that have been newly created by the Families First Coronavirus Response Act, a federal law that will become effective on April 1, 2020.

Under the law, employees may be eligible for paid leave for absences that meet certain criteria related to the COVID-19 pandemic, and the County will provide leave consistent with the federal law. Details are discussed below.

Please contact Human Resources at 269-673-0205 ext. 2649 or [HR@allegancounty.org](mailto:HR@allegancounty.org) for questions or assistance, as needed.

#### ***Emergency Paid Sick Leave***

Effective April 1, 2020, all regular full-time and part-time employees who are unable to work (or telework) due to one or more of the following reasons related to the outbreak of COVID-19 will be

eligible to receive up to 80 hours of Emergency Paid Sick Leave (part-time employees are eligible to receive paid leave equal to the average number of hours that the employee works over a 2-week period):

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health care provider to self-quarantine related to COVID-19;
3. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. The employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. The employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. The employee is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services.

Pay Rates:

Employees utilizing Emergency Paid Sick Leave for reasons 1, 2, or 3 shall be paid at their regular rate of pay up to a maximum of \$511 per day and \$5,110 in the aggregate (over a 2-week period).

Employees utilizing Emergency Paid Sick Leave for reasons 4, 5, or 6 shall be paid at 2/3 their regular rate of pay up to a maximum of \$200 per day and \$2,000 in the aggregate (over a 2-week period).

***Public Health Emergency FMLA Leave***

Effective April 1, 2020, all regular full-time and part-time employees who have been employed with the County for at least 30 days prior to beginning leave under this provision will be eligible to receive up to 12 weeks of family and medical leave if the employee is unable to work (or telework) because the employee needs to care for his or her minor child whose school or place of care has been closed, or whose child care provider is unavailable, due to a COVID-19 emergency declared by a Federal, State, or local authority (part-time employees are eligible for leave for the number of hours that the employee is normally scheduled to work over that 12-week period).

The first 10 days of leave under this provision will be unpaid. However, during the first 10 days, the employee may be eligible to utilize Emergency Paid Sick Leave, as described above, or may choose to be compensated with PTO or COMP time.

FMLA leave taken by the employee for other FMLA-qualifying reasons reduces the amount of leave available under this provision.

Pay Rate:

Employees utilizing leave under this provision shall be paid at 2/3 their regular rate of pay up to a maximum of \$200 per day and \$10,000 in the aggregate (over a 10-week period).

***Medical Certification***

The County may require employees seeking leave to provide a medical certification describing the reason(s) the employee requires leave.

**Symptoms**

Employees are encouraged to contact their primary care physician if they are exhibiting the following symptoms:

- Fever
- Cough

- Shortness of breath

Employees who exhibit these symptoms at work may be directed to go home and will be eligible to utilize Emergency Paid Sick Leave for their absence if they are unable to perform their job duties remotely.

### **Notice**

Employees should provide notice of their need for leave as soon as practicable.

### **Exclusions**

The law gives the County the right to exclude healthcare providers and emergency responders from taking these leaves. Requests for leave by healthcare providers and emergency responders will be considered on a case-by-case basis.

### **Expiration**

The leaves provided under the federal law expire on December 31, 2020, and leave time may not be carried over into 2021.

All other qualified leaves of absences continue to apply. Additional information found on the County website under Human Resources and Employee Handbook.

## **EMPLOYEES WITH PROBABLE OR CONFIRMED COVID-19 CASES**

Allegan County will contact the Local Health Department of the identified Probable or Confirmed COVID-19 cases (based on residency) to ensure the Local Health Department is aware. There can be delays in the reporting local health departments receive. As such, they will work with the County to identify who else in the organization might be at risk.

COVID-19 is considered a specific condition or diagnosis. Due to confidentiality and privacy requirements the County cannot disclose such information identifying a specific employee. Allegan County must protect the confidentiality of the employee. Legally, they cannot identify the employee by name. Allegan County can not disclose to other staff or third persons the name or other personal or health information of the employee who tested positive for COVID-19 except to the local health department (MCL 333.5111(1)b; HIPAA §164.512(b); R 325.173).

The County is committed to ensuring a safe working environment and to notifying employees if the County learns they have been in contact with COVID-19 in the work environment. In any case when an employee tested positive or is diagnosed as a probable, the employee is interviewed and the case investigation is completed. Any individuals (including other employees) considered a close contact would then be notified and put on mandated home quarantine. As such, it is best to let employees know that if an employee has been in close contact with a positive COVID-19 employee they would be notified by the local health department and/or Allegan County Human Resources department. If they have not been notified they should continue to follow appropriate precautions at all times.

### ***Probable Cases***

An employee will be considered to have a Probable Case of COVID-19 if:

- They are experiencing any of the following COVID-19 symptoms:
  - Cough
  - Shortness of breath
  - Difficulty breathing

OR

- They are experiencing at least two of the following symptoms:
  - Fever
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat and/or
  - New loss of taste or smell
- AND
- They have been exposed to a COVID-19 positive person, meaning:
  - An immediate family member has tested positive or is a probable case of COVID-19; or
  - In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.

If an employee believes or has been told by the Local Health Department that he or she qualifies as a Probable Case (as a described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact;
- Self-isolation for 10 days from onset of symptoms; and
- Seek immediate medical care or advice.

If an employee qualifies as a Probable Case, then Allegan County will work with their Local Health Department:

- Notify all employees who have been identified as a close contact (being within approximately six feet for a prolonged period of time without PPE) with the employee two days before their onset of symptoms (while not disclosing the identity of the employee to ensure the individual's privacy).
- Ensure that the employee's work area is thoroughly cleaned.
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

### *Confirmed Cases*

An employee will be considered a Confirmed Case of COVID-19 if they have received lab confirmed positive result.

If an employee believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a Confirmed Case, then Allegan County will:

- Work with the Local Health Department and ensure all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) two days before the confirmed case's onset of symptoms while not disclosing the identity of the employee to ensure the individual's privacy);

- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.

#### **BUSINESS CONTINUITY PLANS**

Each County department has an existing Continuity of Operations Plan (COOP) in place as part of the County's overall emergency preparedness strategy. These COOP plans shall be referenced and updated as necessary to ensure consideration of COVID-19.

The COVID-19 Workplace Coordinator and/or designee(s) will: (1) work with management to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.

## APPENDIX A

## CRITICAL INFRASTRUCTURE WORKERS

Consistent with the March 19, 2020 CISA guidance document, critical infrastructure workers include some workers in each of the following sectors

- a. Health care and public health.
- b. Law enforcement, public safety, and first responders.
- c. Food and agriculture.
- d. Energy.
- e. Water and wastewater.
- f. Transportation and logistics.
- g. Public works.
- h. Communications and information technology, including news media.
- i. Other community-based government operations and essential functions.
- j. Critical manufacturing.
- k. Hazardous materials.
- l. Financial services.
- m. Chemical supply chains and safety.
- n. Defense industrial base.

For purposes of Executive Order 2020-77, critical infrastructure workers also include<sup>3</sup>:

- a. Child care workers (including workers at disaster relief child care centers), but only to the extent necessary to serve the children or dependents of workers required to perform in-person work as permitted under this order. This category includes individuals (whether licensed or not) who have arranged to care for the children or dependents of such workers.
- b. Workers at suppliers, distribution centers, or service providers, as described below.
  1. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate another business's or operation's critical infrastructure work may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
  2. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the necessary work of suppliers, distribution centers, or service providers described in subprovision (1) of this subsection may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.

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<sup>3</sup> Under Executive Orders 2020-77, necessary government activities may continue, which includes activities performed by critical infrastructure workers as well as the following government activities including, but not limited to, public transit, trash pick-up and disposal (including recycling and composting), activities necessary to manage and oversee elections, operations necessary to enable transactions that support the work of a business's or operation's critical infrastructure workers, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under Executive Order 2020-42. In-person government activities are subject to the same social distancing and mitigation measures proscribed under the executive order for businesses.

3. Consistent with the scope of work permitted under subprovision (2) of this subsection, any suppliers, distribution centers, or service providers further down the supply chain whose continued operation is necessary to enable, support, or facilitate the necessary work of other suppliers, distribution centers, or service providers may likewise designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.

4. Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.

- c. Workers in the insurance industry, but only to the extent that their work cannot be done by telephone or remotely.
- d. Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.
- e. Workers who perform critical labor union functions, including those who administer health and welfare funds and those who monitor the well-being and safety of union members who are critical infrastructure workers, provided that any administration or monitoring should be done by telephone or remotely where possible.
- f. Workers at retail stores who sell groceries, medical supplies, and products necessary to maintain the safety, sanitation, and basic operation of residences, including convenience stores, pet supply stores, auto supplies and repair stores, hardware and home maintenance stores, and home appliance retailers.
- g. Workers at laundromats, coin laundries, and dry cleaners.
- h. Workers at hotels and motels, provided that the hotels or motels do not offer additional in-house amenities such as gyms, pools, spas, dining, entertainment facilities, meeting rooms, or like facilities.
- i. Workers at motor vehicle dealerships who are necessary to facilitate remote and electronic sales or leases, or to deliver motor vehicles to customers, provided that showrooms remain closed to in-person traffic.

APPENDIX B



HEALTH Department

COVID-19 Workplace Health Screening (May 6)

Company Name: Allegan County Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time In: \_\_\_\_\_

1. In the last 24 hours, have you experienced:

Subjective fever (felt feverish):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New or worsening cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath or difficulty breathing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

2. In the last 24 hours, have you experienced:

Chills:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headache*:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loss of smell or taste:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Runny nose or congestion*:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle aches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Abdominal pain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fatigue:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vomiting:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diarrhea*:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Temperature:		

***\*New or worsening symptoms outside of what individual defines as normal.***

If you answer “**yes**” to any of the symptoms listed above in section 1, *at least two of the symptoms listed in section 2*, **OR** your temperature is **100.4°F or higher**, please do not go into work. Self-isolate at home and contact your primary care physician’s office for direction.

- You should isolate at home for minimum of 10 days since symptoms first appear or per guidance of your local health department.
  - If diagnosed as a probable COVID-19 or test positive, call your local health department and make them aware of your diagnosis or testing status.
- You must also have 3 days without fevers and improvement in respiratory symptoms.

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Traveled via airplane internationally or domestically?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answer “**yes**” to either of these questions, please do not go into work. Self-quarantine at home for 14 days. Contact your primary care physician’s office if you have symptoms or have had close contact with an individual for evaluation. If you are given a probable diagnosis or test positive call your local health department to ensure they are aware.

For questions, visit [www.allegancounty.org/health](http://www.allegancounty.org/health). Contact the Allegan County Health Department at (269) 696-4546 or COVID-19@allegancounty.org.

## APPENDIX C

## EMPLOYEE RETURN TO WORK PLAN

Consistent with Executive Order 2020-36, employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

1. Both 3 days have passed since their symptoms have resolved *and* 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
2. They receive a negative COVID-19 test.

Employees\* who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or
2. The symptomatic individual receives a negative COVID-19 test.

\*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (*e.g.*, police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.

APPENDIX D

SAMPLE VISITOR  
COVID-19 SCREENING FORM

Court/Office Visiting: \_\_\_\_\_

Visitors Name: \_\_\_\_\_ Appointment Date: \_\_\_\_\_ Time In: \_\_\_\_\_



**COVID-19**  
Screening

HEALTH  
Department

updated April 29, 2020

**BEFORE ENTERING THIS BUILDING:**

- Do you have a fever or feel feverish?
- Do you have any chills?
- Do you have a headache?
- Do you have a sore throat?
- Do you have a runny nose or congestion?
- Do you have a new or worsening cough?
- Do you have shortness of breath?
- Do you have a loss of smell or taste?
- Do you have muscle aches?
- Are you fatigued or tired?
- Are you nauseous or vomiting?
- Do you have diarrhea?
- Have you been in contact with anyone with confirmed Coronavirus (COVID-19)?

**If the answer is YES to any of the questions, do not enter the building. Call your medical provider for guidance or the Allegheny County Health Department COVID-19 Hotline at 269-686-4546.**

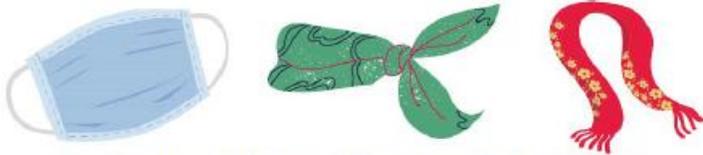
Security Officer or Employee:

Contacted Court/Office and informed them the visitor was not allowed into the building.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Spoke to: \_\_\_\_\_

SIGNS FOR BUILDINGS

Allegheny County Public Health has worked with Human Resources in developing signage utilized both internally at offices and at entrances:



Per Governor Whitmer's Executive Order 2020-59,

**YOU MUST WEAR A  
FACE MASK TO ENTER  
THE BUILDING**

A face mask includes a homemade cloth mask, scarf, or bandana. Your mask must cover your nose and mouth.



**KNOW THE SYMPTOMS OF COVID-19**



Fever



Dry Cough



Shortness of Breath

**BEFORE ENTERING THIS BUILDING:**

- Are you sick with a cough?
- Do you have a fever?
- Any difficulty breathing?
- Have you been in contact with anyone with confirmed Coronavirus (COVID-19)?

**If YES to the above questions, do not enter the building. Call your medical provider for guidance. Please consider doing business with us by phone, email or at [www.allegancounty.org](http://www.allegancounty.org)**

**SHARE FACTS  
NOT FEAR**

HEALTH Department  
updated March 13, 2020

**KNOW THE SYMPTOMS OF COVID-19**

Fever      Dry Cough      Shortness of Breath

**PRACTICE & REINFORCE GOOD PREVENTION HABITS**

COVID-19 has made a lot of people sick. Scientists and doctors think that most people will be ok, especially kids, but some people might get pretty sick. Everyone should continue to take the following basic personal-hygiene measures to prevent the spread of the virus.

**WHAT CAN I DO SO THAT I DON'T GET COVID-19?**

- **Wash your hands** often with soap & water or use hand sanitizer
- **Avoid touching** your eyes, nose, and mouth with unwashed hands
  - This keeps the germs out of your body!
- **Cover your mouth and nose** with a tissue or elbow when coughing or sneezing
- **Avoid handshakes**
- **Avoid contact** with sick people who are sick
- **Stay home when you are sick**
  - Just like you don't want to get other people's germs in your body, other people don't want to get your germs either.

**KEEP THINGS CLEAN!**

Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

## APPENDIX F

## OTHER RESOURCES

Governor Whitmer's Executive Order 2020-42 and Executive Order 2020-59:

[https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-525182--,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-525182--,00.html)

[https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-526894--,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-526894--,00.html)

FAQs from Governor Whitmer on Executive Order 2020-42 and Executive Order 2020-59:

[https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98455-525278--,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-525278--,00.html)

[https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98455-527027--,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-527027--,00.html)

Helpful CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC Handwashing Fact Sheet:

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

CDC Guidance on Reopening Businesses:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

APPENDIX G

ALLEGAN COUNTY  
COVID-19 PREPAREDNESS AND RESPONSE PLAN

**Certification by Responsible Public Official**

This is to certify that I have reviewed the Allegan County COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1. It complies with Michigan Executive Order #2020-42 dated Thursday, April 9, 2020 and Michigan Executive Order 2020-59 dated April 24, 2020.
2. The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19.
3. The plan is available on the Allegan County website [www.allegancounty.org](http://www.allegancounty.org) and at each Allegan County facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Official: \_\_\_\_\_

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

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

## APPENDIX H

**Frequently Asked Questions (FAQ) Related to the Guidance on  
Leave Related to COVID-19**

These questions and answers apply to regular full-time and regular part-time employees effective April 1, 2020.

1. **Question:** I personally am diagnosed with COVID-19 and am unable to work how will I be paid? What options are available to me as an employee with Allegan County?
  - a. *Answer:* You need to apply for a leave of absence, contact Human Resources (HR) at [hr@allegancounty.org](mailto:hr@allegancounty.org). You will be given paperwork to complete including Short Term Disability (STD) paperwork. You are eligible to submit a claim for STD. If you are approved for STD, your replacement wages will begin after a 7 day wait period. Your wages through STD will cover 2/3 of your regular wages. You will be eligible to receive up to 80 hours of Emergency Paid Sick Leave. These hours can be used to cover the 7 day wait period for STD and to make your pay whole for each week you receive STD replacement wages. For a 40 hour employee, this is 13 hours per week. Once your Emergency Paid Sick Leave (up to 80 COVID hours) is used up, you can then use your PTO or COMP or choose to take this time unpaid and receive only the STD replacement wages.
  
2. **Question:** If I self-quarantine, have not been advised by a medical provider to do so, and am not able to work remotely, how will I be paid? Or, if I am caring for an individual who has self-quarantined and has not been advised by a medical provider to do so, and am not able to work remotely, how will I be paid?
  - a. *Answer:* Subject to your supervisor's approval, you are able to utilize PTO, COMP time or be unpaid.
  
3. **Question:** If I am working remotely, but may at times not get all my hours worked due to lack of work or lack of work duties, how will I be paid?
  - a. *Answer:* If leaders and employees in good faith meet the criteria below, employees will receive pay for their normal work schedule. Therefore, if the criteria is met please fill out your timecard as you would normally.
    - i. Remote staff shall remain available for work;
    - ii. Staff shall be considered to be working remotely and shall report for work at their normal designated times from their home location, unless otherwise directed.
    - iii. Employees shall assist in supporting the work of other service areas if their own workload becomes limited.
    - iv. If all workloads or assignments became limited, employees shall be expected to participate in online education and development (links were provided).

All employees shall stay in contact with their supervisor and if time availability exists, they shall offer assistance to their department and the County in general through a number of review and planning tasks that normal business times do not always allow for. Examples include developing or reviewing standard operating procedures for all tasks performed on a daily basis, reviewing policies, etc.

4. **Question:** I am a first responder (e.g. Sheriff Deputy, Public Health Employee, Corrections Officer) what makes me eligible for workers' compensation pay when it comes to COVID-19?
  - a. *Answer:* Please follow the normal process for submitting a Workers' Compensation claim. Please contact HR at [HR@allegancounty.org](mailto:HR@allegancounty.org) for assistance.
  
5. **Question:** If a high-risk employee chooses to stay home and there is no work to perform from home, will the employee be paid?
  - a. *Answer:* Subject to your supervisor's approval, you are able to utilize PTO, COMP time or be unpaid.
  
6. **Question:** If a high-risk employee stays home and is working from home, will the employee be paid?
  - a. *Answer:* Yes, in this situation the employee would be treated the same as any other employee who is working from home.
  
7. **Question:** What is the definition of a high-risk employee?
  - a. *Answer:* A high-risk employee is an employee at risk of severe illness. These individuals include, but are not limited to older adults and persons of any age with underlying medical conditions, such as persons with a blood disorder (e.g., sickle cell disease or a disorder being treated with blood thinners), an endocrine disorder (e.g., diabetes mellitus), or a metabolic disorder (such as inborn error of metabolism); those with heart disease, lung disease (including asthma or chronic obstructive pulmonary disease), chronic kidney disease, or chronic liver disease; those with a compromised immune system (e.g., those who are receiving treatments such as radiation or chemotherapy, who have received an organ or bone marrow transplant, who are taking high doses of immunosuppressant, or who have HIV or AIDS); those who are currently pregnant or were pregnant in the last two weeks; and those with neurological or neurological and neurodevelopment conditions.
  
8. **Question:** What is the difference between the terms, self-isolation or self-quarantine?
  - a. *Answer:* The Center for Disease Control and Prevention provides the following definitions:
    - i. Isolation separates sick people with a contagious disease from people who are not sick.
    - ii. Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.
  
9. **Question:** I would like to know more about COVID-19, but there is so much information available. Are there credible sources available?
  - a. *Answer:* According to our Public Health Team:
    - i. Updates will continue to be posted on our Facebook and website. Follow [@AlleganCountyHD](https://www.facebook.com/AlleganCountyHD) on Facebook and visit [www.allegancounty.org/health](http://www.allegancounty.org/health).
    - ii. Our COVID-19 informational hotline at (269) 686-4546 (operational from 8:00am to 8:00pm daily) and email [COVID-19@allegancounty.org](mailto:COVID-19@allegancounty.org) are available for all residents.
    - iii. Additional accurate information is available at [www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus); [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)

**INFORMATION SERVICES—PURCHASE AND INSTALL AUDIO/VIDEO EQUIPMENT AND SOFTWARE FOR LIVE STREAMING MEETINGS**

15/ **WHEREAS**, Allegan County is a geographically large entity with a modest-sized population spread through twenty-four (24) townships, nine (9) cities and two (2) villages; and

**WHEREAS**, modern business and household schedules may make it challenging for citizens to attend to attend, observe, and participate in meetings of their elected board; and

**WHEREAS**, transparency and availability of the Board's operations may increase community engagement ratings in local government which, as reported through the recent citizen survey, demonstrated twenty percent (20%) reported having attended a local public meeting and nine percent (9%) reported having watched a local public meeting; and

**WHEREAS**, many Michigan county boards of commissioners broadcast or live stream their meetings including the bordering counties of Kent, Kalamazoo, and Barry; and

**WHEREAS**, the COVID-19 public health emergency requiring social distancing and shelter-in-place orders has brought to light barriers to attending traditional, in-person public meetings necessary for the conduct of the public's business; and

**WHEREAS**, the advance of technology in recent years has yielded cost-effective methods for video-audio streaming of Board of Commissioner meetings with the residents its members are elected to represent and serve.

**THEREFORE BE IT RESOLVED** the Allegan County Board of Commissioners authorizes the purchase and installation of equipment and software for the purpose of live streaming Board of Commissioners and other County meetings emanating from the Board's chambers delivering quality video and audio that enables residents to clearly see and hear the meetings; and

**BE IT FURTHER RESOLVED** the Board directs the County Administrator to proceed with the acquisition of said equipment in a manner which will include an initial timely installation with the ability to phase in progressive system improvements and will not interfere with other projects already approved for 2020; and

**BE IT FURTHER RESOLVED** that the County Administrator shall at least monthly report on the progress of the acquisition and installation; and

**BE IT FURTHER RESOLVED** concurrent with system deployment, the Board shall propose a live streaming and recording policy in coordination and consultation with the County Administrator, other elected officials, and county residents generally; and

**BE IT FURTHER RESOLVED** that the Executive Director of Finance is authorized to perform the necessary capital budget adjustments and fund balance transfers necessary to fund this initial project phase not to exceed \$10,000; and

**BE IT FINALLY RESOLVED** that the Board Chairperson and/or the County Administrator are authorized to sign any necessary documentation on behalf of the County.

Moved by Commissioner Cain, seconded by Commissioner Kapenga to take immediate action and approve the resolution as presented. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Cain. Nays: Thiele, Jessup and Dugan.

#### **COVID-19 TESTING FOR ALLEGAN COUNTY RESIDENTS**

**16/** Commissioner Thiele expressed his concerns on having countywide testing on COVID-19 for Allegan County residents. Discussion followed with the Health Director on some of the testing strategies that are currently in place - congregate care facilities and community based testing. Commissioner Dugan requested that this be kept as a discussion item for the May 28, 2020 session

#### **APPOINTMENTS**

**17/**

#### **911 POLICY & PROCEDURE BOARD**

Chairman Storey announced the appointment of the following individual to the 911 Policy & Procedure Board to fill the remainder of a 2-year term; term to expire 07/31/2020.

Markie McGowan, 2966 56<sup>th</sup> St, Fennville MI (Medical Control Rep.)

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to approve the appointment as made. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

#### **BROWNFIELD REDEVELOPMENT AUTHORITY**

Chairman Storey announced the appointment of the following individual to the Brownfield Development Authority to fill the remainder of a 3-year term; term to expire 12/31/2021.

Darrell Oakley, 323 Water St., Allegan MI

Moved by Commissioner Dugan, seconded by Commissioner Cain to approve the appointment as made. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

#### **COMMUNITY MENTAL HEALTH BOARD**

Chairman Storey announced the appointment of the following individual to the Community Mental Health Board to fill the remainder of a 3-year term; term to expire 03/31/2022.

William Buell, 2081 112<sup>th</sup> Ave, Otsego MI (General Public)

Moved by Commissioner Dugan, seconded by Commissioner Cain to approve the appointment as made. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**ELECTIONS**

18/

**ALLEGAN COUNTY ECONOMIC DEVELOPMENT COMMISSION**

Chairman Storey opened nominations to fill the remainder of a 3-year term on the Allegan County Economic Development Commission; term to expire 12/31/2021.

Commissioner Cain nominated JD Chamberlain of 359 Highland Ct, Plainwell MI

Moved by Commissioner Cain, seconded by Commissioner Dugan to close the nominations and cast a unanimous ballot for JD Chamberlain as nominated. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**PUBLIC PARTICIPATION - COMMENTS**

19/ Chairman Storey opened the meeting to public participation and the following individuals offered comments:

1. Mark Evans, Hopkins Township Supervisor, addressed the board regarding two questions he submitted to administration regarding the March 12, 2020 resolution on millage rates. Administration will follow-up on the questions.
2. Bill Sage, former County Commissioner, addressed the board with his experiences in the retail field with COVID-19 restrictions. He also submitted a resolution to the Commissioners for their review.

**FUTURE AGENDA ITEMS**

20/ Commissioner Dugan asked to have discussion with the Wayland Township Assessor regarding the SEV's on the casino for both gaming and non-gaming. Commissioner Dugan also asked to have discussion on suspending negotiations with the tribe on the non-gaming land.

**ADJOURNMENT UNTIL MAY 28, 2020 AT 1:00 P.M.**

21/ Moved by Commissioner Dugan, seconded by Commissioner Cain to adjourn until May 28, 2020 at 1:00 P.M. The motion carried and the meeting was adjourned at 5:47 P.M.




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Deputy Clerk

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Board Chairperson

Minutes approved during the 00/00/2020 Session

# 2019 Annual Report

## Alleган County Health Department

Health Officer: Angelique Joynes, MPH, RN  
Medical Director: Dr. Richard Tooker, MD, MPH  
Environmental Health Manager: Randy Rapp, RS  
Personal Health Manager: Lisa Letts, BSN, RN



**HEALTH**  
Department



*Public health often works behind the scenes and is an unfamiliar topic for many people. We work to prevent diseases and illness across the population. We are here to protect your health and our community's health outcomes.*

- Angelique Joynes, MPH, RN

Health Officer

# Strategic Framework

**PURPOSE:** *Together; Striving for a Healthier Allegan County.*



*Our strategic framework influences community health outcomes, while improved community health outcomes align with the vision and purpose of the Department.*

# A YEAR IN REVIEW

2019 ACCOMPLISHMENTS



HEALTH  
Department

QUICK STATS

73

learning & growth sessions



17

outreach events



179

new procedures



325

customer satisfaction surveys returned, with **100% customer satisfaction** for 3 Quarters

## ADMINISTRATION

Trained 32 staff in Public Health Sciences 101



Reclassified a position to address **Public Information**



Published the 2019 community health improvement plan



**PASSED** accreditation



Developed a Communication Plan



Updated 15 job descriptions

Created policies and procedures based on Michigan Public Health Code Health Officer Authority



Updated and approved Plan of Organization



Distributed handwashing signs in over **500** restrooms



Developed customer service expectations for **100%** of public health service areas

**INCREASED** Facebook followers by **25%**



Implemented a regional immunization campaign



## RESOURCE RECOVERY



4

successful scrap tire collections



3

popular regional recycling events



**BOC approval** on expand/extend funding vote

Educated local leaders from **7 member counties** on the recycling market through the Southwest Michigan Solid Waste Consortium

## EMERGENCY PREPAREDNESS



Received **Project Public Health Ready** (PPHR) re-recognition

## ENVIRONMENTAL HEALTH



Participated in the MDHHS **Vector Borne** grant



**Increased** Type II facilities meeting their quarterly sampling requirements by **89%**

Field Team met the 14 business day turn-around **96.5% of the time** for permits and loan evaluations



**Fully staffed & trained** Food team & Administrative Assistants

## PERSONAL HEALTH

Implemented new Electronic Health Record



**Enhanced** clinic flow & front desk experience



**FULLY STAFFED**



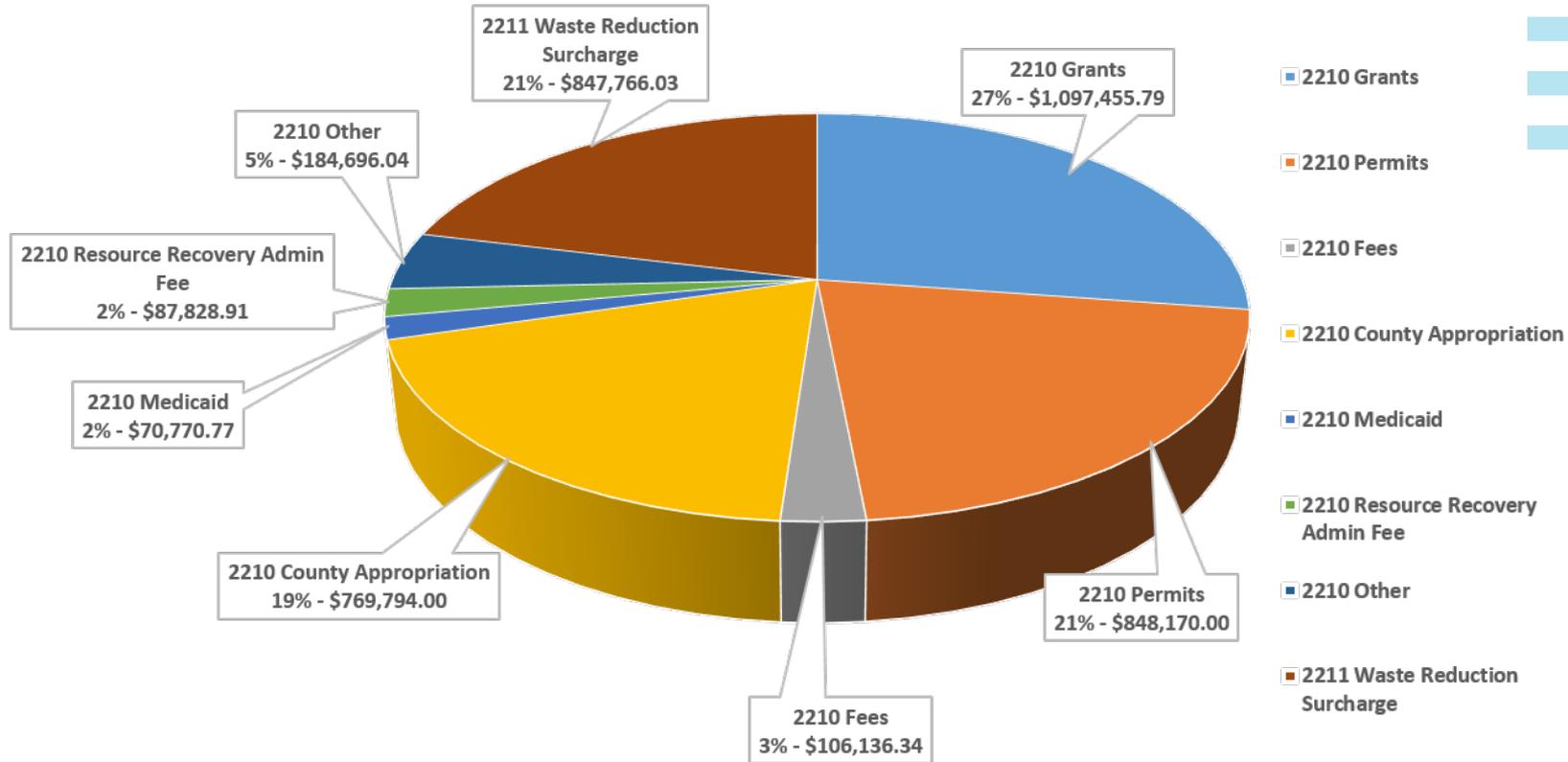
**Met 100%** Maternal Child Grant intended outcomes

**Brought the school** surveillance & reporting compliance rate average to **99%**



# Financial Summary

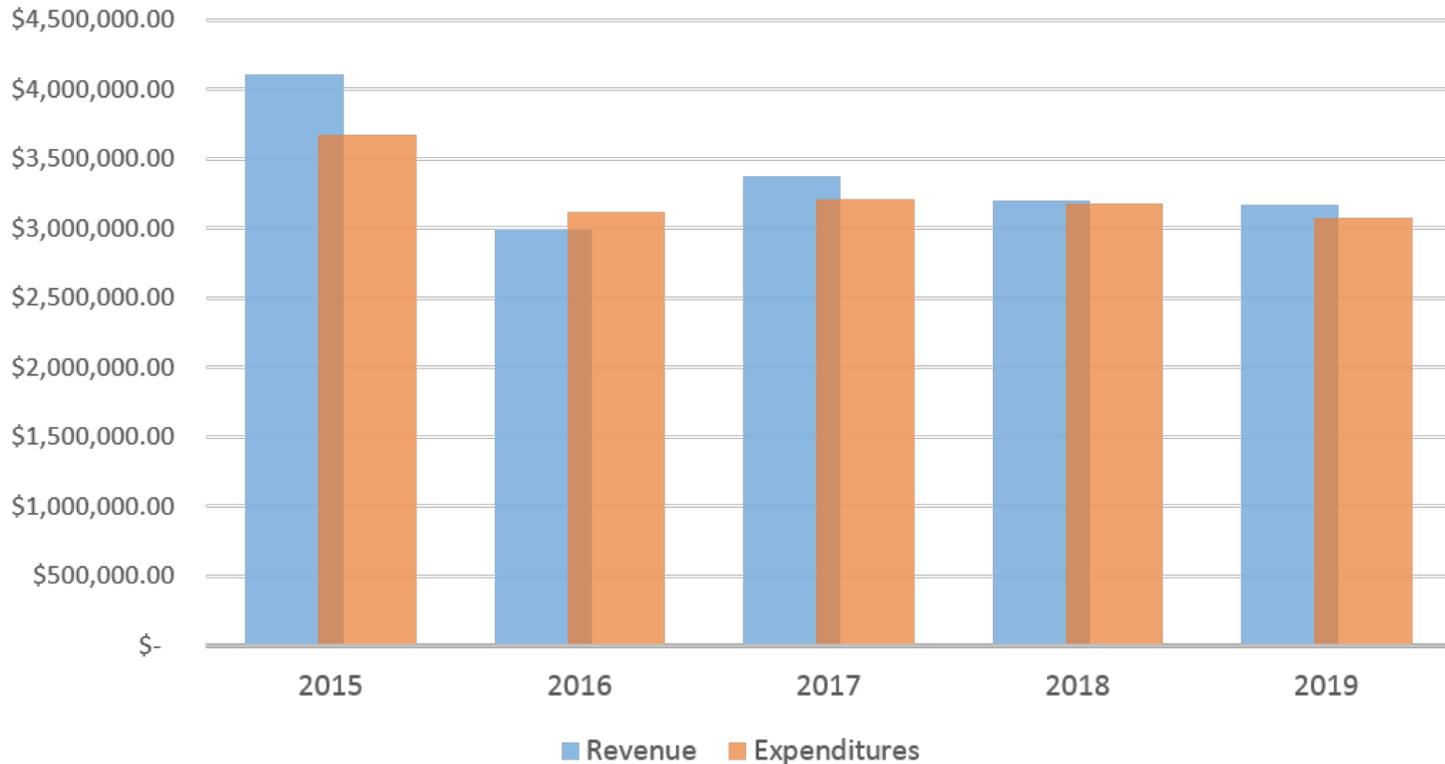
## 2019 Revenue



\*Waste Reduction Surcharge can only be used in the Recycling Program.

# Financial Summary

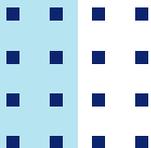
## 2210 Revenue & Expenditures by Year



# Personal Health

## Implemented Patagonia

This Electronic Health Record (EHR) supports the Public Health Informatics Institute workflow recommendations and facilitates data exchange with community partner providers, health information exchanges and state registries. With Patagonia, we are able to manage immunization programs, STI clinics and communicable disease screenings, as well as many other health department services. Overall, this has helped improve inventory management, billing, and advances our public health goals efficiently.



## Prevent what's preventable. Vaccinate

We received funding from the Michigan Endowment Fund with Michigan Association for Local Public Health for a collaborative, multi-jurisdictional media campaign for vaccinations. We collaborated with Ottawa County and Kent County to focus on the diseases that vaccinations protect against. **The goal was to increase vaccination rates across the county and reinforce the communicable diseases that vaccinations protect individuals against.**



Picture of purchased billboard on 131N corridor at exit 55 (Allegan Martin).

### FACEBOOK AD STATS

 **9,944** reached  **24,485** plays

### VACCINATIONS GIVEN

 **19,509** vaccination doses given across all age groups from 3/1/2018 to 8/31/2018  
 **21,419** vaccination doses given across all age groups from 3/1/2019 to 8/31/2019

# PERSONAL HEALTH STATS

**CHILDREN'S SPECIAL HEALTH CARE SERVICES** provided to children and adults with qualified medical diagnosis.

**Children's Special Health Care Services**  
**647** total clients  
7% increase from 2018

**Level 1 Plans of Care**  
**192** 32% increase from 2018

**Level 2 Care Coordination**  
**37** 14% decrease from 2018

## COMMUNICABLE DISEASE

**494** investigations  
14% increase from 2018



**57** Lead test follow ups  
50% increase from 2018



**114** TB skin tests  
7% decrease from 2018



## SEXUAL HEALTH SERVICES

**162** STD/HIV clinic visits  
15% decrease from 2018



**644** case follow-ups  
34% increase from 2018



## HEARING AND VISION

**4,806** hearing screenings  
9% decrease from 2018



**7,559** vision screenings  
21% decrease from 2018



## IMMUNIZATIONS

**718** immunizations  
35% decrease from 2018



**215** waivers  
30% increase from 2018



## OUTREACH EVENTS



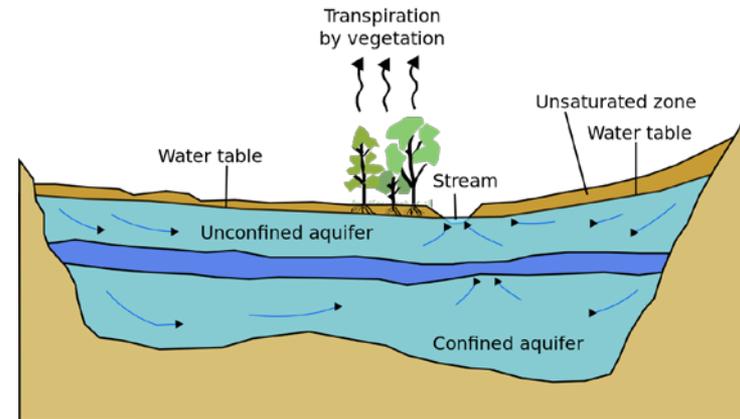
Pictured (from Left to Right): Breastfeeding Toolkit given away during an outreach event; Team Members Erin Radke and Heather Alberta (Ottawa Department of Public Health) at 2019 Bridgefest; Environmental Health Manager Randy Rapp at MiCareerQuest Expo giving middle school and high school students a glimpse of Public Health careers.

# Environmental Health

## IN 2019 WE FOCUSED ON

- Meeting the 14 business days or less turnaround benchmark metrics for permits.
- Revising Food Fees to be more in line with actual time of service requirements.
- Establishing procedures to ensure quality assurance metrics are met for EH services.
- Developing a process and begin scanning documents into an electronic data management system- File Bound.
- Performing mosquito and tick surveillance and submitting specimens if appropriate for Zika Virus and Lyme testing.
- Environmental concerns regarding groundwater.

## GROUND WATER STUDY EXPLORATION



# ENVIRONMENTAL HEALTH STATS

## FIELD

**613** well permits issued  
5% decrease from 2018



**302** SESC permits issued  
8% decrease from 2018

**2,645** SESC inspections  
128% increase from 2018



**488** final well inspections completed  
22% decrease from 2018



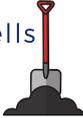
**605** septic permits issued  
9% decrease from 2018



**431** final septic inspections  
9% decrease from 2018



**210** abandoned wells plugged  
19% increase from 2018



**increased** Type II facilities meeting their quarterly sampling requirements by 89%



Met the 14 business day turn-around **96.5% of the time** for permits and loan evaluations



## FOOD

**694** food establishments inspected  
5% increase from 2018



**17** food borne investigations/complaints  
no change from 2018



**87** temporary food inspections  
28% decrease from 2018



**28** campground inspections  
7% increase from 2018



**43** ground water samples collected  
53% decrease from 2018



**1,454** EH Record Requests processed  
23% increase from 2018



## OTHER SERVICES

**99** public pool inspections  
8% decrease from 2018



**10** body art inspections  
11% increase from 2018

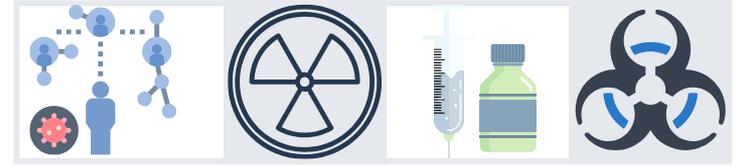


# EMERGENCY PREPAREDNESS

The Public Health Emergency Preparedness (PHEP) Division coordinates the public health response to natural or human-caused emergencies. It is important for community organizations and residents to plan and be prepared for potential emergencies.

## IN 2019, WE:

- Achieved *Project Public Health Ready* national re-recognition
- Conducted **22** communication and notification exercises
- Completed the Strategic National Stockpile Sharepoint Functional Exercise



# RESOURCE RECOVERY

**7** regional collection events 

**411 TONS** recycling collected through drop-site program 

 **5,213** scrap tires recycled

 **1270 TONS** recycling collected through curbside program

 **70,277 LBS** of electronics recycled

 **34,214 LBS** household hazardous waste collected **INCLUDING**

**5,968 LBS** batteries  **3,101 LBS** pesticides  **400 LBS** sharps 

# CORRECTIONAL HEALTH

We partner with the Allegan County Sheriff's Department and medical care vendor to assure residents of the Correctional Facility are receiving services that deliver appropriate and effective standard of care. Socioeconomic factors, education and incarceration has an impact on the overall state of community wellness. Health screenings are performed, medical, dental and mental health issues are addressed, medication administration is managed, and risk prevention is initiated to improve inmate population health outcomes.



# ANIMAL SHELTER



The ACHD and Animal Control partner with Wishbone Pet Rescue Alliance who operate the Animal Shelter. Wishbone offers pet adoption services, education about the importance of safe animal care and housing and reuniting strays with their families through the Animal Shelter.



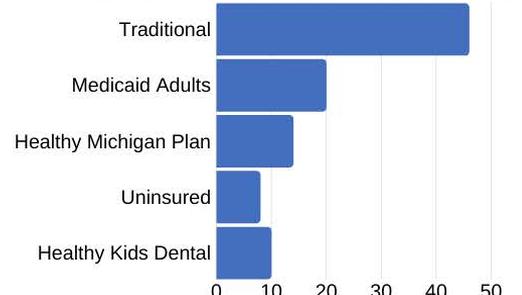
# MY COMMUNITY DENTAL CENTER

My Community Dental Centers (MCDC) is a non-profit 501(c)3 corporation, established in 2006, dedicated to providing dental services to Medicaid enrollees and low-income, uninsured residents.



Address: 1535 Lincoln Rd, Allegan

Average Type of Patient Coverage, 2019





Questions/Comments?

# ALLEGAN COUNTY HEALTH DEPARTMENT



SAUGATUCK, MICHIGAN



HEALTH  
Department

ANNUAL  
REPORT  
2019

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HEALTH OFFICER

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HEALTH

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**11** MY COMMUNITY  
DENTAL CENTER

# A LETTER FROM OUR HEALTH OFFICER

Hello Board of Commissioners, Community Leaders, and Community Members,

Public health often works behind the scenes and is an unfamiliar topic for many people. To be honest, I didn't really know what public health did before I worked in it because what we do is often unseen. We work to prevent diseases and illness across the population. We are here to protect your health and improve our community's health outcomes.

Ways we do this include:

- Case investigation to prevent food borne or communicable disease outbreaks.
- Actively monitoring drinking water in restaurants, schools, homes, campgrounds, and other public places to help eliminate water contamination issues.
- Assessing access to quality water.
- Issuing health advisories needed to protect health.
- Ensuring medical providers are storing/handling vaccine appropriately so it will work to prevent disease.
- Checking well and septic systems are installed correctly so drinking water is safe.
- Monitoring school surveillance to identify illness early and work with schools to reduce the spread.
- Advocating and promoting the importance of Health in All Policies. Where one lives, works, learns, and plays has direct impact on their health. Their zip code matters.
- Working to assess and address basic needs are being met for ALL community members, which allows them to better meet their full potential.
- Collaborating with other businesses and organizations to develop a community health improvement plan, which includes reducing obesity and improving access to care.

To accomplish this, we have to ensure our team is a well-oiled machine. This past year we have focused on improving administrative functions, including policies and procedures revision or development, updating job descriptions, implementing quality assurance metrics to ensure we provide quality consistent services to our community members.

All of these efforts cannot be done without the help of our partners, leaders, and you! We will continue to be innovative, collaborate with other community partners and strategically align resources to improve health and quality of life for Allegan County residents.

Improving our community's health and quality of life outcomes requires all of our voices to be heard, including yours. Please consider following us on our [Facebook](#) page for future information. Also think about joining the [Healthier Allegan County Coalition](#) to influence actions the community takes to improve health outcomes for all. When we work together, we create a healthier Allegan County.

Sincerely,



Angelique Joynes, MPH, RN  
Health Officer



## GOVERNANCE

The Allegan County Board of Commissioners (BOC) is the governing board of the Public Health Department. The BOC employs a County Administrator who is recognized as the Chief Administrative Officer of the County. Representatives are below. For more information on our BOC, visit [www.allegancounty.org](http://www.allegancounty.org).



**Dean Kapenga,**  
District 1



**Jim Storey,**  
District 2



**Max R. Thiele,**  
District 3



**Mark DeYoung,**  
District 4



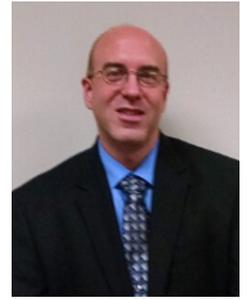
**Tom Jessup,**  
District 5



**Gale Dugan,**  
District 6



**Rick Cain,**  
District 7



**Robert J. Sarro,**  
County Administrator

## MISSION



The Allegan County Board of Commissioners shall plan, develop and evaluate the necessary policies and resources to ensure our county continues to progress and prosper

## VISION

The Allegan County Board of Commissioners is committed to providing our citizens superior and innovative services, being judicious and efficient in the expenditure of resources and **promoting a safe, clean and healthy environment in which to live, work and play.**



# A Year in Review

## 2019 ACCOMPLISHMENTS



HEALTH  
Department

03

### Quick Stats

**73**

learning & growth sessions



**17**

outreach events



**179**

new procedures



**325**

customer satisfaction surveys returned, with **100% customer satisfaction** for 3 Quarters

## ADMINISTRATION

**Trained 32** staff in Public Health Sciences 101



**Reclassified** a position to address **Public Information**



**Updated 15** job descriptions



**Published our 2019 community health improvement plan**



**Passed** accreditation



**Increased** Facebook followers **by 25%**



**Implemented** a regional immunization campaign



**Developed** customer service expectations for 100% of public health service areas



**Developed a** Communication Plan



**Created** policies and procedures based on Michigan Public Health Code Health Officer Authority

**Distributed** handwashing signs in **over 500 restrooms**



## RESOURCE RECOVERY



**4** successful scrap tire collections



**3** popular regional recycling events



BOC authorized election to expand/extend funding

**Educated local leaders from 7 member counties** on the recycling market through the Southwest Michigan Solid Waste Consortium



## EMERGENCY PREPAREDNESS



Received **Project Public Health Ready (PPHR)** re-recognition

## ENVIRONMENTAL HEALTH

**Fully staffed & trained** Food team & Administrative Assistants



**Participated** in the MDHHS **Vector Borne grant**



**Increased** Type II facilities meeting their quarterly sampling requirements **by 89%**



Field Team met the 14 business day turn-around **96.5% of the time** for permits and loan evaluations

## PERSONAL HEALTH



**Implemented new** Electronic Health Record



**FULLY** staffed



**Met 100%** Maternal Child Grant intended outcomes



**Enhanced** clinic flow & front desk experience



**Brought the school** surveillance & reporting compliance rate average to **99%**

**Increased** Wear One community partners by **6%** & **distributed 150,000** condoms in Allegan and Ottawa Counties.

# ADMINISTRATION

**Angelique Joynes, MPH, RN**  
Health Officer

**Randy Rapp, RS**  
Environmental Health Manager

**Lisa Letts, BSN, RN**  
Personal Health Manager

**Rik Tooker, MD, MPH**  
Medical Director



## STRATEGIC FRAMEWORK

**PURPOSE: Together; Striving for a Healthier Allegan County.**



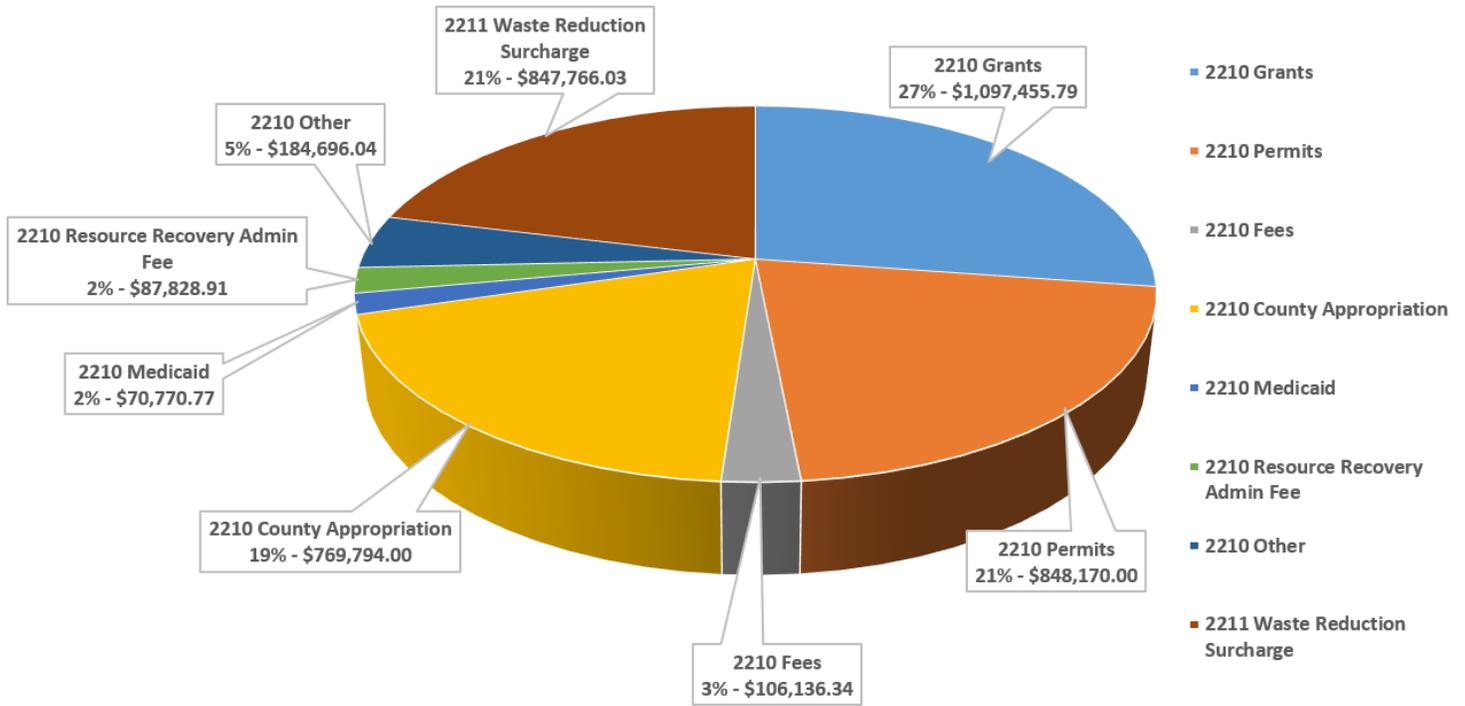
*Our strategic framework influences community health outcomes, while improved community health outcomes align with the vision and purpose of the Department.*

View [Allegan County's Strategy Map](#)

# FINANCIAL SUMMARY

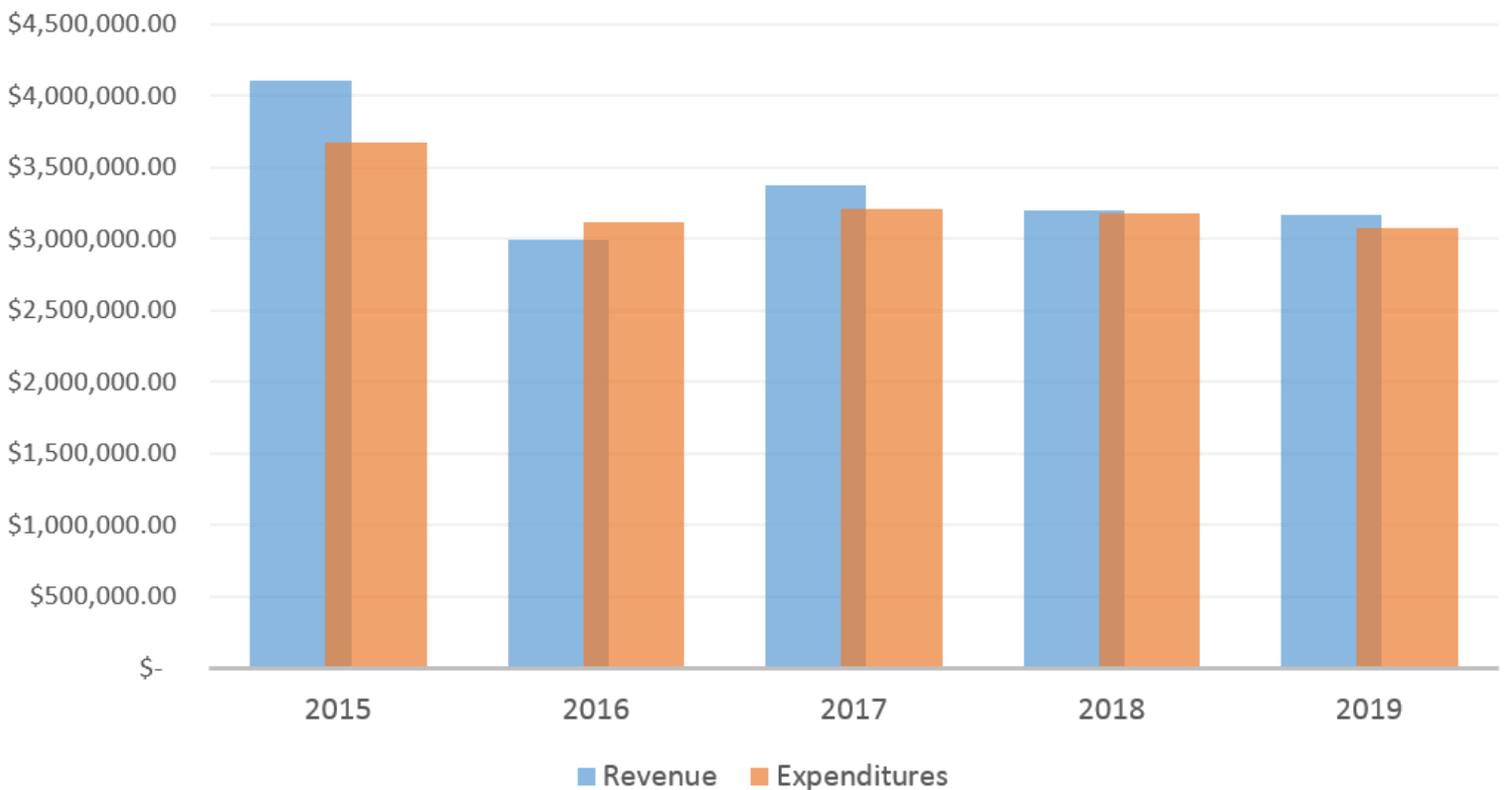
The Health Department budget is from two funds. Fund 2211 supports all recycling activities. The primary revenue for recycling is the recycling surcharge. Fund 2210 supports all Public Health operations. Revenue in Fund 2210 generally includes the County General Fund allocation, State funding, grants, permits, fees, and Medicaid reimbursement.

2019 Revenue



\*Waste Reduction Surcharge can only be used in the Recycling Program.

2210 Revenue & Expenditures by Year



The Personal Health Division provides services to improve community member's health as well as outreach to improve community health outcomes. Find out more about Personal Health by visiting [www.allegancounty.org/health](http://www.allegancounty.org/health).

### IN 2019, WE FOCUSED ON:

- Early identification and reduction of communicable disease outbreaks in schools and the community.
- Detecting hearing and vision problems early to optimize learning.
- Ensuring medical providers administer and store vaccines appropriately.
- Working with providers to increase lead testing.
- Creating toolkits to give to patients.
- Providing immunizations.
- Case management.
- HIV/Sexually Transmitted Infections (STI) testing and risk reduction.

## NEW ELECTRONIC HEALTH RECORD SOFTWARE ROLL OUT



In 2019, we implemented a new, web-based electronic health record (EHR) software, Patagonia. It supports the Public Health Informatics Institute workflow recommendations and facilitates data exchange with community partner providers, health information exchanges and state registries. With Patagonia, we are able to manage immunization programs, STI clinics and communicable disease screenings, as well as many other health department services. Overall, this has helped improve inventory management, billing, and advances our public health goals efficiently.

## PREVENT WHAT'S PREVENTABLE. VACCINATE.

In mid-2019, Michigan Endowment Fund in collaboration with Michigan Association for Local Public Health, provided funding to Ottawa, Kent, and Allegan Counties to focus on the diseases that vaccinations protect against. **The goal was to increase vaccination rates across the county and reinforce that vaccines can prevent communicable diseases.** A 30 second and 15 second TV and Radio ad were created. Facebook Ads were used to spread this messaging to all Allegan County residents on social media for 80 days. Two billboards were also purchased on the 131N and 131S corridor for a six month period. **During the funding period, we saw an 8.9% increase on vaccinations given, compared to the same time frame in 2018.** Even though we cannot contribute this increase solely to the campaign, we believe the extra funds helped spread the message and reminded people to get their vaccines in a timely manner.



Picture of purchased billboard on 131N corridor at exit 55 (Allegan Martin).

### FACEBOOK AD STATS



9,944 reached



24,485 plays

### VACCINATIONS GIVEN



**19,509** vaccination doses given  
across all age groups from 3/1/2018 to 8/31/2018



**21,419** vaccination doses given  
across all age groups from 3/1/2019 to 8/31/2019

# PERSONAL HEALTH STATS

## CHILDREN'S SPECIAL HEALTH CARE SERVICES

provided to children and adults with qualified medical diagnosis.

**Children's Special Health Care Services**  
**647** total clients  
7% increase from 2018

**Level 1 Plans of Care**  
**192** 32% increase from 2018

**Level 2 Care Coordination**  
**37** 14% decrease from 2018

## COMMUNICABLE DISEASE

**494** investigations  
14% increase from 2018

**57** Lead test follow ups  
50% increase from 2018

**114** TB skin tests  
7% decrease from 2018

## HEARING AND VISION

**4,806** hearing screenings  
9% decrease from 2018

**7,559** vision screenings  
21% decrease from 2018

## IMMUNIZATIONS

**718** immunizations  
35% decrease from 2018

**215** waivers  
30% increase from 2018

## SEXUAL HEALTH SERVICES

**162** STI/HIV clinic visits  
15% decrease from 2018

**644** case follow-ups  
34% increase from 2018

## OUTREACH EVENTS



Pictured (from Left to Right): Breastfeeding Toolkit given away during an outreach event; Public Health Nurse Erin Radke and Heather Alberta (Ottawa Department of Public Health) at 2019 Bridgefest; Environmental Health Manager Randy Rapp at MiCareerQuest Expo giving middle school and high school students a glimpse of Public Health careers.

Environmental Health consists of multiple services that aid in protecting the environment and public health of Allegan County. Learn more about our Environmental Health services by visiting [www.allegancounty.org/health](http://www.allegancounty.org/health).

### IN 2019, WE FOCUSED ON:

- Meeting the 14 business days or less turn-around benchmark metrics for permits.
- Revising Food Fees to be more in line with actual time of service requirements.
- Establishing procedures to ensure quality assurance metrics are met for EH services.
- Developing a process and begin scanning documents into an electronic data management system-- File Bound.
- Performing mosquito and tick surveillance and submitting specimens if appropriate for Zika Virus and Lyme testing.
- Environmental concerns regarding groundwater.

## EASTERN EQUINE ENCEPHALITIS HITS MICHIGAN



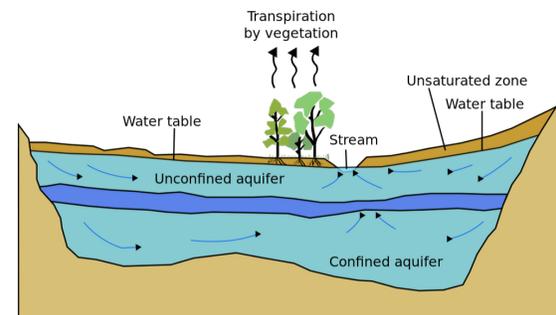
Eastern equine encephalitis (EEE) is an extremely rare but serious and often fatal infection that causes encephalitis or inflammation of the brain. It is spread by the bite of a mosquito infected with EEE virus. In 2019, **EEE infected 10 Michigan residents, with six of these cases being fatal. EEE also infected 50 animals across the state, with two animal cases in Allegan County.** In October 2019, knowing the high fatality rate this disease causes and no vaccine available for humans, the Michigan Department of Health and Human Services (MDHHS) aerielly sprayed parts of the state with insecticide to kill mosquitoes and reduce the risk of infection. We partially activated our Public Health Operations Center for this incident to communicate to our residents and local officials on where and when the State would be spraying. We also ensured there were dedicated resources to answer local residents concerns and questions. Areas in Allegan County that were sprayed included Trowbridge Township and Gun Plain Township. More moquito surveillance is needed as the risk of mosquito borne illness, including EEE, varies each year.

## GROUND WATER STUDY EXPLORATION

The majority of private wells and city/township water in Allegan County are supplied by ground water. Currently, government agencies throughout Allegan County do not have easy access to important and reliable data needed to make decisions and develop plans regarding water availability and quality. As such, agencies may not be aware of water related risks and issues they may be facing within their respective areas.

Specifically, necessary data includes but is not limited to:

- The direction of the ground water flow.
- The direction of ground water flow along the Lake Michigan Shoreline and impact to shoreline erosion.
- The areas of poor quality ground water.
- The areas where ground water is being used at a faster rate than its being recharged.
- The areas of well head protection for Type I Water Supplies.



*Pictured: aquifer illustration*

The Public Health Department presented on what the process would look like for gathering data and publishing reports around this topic. In late 2019, our BOC approved researching the project futher and developing a proposal. More will come in 2020.

# ENVIRONMENTAL HEALTH STATS

## FIELD

**613** well permits issued  
5% decrease from 2018



**302** SESC permits issued  
8% decrease from 2018



**2,645** SESC inspections  
128% increase from 2018

**488** final well inspections completed  
22% decrease from 2018



**605** septic disposal permits issued  
9% decrease from 2018



**431** final septic inspections  
9% decrease from 2018



**increased Type II facilities** meeting their quarterly sampling requirements by **89%**



**210** abandoned wells plugged  
19% increase from 2018



Met the 14 business day turn-around **96.5% of the time** for permits and loan evaluations



## FOOD

**694** food establishments inspected  
5% increase from 2018



**87** temporary food inspections  
28% decrease from 2018



**17** food borne investigations/complaints  
no change from 2018



## OTHER SERVICES

**28** campground inspections  
4% increase from 2018



**99** public pool inspections  
8% decrease from 2018



**43** ground water samples collected  
53% decrease from 2018



**10** body art inspections  
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**1,454** EH Record Requests processed  
23% increase from 2018

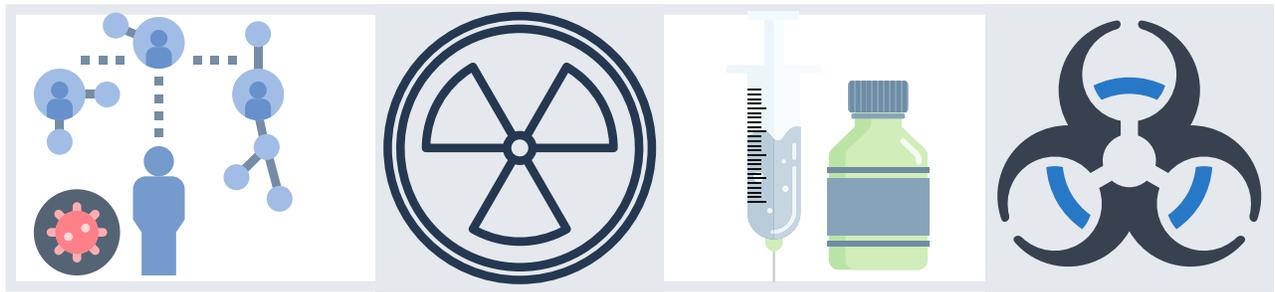


# EMERGENCY PREPAREDNESS

The Public Health Emergency Preparedness (PHEP) Division coordinates the public health response to natural or human-caused emergencies. It is important for community organizations and residents to plan and be prepared for potential emergencies. For more information on Planning and Emergency Preparedness, visit [www.allegancounty.org/health](http://www.allegancounty.org/health).

## IN 2019, WE:

- Achieved *Project Public Health Ready* national re-recognition.
- Conducted **22** communication and notification exercises.
- Completed the Strategic National Stockpile Sharepoint Functional Exercise.



## RESOURCE RECOVERY

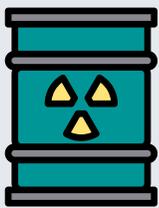
The Resource Recovery Program serves 18 communities in Allegan County. Find more information on Resource Recovery, visit [www.allegancounty.org/health](http://www.allegancounty.org/health).

**7** regional collection events 

**411 TONS** recycling collected through drop-site program 

 **1270 TONS** recycling collected through curbside program

 **70,277 LBS** of electronics recycled

 **34,214 LBS** household hazardous waste collected **INCLUDING**

 **5,213** scrap tires recycled

**5,968 LBS** batteries  **3,101 LBS** pesticides  **400 LBS** sharps 

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## ANIMAL SHELTER



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## MY COMMUNITY DENTAL CENTER

MY COMMUNITY DENTAL CENTERS

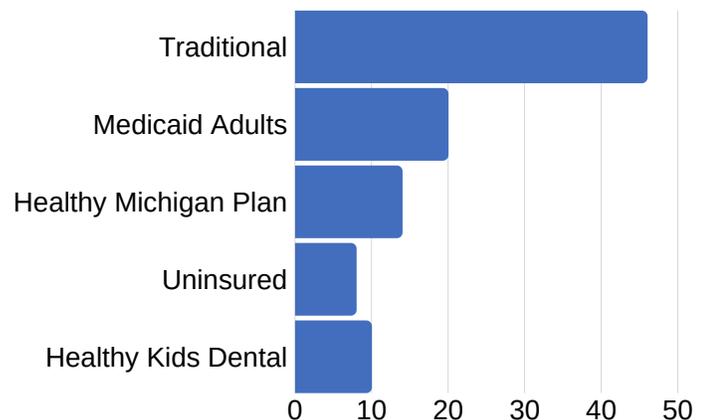
My Community Dental Centers (MCDC) is a non-profit 501(c)3 corporation, established a partnership with Public Health to provide dental services to Medicaid enrollees and low-income, uninsured residents.



Source: Google Maps

Address: 1535 Lincoln Rd, Allegan

### Average Type of Patient Coverage, 2019





# HEALTH Department

## CONNECT WITH US



@AlleganCountyHD



[www.allegancounty.org/health](http://www.allegancounty.org/health)

S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**FINANCE - CLAIMS & INTERFUND TRANSFERS**

**WHEREAS**, Administration has compiled the following claims for 5/22/20 and 5/29/20; and

**WHEREAS**, the following claims, which are chargeable against the County, were audited in accordance with Section 46.61 to 46.63, inclusive, M.C.L. 1970 as amended and resolutions of the Board; and

**WHEREAS**, said claims are listed in the 2020 Claims folder of the Commissioners' Record of Claims.

May 22, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 1010	123,654.36	123,654.36	
Park/Recreation Funs - 2080	948.13	948.13	
Friend of the Court Office - 2151	106.15	106.15	
Health Department Fund - 2210	1,440.41	1,440.41	
Solid Waste - 2211	43,430.77	43,430.77	
Transportation Grant - 2300	1,989.63	1,989.63	
Capital Improvement Fund - 2450	19,425.00	19,425.00	
Animal Shelter - 2550	4,410.00	4,410.00	
Indigent Defense - 2600	33.91	33.91	
Local Corrections Officers Training Fund -2640	625.00	625.00	
Grants - 2790	7,357.58	7,357.58	
Child Care-Circuit/Family - 2921	3,978.39	3,978.39	
Soldiers Relief Fund - 2930	1,816.80	1,816.80	
Senior Millage - 2950	125,784.84	125,784.84	
Delinquent Tax Revolving Fund - 6160	108.12	108.12	
Tax Reversion - 6200	8,667.71	8,667.71	
Fleet Management - 6612	265.71	265.71	
Self-Insurance Fund - 6770	809.57	809.57	
Drain Fund - 8010	22,101.31	22,101.31	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$366,953.39</b>	<b>\$366,953.39</b>	

May 29, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 1010	88,811.56	88,811.56	
Park/Recreation Funs - 2080	2,649.76	2,649.76	

Central Dispatch/E911 Fund - 2110	6,510.64	6,510.64	
Friend of the Court Office - 2151	52.72	52.72	
Health Department Fund - 2210	1,503.91	1,503.91	
Solid Waste - 2211	10,384.59	10,384.59	
Transportation Grant - 2300	203.59	203.59	
Capital Improvement Fund - 2450	3,832.14	3,832.14	
Indigent Defense - 2600	237.20	237.20	
Grants - 2790	5,583.21	5,583.21	
Child Care-Circuit/Family - 2921	3,056.47	3,056.47	
Senior Millage - 2950	6,497.03	6,497.03	
Delq Tax Revolving Fund - 2018 Taxes - 6198	2,580.26	2,580.26	
Tax Reversion - 6200	65.46	65.46	
Tax Reversion 2009-2010 - 6201	175.00	175.00	
Fleet Management - 6612	39.22	39.22	
Self-Insurance Fund - 6770	1,173.28	1,173.28	
Drain Fund - 8010	1,185,831.45	1,185,831.45	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$1,319,187.49</b>	<b>\$1,319,187.49</b>	

**THEREFORE BE IT RESOLVED** that the Board of Commissioners adopts the report of claims for 5/22/20, 5/29/20, and interfund transfers.

S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**PARKS ADVISORY BOARD - APPROVE AMENDED BY-LAWS**

**BE IT RESOLVED,** that the Allegan County Board of Commissioners hereby approves the amended Parks Advisory Board By-laws, as attached; and

**BE IT FINALLY RESOLVED,** that these attached by-laws supersede any previously established action.



ALLEGAN COUNTY  
REQUEST FOR ACTION FORM

Completed RFA form must be attached to a work order request through the Track-It System. If you have any questions regarding this process, please contact Administration @ ext. 2633.

RFA#: 188-923

Date: 5/4/2020

Request Type \_\_\_\_\_ Committees \_\_\_\_\_  
Department Requesting Parks \_\_\_\_\_  
Submitted By Brandy Gildea, Parks Manager \_\_\_\_\_  
Contact Information Ext 2542 \_\_\_\_\_

Select a Request Type to reveal and complete required form.

Description

Issues were brought to attention last year regarding some of the verbiage surrounding memberships, meetings, quorums and absences of members. It was brought to the Parks Advisory Board to review these issues and update.

A motion was made by Clark, seconded by Brandon recommending the amended by-laws as presented be sent to the Board of Commissioners for their approval. The motion carried.

Attached in the work order is a word document with recommended track changes of the by-laws. The park minutes are also attached.

Description

Empty description box.

# Parks Advisory Board By-laws

The Allegan County Parks & Recreation Advisory Board hereinafter referred to as “Parks Advisory”, is an agency of the County organized under Act 156, Public Acts of Michigan 1917 and subject to the general control of the Board of County Commissioners, hereinafter referred to as “the Board”. The Board may make such rules and regulations in respect to the Parks Advisory, as it deems advisable.

The Parks Advisory is responsible for advising the Allegan County Board of Commissioners on the development, maintenance, and management of all Allegan County Park properties. The Mission of the Parks Advisory was redefined in 1998: “To identify outdoor recreational opportunity needs desired by Allegan County residents and to provide for those needs within Allegan County for both residents and visitors.” The Mission Statement acts as a guide for the Parks Advisory in all decisions.

## ARTICLE I – AREA

Sec. 1. The area served by the Parks Advisory shall include all lands held or managed by the County of Allegan for public recreational purposes.

## ARTICLE II – MEMBERSHIP

Sec. 1. The Parks Advisory shall consist of a minimum of five (5) and up to nine (9) residents of Allegan County, appointed by the Board of which at least one, but not more than three shall be members of the Board.

Sec. 2. Membership of the Parks Advisory shall be for a period of three years, established on a rotation basis, with approximately one-third of the terms expiring each year. Each term expires at noon on the appropriate January 1<sup>st</sup>, or when the Parks Advisory member successor is appointed.

Sec. 3. Members of the Parks Advisory may receive compensation and mileage, as set by the Board. The members of the Parks Advisory shall not be full time officers. All members of the Parks Advisory shall be reimbursed for actual, reasonable and necessary expenses incurred in the discharge of their duties.

## ARTICLE III – MEETINGS

Sec. 1. The Parks Advisory shall hold at least 4 meetings each year. The time and place shall be determined by the Parks Advisory.

Sec. 2. The Chair or any group of three Parks Advisory members may call a special meeting of the entire Parks Advisory, providing each Parks Advisory member is given at least 48 hours advance notice of the meeting and the purpose of the meeting.

Sec. 3. All meetings shall be conducted in accordance with *Robert's Rules of Order* and in compliance with the *Open Meetings Act*, Act 267 of P.A. of 1976.

#### ARTICLE IV – QUORUM

Sec. 1. A majority of the appointed and serving members shall constitute a quorum.

Sec. 2. Upon the absence of a quorum, the members present may adjourn.

#### ARTICLE V - ABSENCES OF MEMBERS

Sec. 1. Members should contact the Parks and Recreation Office if they have reason to be absent from a meeting.

#### ARTICLE VI - PUBLIC PARTICIPATION

Sec. 1. Public comments offered during the public participation portion of meetings shall limited to five (5) minutes per individual with additional time allowed at the discretion of the Chair.

#### ARTICLE VII - OFFICERS

Sec. 1. The first regular meeting of each calendar year shall be the Organizational Meeting at which a Chair, a Vice Chair, and a Secretary shall be elected.

#### ARTICLE VIII - COMMITTEES

Sec. 1. Committees may be appointed by the Chair to make recommendations to the Parks Advisory regarding establishment, review, and revision of departmental priorities both long term and short term; periodic review of Parks Advisory organization and policies pertaining to specific park areas.

#### ARTICLE IX - AMENDMENTS

Sec. 1. The By-laws may be amended by a two-thirds vote of the Parks Advisory and confirmed by the Board.

# Alleghan County Parks Advisory Board



Alleghan County Parks, Recreation &  
Tourism  
3283 122<sup>nd</sup> Ave  
Alleghan, MI 49010  
269-686-9088  
[parks@allegancounty.org](mailto:parks@allegancounty.org)  
<http://www.allegancounty.org>

**Chairperson: Bruce Brandon**  
**Vice Chairperson: John Clark III**

**Bruce  
Brandon**  
269-214-8825  
South Haven

## **PARKS ADVISORY BOARD MEETING – DRAFT MINUTES**

Tuesday, May 5, 2020 @ 8:30am

Virtual Meeting – Connectivity Instructions **Attached**

**John Clark III**  
269-274-2736  
Alleghan

**CALL TO ORDER:** Meeting was called to order by Chairman Brandon at 8:33am

### **ROLL CALL:**

**Members Present:** Bruce Brandon, John Clark III, Mark DeYoung, Gale Dugan, Samuel Dykstra, Dean Kapenga, Maryln Langeance, Jackie Metz

**Members Absent:** None

**Also Present:** Brandy Gildea, Ronda Foreman

**Mark  
DeYoung**  
616-318-9612  
Dorr

**Gale Dugan**  
269-694-5276  
Otsego

**APPROVAL OF MINUTES:** A motion was made by DeYoung, seconded by Langeance to approve the February 4, 2020 minutes as presented. The motion carried.

**Samuel  
Dykstra**  
269-792-2945  
Wayland

Yes – Brandon	Yes – Dykstra
Yes – Clark III	Yes – Kapenga
Yes – DeYoung	Yes – Langeance
Yes – Dugan	Yes – Metz

**Dean Kapenga**  
616-218-2599  
Hamilton

**PUBLIC PARTICIPATION:** None

**Jackie Metz**  
269-521-6524  
Alleghan

**ADDITIONAL AGENDA ITEMS:** Gildea requests addition under Recommendation/Action Items: 3. *Gun Lake Park Improvement Project*

**Maryln  
Langeance**  
269-694-9326  
Otsego

**APPROVAL OF AGENDA:** A motion was made by Kapenga, seconded by Langeance to approve the agenda as amended. The motion carried.

Yes – Brandon	Yes – Dykstra
Yes – Clark III	Yes – Kapenga
Yes – DeYoung	Yes – Langeance
Yes – Dugan	Yes – Metz

**ADMINISTRATIVE REPORTS/PARK UPDATES:** Gildea reports all reservations and camping have been put on hold until May 20<sup>th</sup> and are following State guidelines; depending on further executive orders the opening date may be extended into June. The DNR has already prolonged their opening dates until June 22<sup>nd</sup>. Gildea hopes to have an answer by the end of the week.

Year-round staff has everything done and ready to open in the parks and campgrounds; all water tests have been completed and just need to put out picnic tables and unlock restrooms when given the okay to open. Seasonal maintenance staff will start on May 11<sup>th</sup> and will start on projects. So far there are no major issues to report.

The Benefit Ride at Silver Creek was rescheduled to August 15<sup>th</sup>; most reservations were transferred however there were some who cancelled. Also at Silver Creek, campsites # 41 and # 42 were relocated across from campsite # 40; previously both campsites were near the day-ride parking lot and people would drive right through those sites.

Allegan County allows hunting at the Dumont Complex and were having some issues with how permits were issued. Subsequently, Parks has been charged to update and oversee the policy/program going forward. Gildea completed the updates and were approved by the Board of Commissioners. Permits will now be determined by a lottery; applications can be submitted May 1 – June 30 for fall hunting of waterfowl and deer (season to be determined annually by the DNR). A 'Hunting' link has been added to the Parks homepage for more information.

Gildea reports special events are also being cancelled; the Allegan Tri-Athlon at Littlejohn Lake Park, and the MS Bike Ride at West Side Park. The ODC programs may be rescheduled; Gildea will make contact.

Bids were received for the vault toilet vent project and the lowest was just under \$12,000. The project team already vented a few of the toilets at Silver Creek last summer and we got a lot of good feedback; once the project is completed, all of the vault toilets that are in the parks and campgrounds will be vented. Currently, Facilities is receiving bids for pavement maintenance.

## **REVIEW ITEMS:**

### **1. Financials**

Gildea reviewed the current financial reports and 1<sup>st</sup> quarter revenue comparisons which are included in the agenda packet:

#### **a. Year to Date Financial Statements**

Gildea reviewed the current financial reports; as expected revenues are down however so are expenditures.

- i. The Gun Lake Park watercraft launch entry gate has not been installed for the year, therefore fees are not being collected. At other launches, fees are still being collected but not enforced.**

#### **b. Quarterly Revenue Comparison (2020 – 1<sup>st</sup> Quarter)**

Gildea reviewed the 1<sup>st</sup> quarter revenue comparisons; the first quarter was down over 2019.

---

**RECOMMENDATION/ACTION ITEMS:**

1. Approve Amended Park By-Laws

Gildea reminded everyone that at the February meeting they approved the amended park by-laws and recommended sending to the Board of Commissioners for their approval. Prior to sending to the BOC, County Administration reviewed and made a few amendments; Gildea displayed on the screen and reviewed the revisions with the group.

A motion was made by Langeance, seconded by Clark recommending the amended by-laws as presented be sent to the Board of Commissioners for their approval. The motion carried.

Yes – Brandon	Yes – Dykstra
Yes – Clark III	Yes – Kapenga
Yes – DeYoung	Yes – Langeance
Yes – Dugan	Yes – Metz

2. Approve/Reject 2021 MNRTF Grant Project

During the February meeting, after learning the Silver Creek grant was not approved, suggestions were to be brought to this meeting about what grant project to apply for in 2021. Gildea recommends to hold off at this time and start the application process next January to reapply for 2022. Gildea believes with the current scoring criteria we would not score enough points to be awarded a grant and does not want to waste money to update a site plan no not be awarded

A motion was made by Langeance, seconded by Dugan to not apply for a MNRTF grant in 2021 and wait until 2022. The motion carried.

Yes – Brandon	Yes – Dykstra
Yes – Clark III	Yes – Kapenga
Yes – DeYoung	Yes – Langeance
Yes – Dugan	Yes – Metz

3. Gun Lake Park Improvement Project

Gildea went through the timeline/history of the Gun Lake Park Improvements Project; At the February meeting Gildea reported the bids came back over budget for the Gun Lake Park improvement project. The Parks Board reduced the scope of the project and sent recommendation to the Board of Commissioners who then approved moving forward with the watercraft launch replacement and pavilion replacement.

She then went through the current status;

- Pavilion: County Administrator signing agreement for Contactor to move forward with pavilion project

- Due to the lead time for ordering pavilion structures, Pavilion will be ordered and installed fall of 2020.
- Watercraft Launch: Delayed
  - Due to all the delays with COVID-19 (when construction can resume and any time delays for obtaining permits, etc.) project will not be able to be completed in the spring.
    - Gildea made contact with the DNR and have requested the required paperwork to submit a formal request for cost and consideration of a DNR installation for next spring 2021.
      - If the DNR agree to install the watercraft launch we could see cost savings of \$67,000

A motion was made by Dugan, seconded by Kapenga to move forward immediately with the Gun Lake Park pavilion replacement as scheduling permits, and proceed with the DNR project request for the watercraft launch construction even if the project goes into 2021. The motion carried.

Yes – Brandon	Yes – Dykstra
Yes – Clark III	Yes – Kapenga
Yes – DeYoung	Yes – Langeance
Yes – Dugan	Yes – Metz

**DISCUSSION ITEMS:**

1. West Side Park – Access to the Beach

Gildea displayed on the screen photos of West Side Park access (included in the agenda packet); the top part of the north set of stairs are okay however park staff will be rebuilding the bottom section. Gildea hope to see this completed by Memorial Day. Pictures of where the south ramp was located show a pathway where Gildea would like to further define for people to follow down to the beach, mainly to prevent them from jumping over haphazardly causing further erosion of the dune.

2. Littlejohn Lake Park – Disc Golf Course

Clark reports he has been cleaning the area throughout the spring however will need equipment to continue. Gildea displayed an overview that Clark sent Gildea of proposed 18 holes to be installed at Littlejohn Lake Park. Gildea told John that we needed to add cross-country course to the overview to show how it interacts with the disc golf course; she asked Clark to lay out the cost and effect of the land for each hole, then during our August park tour, we can walk part of the course.

**NOTICE OF PARK ADVISORY BOARD APPOINTMENTS:**

- **Vacancy: term expires 12/22**

**FUTURE AGENDA ITEMS:** None

**ROUND TABLE:**

**Dugan** wants everyone to stay healthy.

**Dykstra** believes the disc golf course at Littlejohn Lake Park would be nice.

**Gildea** stated that park opening/closing updates are being posted on the website and social media pages.

**ADJOURNMENT:** A motion was made by Dugan, seconded by Langeance to adjourn the meeting at 9:36am. The motion carried.

Yes – Brandon	Yes – Dykstra
Yes – Clark III	Yes – Kapenga
Yes – DeYoung	Yes – Langeance
Yes – Dugan	Yes – Metz

**Next Meeting** –Tuesday, June 2, 2020 @ 8:30 in **Zimmerman Room (Human Service Building – 3255 122<sup>nd</sup> Ave, Allegan, MI 49010)**

DRAFT

S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**PARKS ADVISORY BOARD - AMENDED BY-LAWS**

The Parks Advisory Board updated their By-laws for the Board of Commissioners approval.

Moved by Commissioner Dugan, seconded by Commissioner Jessup to amend Article II, Section 1 to read "The Parks Advisory shall consist of a minimum of five (5) and up to nine (9) residents of Allegan County, appointed by the Board of which at least one, but not more than three shall be members of the Board." Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

Moved by Commissioner Thiele, seconded by Commissioner Dugan to amend Article II, Section 2 to read "Membership of the Parks Advisory shall be for a period of three years, established on a rotation basis, with approximately one-third of the terms expiring each year. Each term expires at noon on the appropriate January 1<sup>st</sup>, or when the Parks Advisory member successor is appointed." Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to take action to approve the amended By-Laws for the Parks Advisory Board during the May 28, 2020 board session. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

ATTEST, A TRUE COPY



\_\_\_\_\_, Clerk-Register

APPROVED: May 14, 2020

cc: Admin. - Finance - Human Resources - Parks

## S T A T E O F M I C H I G A N

## BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**SHERIFF'S DEPARTMENT—APPLY/ACCEPT FY2021 MDOC COMPREHENSIVE  
COMMUNITY CORRECTIONS GRANT**

**BE IT RESOLVED** that the Allegan County Board of Commissioners hereby authorizes the Sheriff Department to apply and accept when awarded the Michigan Department of Corrections, Office of Community Corrections Grant for FY2021 (October 1, 2020 through September 30, 2021), to continue previously established programs; Career Readiness, Moral Reconciliation Therapy, Re-Entry Case Management, Re-Lapse Prevention, Gatekeeper, Meth Diversion, Pretrial Assessment, and Pretrial Supervision; and

**BE IT FURTHER RESOLVED** any personnel and/or program services are coterminous with receipt of adequate funds through this grant; and

**BE IT FINALLY RESOLVED** that the Board Chairperson and/or the County Administrator are authorized to sign the necessary documents on behalf of the County and that the Executive Director of Finance is authorized to make the necessary budget adjustments to complete this action.

# Allegan County Grants

## Section I - General Information

<b>Name of Grant</b>	<b>Grant Period / Term</b>
<b>Community Corrections Advisory Board (CCAB) Grant</b>	10/1/2020 - 9/30/2021
<b>Source of Grant Funding - Agency Name</b>	<b>Federal, State, Local</b>
Michigan Dept of Corrections	State
<b>Submitted by and/or Program Manager</b>	<b>Service Area Requesting</b>
Lt. Charity Cummins	Sheriffs
<b>Brief summary of Grant program</b>	This grant provides funding to communities to assist in goals to decrease prison admissions and increase utilization of community-based sanctions and services for non-violent offenders. There are a variety of programs that are run through the CCAB Grant, in the past we have participated in inmate work crews: D.E.B.T.S. (Detail Enabling Better Transition to Society), the Community Service Work Crew, The GED Program (General Education Development) and the Meth Diversion Program counseling services. No local match is required.

## Section II - Application

<b>Request Type</b>	Renewal Grant	<b>Work Order No.</b>	191-295
<b>Specific Action Requested</b>	BOC Approval	<b>Request Date</b>	5/4/2020
<b>Request Submission Deadline (Date)</b>	6/1/2020	<b>Approval Date</b>	
<b>Grant request approved by BOC with Budget</b>	Yes		
<b>Signatures Needed</b>	NA, Resolution needed		
<b>Funding Sources</b>	<b>Estimated amounts approved with Grant Renewal list</b>	<b>Application Amount</b>	
Grant Funding	\$ 259,222.00	\$	263,008.90
Required Local Match	\$ -	\$	-
County Funding	\$ -	\$	-
<b>TOTAL</b>	<b>\$ 259,222.00</b>	<b>\$</b>	<b>263,008.90</b>

### Notes or Additional Information

See Program Goals and Objectives. See Program Summary attached.  
 Program Goals provide valuable and necessary quality services to our customers.



# Program Description

## Program Summary Sheet

**CCAB: Allegan County**

**FY: 2021**

**SUMMARY INSTRUCTIONS:**

1. In the first column, select the code for each program for which you have submitted a funding request. If using DDJR to fund a program, chose the appropriate CPS code then enter "DDJR" after it. Example: "C01 – Cognitive – DDJR." Then enter the number of projected DDJR enrollments in the "Projected New Enrollments" column.
2. In the second column indicate if the program is a "New Initiative, Modification or Continuation." **Please note** –a program description must be included for ALL programs that are listed. Those without a program description will not be considered for funding.
3. In the third column, list out the projected new enrollments.

Program Code:	Status:	Projected New Enrollments:
<b>Program 1:</b> G18 - Outpatient Treatment Programming-	<b>Continuation</b>	<b>40</b>
<b>Program 2:</b> I24 - Community Based Case Management -	<b>Continuation</b>	<b>20</b>
<b>Program 3:</b> C01 - Cognitive Programming -	<b>Continuation</b>	<b>60</b>
<b>Program 4:</b> I25 - Gatekeeper -	<b>Continuation</b>	<b>150</b>
<b>Program 5:</b> B15 - Employment Services -	<b>Continuation</b>	<b>50</b>
<b>Program 6:</b> G18 - Outpatient Treatment Programming-	<b>New Initiative</b>	<b>20</b>
<b>Program 7:</b> F22 - Pretrial Assessment -	<b>New Initiative</b>	<b>60</b>
<b>Program 8:</b> F23 - Pretrial Supervision -	<b>New Initiative</b>	<b>40</b>
<b>Program 9:</b> Choose an item.	Choose an item.	
<b>Program 10:</b> Choose an item.	Choose an item.	
<b>Program 11:</b> Choose an item.	Choose an item.	
<b>Program 12:</b> Choose an item.	Choose an item.	
<b>Program 13:</b> Choose an item.	Choose an item.	
<b>Program 14:</b> Choose an item.	Choose an item.	
<b>Program 15:</b> Choose an item.	Choose an item.	
<b>Program 16:</b> Choose an item.	Choose an item.	
<b>Program 17:</b> Choose an item.	Choose an item.	
<b>Program 18:</b> Choose an item.	Choose an item.	
<b>Program 19:</b> Choose an item.	Choose an item.	
<b>Program 20:</b> Choose an item.	Choose an item.	
<b>Program 21:</b> Choose an item.	Choose an item.	
<b>Program 22:</b> Choose an item.	Choose an item.	
<b>Program 23:</b> Choose an item.	Choose an item.	
<b>Program 24:</b> Choose an item.	Choose an item.	
<b>Program 25:</b> Choose an item.	Choose an item.	

# MICHIGAN DEPARTMENT OF CORRECTIONS

*“Committed to Protect, Dedicated to Success”*



## Office of Community Corrections

Community Corrections Plan and Application  
Fiscal Year 2021

**CCAB Name: Allegan County  
Annual/Full**

**Application Type:**

Email the application to:

1. [MDOC-OCC@michigan.gov](mailto:MDOC-OCC@michigan.gov)
2. Grant Coordinator

**DUE DATE: June 1, 2020**

**SECTION I: COMMUNITY CORRECTIONS ADVISORY BOARD INFORMATION**

**Name of CCAB:** Allegan County

**Federal I.D. Number:** 38-1914307

**A: General Contact Information:**

	Contact Person (Manager)	Manager's Direct Supervisor	CCAB Chairperson	Fiscal Agent
<b>Name:</b>	Charity Cummins	Chris Kuhn	Matt Antkoviak	Lorna Nenciarini
<b>Title:</b>	Co-Jail Administrator	Operations Captain	Defense Attorney	Finance Director
<b>Address :</b>	640 River Street	640 River Street	416 Hubbard Street	3282 122 <sup>nd</sup> Avenue
<b>City:</b>	Allegan	Allegan	Allegan	Allegan
<b>State:</b>	MI	MI	MI	MI
<b>Zip:</b>	49010	49010	49010	49010
<b>Phone:</b>	269-686-5392	269-673-0500 ext.4475	269-673-8468	269-673-0228
<b>Fax:</b>	269-673-0273	269-673-0406	269-686-0712	269-673-0367
<b>Email:</b>	ccummins@allegancounty.org	ckuhn@allegancounty.org	antkoviak43@gmail.com	lnenciaini@allegancounty.org

Type of Community Corrections Board: County Advisory Board

Counties/Cities Participating in the CCAB: Allegan

Date application was approved by the local CCAB: 05-7-2020

Date application was approved by county board(s) of commissioners and/or city council: 05-07-2020

Date application was submitted to OCC: 06-01-2020

**B: CCAB Membership**

Representing:	Name	Email
County Sheriff:	Frank Baker	fbaker@allegancounty.org
Chief of Police:	Jay Gibson	jgibson@cityofallegan.org
Circuit Court Judge:	Margaret Bakker	mbakker@allegancounty.org
District Court Judge:	William Baillargeon	wbaillargeon@allegancounty.org
Probate Court Judge:	Jonathan Blair	jblair@allegancounty.org
County Commissioner(s):	Dean Kapenga	dkapenga@allegancounty.org
Service Area (Up to 3):	Angelique Joynes	ajoynes@allegancounty.org
County Prosecutor:	Myrene Koch	mkoch@allegancounty.org
Criminal Defense:	Matthew Antkoviak	antkoviak43@gmail.com
Business Community:	Tom Schaap	tschaap@wmoi.com
Communications Media:	Ryan Lewis	rmlewis@allegannews.com
Circuit/District Probation:	Shannon Dobbins	DobbinsS1@michigan.gov
City Councilperson:	na	na
Workforce Development:	Emily Gary	egary@westmiworks.org

1. Does your CCAB have Bylaws? Yes If yes, have they been revised within the last 2 years? **yes**
2. What steps does your CCAB take to orientate new CCAB members ensuring the understanding of their roles and responsibilities? **We take steps to orientate our new CCAB members by providing information about their roles, include them in all educational emails and a pamphlet has been created to use in future orientations. In additions, we have provided a power point training and will continue to update and use this as new members come into the CCAB.**

## SECTION II: ANALYSIS & STRATEGIC PLAN

### **Introduction and Instructions for Strategic Plan:**

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

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

- 1) Key Objectives – Overall PCR Objective, Group 2 Straddle Objective, and Recidivism Objective(s) - your CCAB may identify other objectives in addition to these required objectives.
- 2) Supportive Strategies – Proposed OCC funded programming and/or services that are intended to support the objectives identified.
- 3) Strategic Issues – Felony disposition, recidivism, and local priority information that, when combined, form your CCAB's target areas for your Comprehensive Plan.

### **Felony Data Analysis:**

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

A thorough analysis of the data should include:

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

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

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

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

- Development or changes in local court services or programming (example: New Specialty Court programming, changes to court programming eligibility, etc.)

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

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

SAMPLE STRATEGY: Target moderate-to-high risk, eligible offenders for local sanctions and supportive programming including: C01 Cognitive Programming, G18 Outpatient Treatment Services, and B15 Employment Skills. I15 Gatekeeper will be utilized to screen all offenders for eligibility.

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

1. Are felony dispositions increasing, decreasing, or stable?   Increasing
2. Describe changes within SGL categories. Report rates with detailed explanation:   **The Prison Commitment Rate (PCR) for Allegan County has decreased by 3 percentage points from FY2018 (13.7%) to FY2019 (10.7%), which is well below the States average for FY2019 (19.7%). During this time period, total felony dispositions significantly increased from FY2018 (709) to FY2019 (871) , while prison dispositions decreased by three (3). In addition, the Straddle Cell PCR experienced a decrease between FY2018 (19.9%) to FY2019 (9.5%). The Straddle Cell prison dispositions decreased from 40 (FY2018) to 19 (FY2019). This, too, is well below the State average of 24%. Allegan County was strategically successful in decreasing the PCR and reducing that rate to be below the targeted PCR of 13.7%. A review of the OMNI Data shows that the overall OUIL 3<sup>rd</sup> disposition rates have increased from 7.3% (FY2018) to 8.6% (FY2019). This indicates that 2 more OUIL 3<sup>rd</sup> convictions were sentenced to prison, resulting in 6 total in FY2019 in comparison to 4 in FY2018. In addition, 2 out of those 6 in FY2019 were Straddle Cells.**
3. Provide information regarding policies, procedures, program operations, pertinent issues or opportunities which emerged, or other factors which have positively/negatively affected the achievement of objectives--for example, local changes regarding early jail release, implementation of required program fees, stakeholders--CCAB manager or staff, judges, magistrates, prosecutor, sheriff, contractor/service providers. Briefly describe the impact and, if negative, how it was addressed. **Allegan County has implemented several new changes since FY2016. These changes include adding 4 new programs to the grant which are MRT, Re-entry Case Management, Relapse Prevention, and Career Readiness. It is the mission of the Allegan County CCAB to continue educating the board members about current programming, upcoming programming and strategic planning for the future. In fact, a couple of members have taken the initiative to begin working on the County Comprehensive Plan to include all programming within the county, regardless of it's funding source. This plan, also, includes all of our speciality courts, such as Veteran's Court, Mental Health Court, Swift and Sure, and Drug Court. It is estimated that this county plan will be completed and approved by the CCAB before the end of the year. Also, the CCAB reviews the BY-laws annually and votes on any new changes that may be needed to keep those current and accurate. In addition, the Allegan County CCAB Manager keeps the line of communication open with the CCAB and they are updated on a regular basis with non routine events that occur. Some of those items discussed are a recent interuption in services for 2 of our State funded programs, Re-entry Case Management and Relapse Prevention. The Allegan County CCAB was informed of those current issues and the CCAB Manager immediatly notified the State OCC Specialist to inform her of the situation at hand, while suspending services until the criminal investigation could be completed. In the meantime, another vendor was selected through an RFP process. Once the new vendor was secured, we were able to get both programs up and running within a short period of time. Another positive impact our programming has on the Overall PCR, is the use of our Adminstrative and Gatekeeper programs. These programs allow proper referrals from all sources to include the Gatekeeper entering the housing units, explaining to the inmates what programs are available and receiving kites, which initiates the screening process. It is believed that when you start programming early enough with someone involved in the Criminal Justice System, it can have an impact on them, by reducing the likelihood of reoffend, which in turn reduces the Recidivism rate. In addition, the Adminstrative program allows proper documentation to occur, the input of data entries into**

the COMPAS Data base to include accurate information in a timely manner, and to complete the required monthly reporting, as required, as well as completing the Midyear Report, the End of the Year Report and the Annual Grant Application.

4. What steps will you take if you find that you are not meeting your objectives or your strategies are not being implemented as planned? **The following steps will be taken if we discover that we are not meeting the objectives set or the strategies are not being implemented:**
5. **Contact our State Grant Coordinator to inform her of the recent discovery that the objectives are not being met.**
6. **After the notification, the CCAB Manager will compare the expenditures thus far on the program and monitor it to reflect the programs utilization.**
7. **In the meantime, the CCAB Manager will evaluate the target population and reach out to the necessary resources to try and obtain and meet the objectives set forth for the program with increasing program utilization.**
8. **The CCAB Manager will obtain additional COMPAS' and review all of them to determine whether additional offenders meet the program requirements.**
9. **The COMPAS scores that reflect eligibility, will initiate the Gatekeeper to complete an initial assessment to see if they meet all of the program requirements and if so, they will be enrolled into the program.**
10. **Once the assessment is complete, a Program Participant Eligibility Form will be completed and the entry into COMPAS will be completed.**
11. **If the strategies set forth to obtain the objectives still are not being met, then the CCAB Manager will submit a request to their State OCC Grant Specialist to make the necessary changes needed to get the program back on course.**
12. **If it doesn't appear that the program can be sustainable because of lack of attendance, then it will be discussed with the State OCC Grant Specialist for further advisement.**

#### A-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.
- 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: **The number one objective is to reduce the Prison Commitment Rate from 10.7% to 9.7%.**

Programs in support of Objective #1:

**The current programs used to support our #1 objective is:**

- 1). **G18 Substance Abuse- This program is called "Relapse Prevention", and will be offered to individuals who are currently incarcerated and to those that are not. This program is a 9 week program that teaches individuals how to identify addictions and assists them in creating a plan on how to prevent future relapses. In addition, this program is gender separated to maintain the gender requirement. This program will be offered to individuals that have an identifying substance abuse issue, which is displayed on their COMPAS Needs Assessment. In addition to group therapy, they may receive individual sessions as seen fit by the Therapist, but not to exceed 5 per participant. (Continuation)**
- 2). **I24 Case Management-This program is called the Re-entry Case Management Program. It will be utilized for the female incarcerated population who are soon transitioning back into society with needs to do that successfully. The program services will provide assistance for housing needs, food and clothing needs, referral sources, and assistance with enrollment into government programs, as needed. In addition, the program will assist a population of those with mental health needs who are in need of Case Management Services and are not eligible for other available services. (Continuation)**
- 3). **C01 MRT-This program will be provided to male and female participants separately who are in need of Moral Reconciliation Therapy. This program focuses on criminal thinking and changing that criminal thinking behavior. This program will focus on probation violators and pre-trial supervision participants and will be referred whether in custody or out. (Continuation)**

- 4). B15 Career Readiness- This program is offered while incarcerated, then before release from custody, the facilitator will present a brochure to the participant to follow up with community resources upon release. This program teaches vocational, employability and educational skills training, as well as assisting individuals to apply for college and financial aid. In addition, the participants will complete Work Keys testing, that can be used for employment purposes upon release, along with a Career Interest Inventory, keyboarding skills, career coaching (O\*NET Program), computer literacy, TRIO, college applications, college exploration, academic advising and financial aid/FAFSA applications, interviewing skills, mock interviews, job searching and completing employment applications. (Continuation)
- 5). G18 Meth Diversion Program-This program is an intensive substance abuse program lasting much longer than our Relapse Prevention Program. Participants are in this program for 18 to 24 months, moving through 4 phases successfully before graduating in Phase 5. It's target populations are individuals with a Meth addiction, that has committed a crime with sentencing guidelines of 12 months to Life. This program focuses on the rehabilitation element which consists of individual counseling sessions, group sessions and Board Reviews. Each participant, while in the program is required to obtain and maintain employment, obtain a high school diploma or GED (if they haven't already), attend group 2 times a week, comply with drug testing regularly, and attend individual therapy sessions determined by which phase they are in. In addition, they receive Case Management Services to assist with transportation to doctor's appointments, assistance with obtaining their driver's license, or housing assistance. This program is unique because it focuses on individuals who are prison bound, who have had more than 1 possession of Meth charge, usually those with charges or convictions of Operating and Maintaining a Meth Lab. The reason the program entering process is so strategic is because we are looking at not just the meth user but most often our target participant is the meth dealer. Our belief is that if you can stop the dealer, not only have you changed their lives, but you have reduced the number of those being effected by the drug because of the dealer. The success rate of this program is much higher than any of our other programs and it is believed that the reason for that is because of the intensity in which the program is delivered and worked. (NEW)
- 6). F22 Pretrial Assessment-This program allows individuals to be assessed for appropriate eligibility into the Pretrial Supervision Services. The assessment program will provide the data needed for enrollment and determine the level of supervision needed for the participants. (NEW)
- 7). F23 Pretrial Supervision Services-This program allows eligible participants (which is determined by the assessment) to be released from custody prior to trial and provide services that are needed according to their assessment. This program will obtain 3 levels of supervision to include: High, Medium and low. The supervision and requirements for the supervision will be based on the data retrieved from the pretrial assessment. Some of the services that may be provided will consist of drug testing, GPS tethering, Scram tethering, phone reporting, referrals to other resources, and in person reporting. These services will be offered to those individuals who are charged only with a crime and waiting for the court process to be completed. (New)
- 8). B00 Education Program- This program provides participants with the ability to study, prepare, and complete parts or all of their GED testing while incarcerated. In addition, the GED program provides services for those with IEP's. This program is not paid for by the State OCC, but funded by other resources in the county. (Continuation)
- 9). D08 Electronic Monitoring- This program is utilized for sentenced individuals who are currently incarcerated and have been granted work release as part of their Judgement of Sentence. This allows the Judiciary System to provide sanctions on individuals, but yet allowing them to maintain employment while constantly being monitored. This program is not paid for by the State OCC, but funded by other resources in the county. (Continuation)
- 10). I24 Inmate Workers- This program obtains about 14% of our jail population. These individuals earn good time off of their sentence, and it consists of them working on different work crews within the jail. Some of those job details include laundry workers, kitchen workers, car wash workers, and jail cleaning crews. (Continuation)
- 11). I24 DEBTS Crew- This program is utilized in assisting the local community with jobs such as lawn maintenance, snow removal, tree trimming, and general work that is needed for non-profit organizations. They assist local churches, local city public works departments, food pantry's, the Department of Natural Resources, local Camps, Township Hall's, and the local Recycling Center's. They do a number of tasks in these areas to assist with non-profit organizations. This program is not paid for by the State OCC, but funded by other resources in the county. (Continuation)

2. Objective #2 is intended to impact the Group 2 Straddle Cell rate – please state the Objective: **The second objective for Allegan County is to reduce the Group 2 Straddle Cell PCR from 7.1% to 6.9%.**

Programs in support of Objective #2:

**The current programs used to support our #2 objective is:**

1). G18 Substance Abuse- This program is called "Relapse Prevention", and will be offered to individuals who are currently incarcerated and to those that are not. This program is a 9 week program that teaches individuals how to identify addictions and assists them in creating a plan on how to prevent future relapses. In addition, this program is gender separated to maintain the gender requirement. This program will be offered to individuals that have an identifying substance abuse issue, which is displayed on their COMPAS Needs Assessment. In addition to group therapy, they may receive individual sessions as seen fit by the Therapist, but not to exceed 5 per participant. (Continuation)

2). I24 Case Management-This program is called the Re-entry Case Management Program. It will be utilized for the female incarcerated population who are soon transitioning back into society with needs to do that successfully. The program services will provide assistance for housing needs, food and clothing needs, referral sources, and assistance with enrollment into government programs, as needed. In addition, the program will assist a population of those with mental health needs who are in need of Case Management Services and are not eligible for other available services. (Continuation)

3). C01 MRT-This program will be provided to male and female participants separately who are in need of Moral Reconation Therapy. This program focuses on criminal thinking and changing that criminal thinking behavior. This program will focus on probation violators and pre-trial supervision participants and will be referred whether in custody or out. (Continuation)

4). B15 Career Readiness- This program is offered while incarcerated, then before release from custody, the facilitator will present a brochure to the participant to follow up with community resources upon release. This program teaches vocational, employability and educational skills training, as well as assisting individuals to apply for college and financial aid. In addition, the participants will complete Work Keys testing, that can be used for employment purposes upon release, along with a Career Interest Inventory, keyboarding skills, career coaching (O\*NET Program), computer literacy, TRIO, college applications, college exploration, academic advising and financial aid/FAFSA applications, interviewing skills, mock interviews, job searching and completing employment applications. (Continuation)

5). G18 Meth Diversion Program-This program is an intensive substance abuse program lasting much longer than our Relapse Prevention Program. Participants are in this program for 18 to 24 months, moving through 4 phases successfully before graduating in Phase 5. It's target populations are individuals with a Meth addiction, that has committed a crime with sentencing guidelines of 12 months to Life. This program focuses on the rehabilitation element which consists of individual counseling sessions, group sessions and Board Reviews. Each participant, while in the program is require to obtain and maintain employment, obtain a high school diploma or GED (if they haven't already), attend group 2 times a week, comply with drug testing regularly, and attend individual therapy sessions determined by which phase they are in. In addition, they receive Case Management Services to assist with transportation to doctor's appointments, assistance with obtaining their driver's license, or housing assistance. This program is unique because it focuses on individuals who are prison bound, who have had more than 1 possession of Meth charge, usually those with charges or convictions of Operating and Maintaining a Meth Lab. The reason the entering process is strategic because we are looking at not just the meth user but most often our target participant is the meth dealer. The belief is if you can stop the dealer, not only have you changed their lives, but you have reduced the number of those being effected by the drug because of the dealer. The success rate of this program is much higher than any of our other programs and it is believed that the reason for that is because of the intensity in which the program is delivered and worked. (Continuation)

6). F22 Pretrial Assessment-This program allows individuals to be assessed for appropriate eligibility into the Pretrial Supervision Services. The assessment program will provide the data needed for enrollment and determine the level of supervision needed for the participants. (NEW)

7). F23 Pretrial Supervision Services-This program allows eligible participants (which is determined by the assessment) to be released from custody prior to trial and provide services that are needed according to their assessment. This program will obtain

3 levels of supervision to include: High, Medium and low. The supervision and requirements for the supervision will be based on the data retrieved from the pretrial assessment. Some of the services that may be provided will consist of drug testing, GPS tethering, Scram tethering, phone reporting, referrals to other resources, and in person reporting. These services will be offered to those individuals who are charged only with a crime and waiting for the court process to be completed. (New)

8). B00 Education Program- This program provides participants with the ability to study, prepare, and complete parts or all of their GED testing while incarcerated. In addition, the GED program provides services for those with IEP's. This program is not paid for by the State OCC, but funded by other resources in the county. (Continuation)

9). D08 Electronic Monitoring- This program is utilized for sentenced individuals who are currently incarcerated and have been granted work release as part of their Judgement of Sentence. This allows the Judiciary System to provide sanctions on individuals, but yet allowing them to maintain employment while constantly being monitored. This program is not paid for by the State OCC, but funded by other resources in the county. (Continuation)

10). I24 Inmate Workers- This program obtains about 14% of our jail population. These individuals earn good time off of their sentence, and it consists of them working on different work crews within the jail. Some of those job details include laundry workers, kitchen workers, car wash workers, and jail cleaning crews. (Continuation)

11). I24 DEBTS Crew- This program is utilized in assisting the local community with jobs such as lawn maintenance, snow removal, tree trimming, and general work that is needed for non-profit organizations. They assist local churches, local city public works departments, food pantry's, the Department of Natural Resources, local Camps, Township Hall's, and the local Recycling Center's. They do a number of tasks in these areas to assist with non-profit organizations. This program is not paid for by the State OCC, but funded by other resources in the county. (Continuation)

## B: 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. Probation Violators with a new felony conviction resulting in a prison sentence
- ii. 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.

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

#### Previous Fiscal Year Recidivism Rates

County Name	Allegan						Totals for Region:
<b>Probation Violation - New Sentence to Prison</b>							
Total	7						
<b>Probation Violation – Technical to Prison</b>							
Total	18						

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

1. Are Probation Violations increasing, decreasing, or stable? Decreasing
2. Describe changes within the Probation Violation data for the previous two fiscal years. Report rates with detailed explanation: **In FY2018, the total number of Probation Violators sent to prison was 33, however in FY2019 the total number of Probation Violators sent to prison was 25. This indicates that 8 less individual Probation Violators were sent to prison, than in the prior year. In fact, Allegan County set a goal to reduce that total number from 33 to 30, however not only did we meet that goal, but we surpassed it. Also, Allegan County set a goal to reduce the Probation Violations with new sentences to prison from 10 to 9, in FY2019, however we surpassed that goal and reduced it to 7. In addition, in FY2019, we set the goal to reduce the number of Technical Violators from 23 to 20, in which we surpassed that goal, also, by reducing that number to 18. These numbers indicate that the programming in place is effective with evidentiary data as proof that they are effective. In addition, it is the belief if given the opportunity to add additional program, our numbers will continue to decline.**
3. Provide information regarding policies, procedures, program operations, pertinent issues or opportunities which emerged, or other factors which have positively/negatively affected the achievement of objectives--for example, local changes regarding early jail release, implementation of required program fees, stakeholders--CCAB manager or staff, judges, magistrates, prosecutor, sheriff, contractor/service providers. Briefly describe the impact and, if negative, how it was addressed. **Several changes have occurred with the Allegan County Community Corrections that have resulted in positive results. Some of those changes include monthly monitoring of the current programs, holding and attending quarterly strategic planning meetings that involve the current stakeholders to expand our programs and take us into the next level of services for our community. In addition, a couple of stakeholders have taken the initiative to begin creating a Comprehensive Plan for Allegan County, which is not just jail driven or court driven. This plan is designed to educate everyone about the resources that Allegan County has to offer in it's entirety, too include specialty courts, State OCC funded programs, and non OCC funded programs. In addition, the stakeholders of the Allegan County Community Corrections Advisory Board are committed to the community to work together to create, monitor, implement, and report the great things that the programs offered here are doing. With that said, we have experienced some difficulty with a vendor that resulted in low enrollment numbers along with low successful completions. This issue was immediately addressed by the CCAB Manager and a new vendor was awarded the contract. The new vendor is very familiar with how programming should be done, along with billing and case notes that are needed for contract purposes. Although we experienced this set back with 2 of our programs, now that a new vendor is in place, I am confident that our enrollment and successful completions will be more in line with our projected numbers.**
4. What steps will you take if you find that you are not meeting your objectives, or your strategies are not being implemented as planned? **The following steps will be taken if it is determined that we are not meeting the objectives set or the strategies are not being implemented.**
5. **1). Contact the State Grant Coordinator to inform her of the recent discovery that the objectives are not being met.**
6. **2). After the notification, the CCAB manager will compare the expenditure reports to the utilization reports and continually monitor them to determine if there are disproportionate issues with either one of them.**
7. **3). Evaluate the target population and reach out to the necessary resources to try and obtain and meet the objectives set forth for the program with increasing attendance and compliance.**
8. **4). If the utilization report reflects high enrollments but low successful completions, the CCAB Manager will meet with the stakeholders and work together to obtain a plan on how to get the current enrollees to attend regularly and to successfully complete it.**
9. **5). If the utilization reports indicate a low enrollment then the CCAB Manager will evaluate the program and look for areas of improvement to increase enrollment, and use different options to do that. Those options could include all or one of the listed items below:**
10. **6). The CCAB Manager will review all the COMPAS Scores that is obtained from the Probation/Parole Department to determine future eligibility for the programs.**
11. **7). They will enter each housing unit to educate the current population about the programs available to them while incarcerated and once released.**
12. **8). The CCAB Manager will meet with the providers to ensure that they are aware of the areas that need attention and create a plan to increase enrollment or successful completions.**
13. **9). The CCAB Manager has created a brochure to be used as a training tool for the Probation/Parole Department to**

educate them on current programs that are being offered. In addition, these educational meetings will continue on a regular basis or when requested to ensure the referrals and enrollments increase.

14. 10). A regular email will be sent to the Probation/Parole Departments informing them on the number of seats available per program and request referrals to ensure that the enrollments continue to increase.
15. 11). If we are still unable to use these strategies that are set forth to obtain the objective, then the CCAB Manager will submit a request to our State OCC Grant Coordinator to make the necessary changes needed to get the program back on course.
16. 12). If all of these efforts fail and it doesn't appear that program is sustainable because of lack of attendance, then it will be discussed with the State Grant Coordinator for further advisement.
17. 13). Once that advisement has been given, an informational email or a meeting will be called to all stakeholders giving them an update on the program in question, along with the advisement information given by the State Grant Coordinator on the next step action plans.

### B-3: Recidivism 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. 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: Probation Violators with a new sentence State the Objective: **Reduce the number of PVNS from 7 to 6.**

Programs in support of Objective #1:

**The strategy to achieve this objective is to review the COMPAS Scores, and enroll offenders (PVNS or PVT) in the appropriate programs to assist with changing criminal behavior. Evidenced based data shows that these programs can result in a reduction of felony crimes being committed which results in a reduction in prison commitments. Here is a list of those programs offered in Allegan County to meet this objective:**

- 1). G18 Substance Abuse- This program is called "Relapse Prevention", and will be offered to individuals who are currently incarcerated and to those that are not. This program is a 9 week program that teaches individuals how to identify addictions and assists them in creating a plan on how to prevent future relapses. In addition, this program is gender separated to maintain the gender requirement. This program will be offered to individuals that have an identifying substance abuse issue, which is displayed on their COMPAS Needs Assessment. In addition to group therapy, they may receive individual sessions as seen fit by the Therapist, but not to exceed 5 per participant. (Continuation)
- 2). I24 Case Management-This program is called the Re-entry Case Management Program. It will be utilized for the female incarcerated population who are soon transitioning back into society with needs to do that successfully. The program services will provide assistance for housing needs, food and clothing needs, referral sources, and assistance with enrollment into government programs, as needed. In addition, the program will assist a population of those with mental health needs who are in need of Case Management Services and are not eligible for other available services. (Continuation)
- 3). C01 MRT-This program will be provided to male and female participants separately who are in need of Moral Reconation Therapy. This program focuses on criminal thinking and changing that criminal thinking behavior. This program will focus on probation violators and pre-trial supervision participants and will be referred whether in custody or out. (Continuation)
- 4). B15 Career Readiness- This program is offered while incarcerated, then before release from custody, the facilitator will present a brochure to the participant to follow up with community resources upon release. This program teaches vocational, employability and educational skills training, as well as assisting individuals to apply for college and financial aid. In addition, the participants will complete Work Keys testing, that can be used for employment purposes upon release, along with a Career Interest Inventory, keyboarding skills, career coaching (O\*NET Program), computer literacy, TRIO, college applications, college exploration, academic advising and financial aid/FAFSA applications, interviewing skills, mock interviews, job searching and completing employment applications. (Continuation)

5). **G18 Meth Diversion Program**-This program is an intensive substance abuse program lasting much longer than our Release Prevention Program. Participants are in this program for 18 to 24 months, moving through 4 phases successfully before graduating in Phase 5. It's target populations are individuals with a Meth addiction, that has committed a crime with sentencing guidelines of 12 months to Life. This program focuses on the rehabilitation element which consists of individual counseling sessions, group sessions and Board Reviews. Each participant, while in the program is required to obtain and maintain employment, obtain a high school diploma or GED (if they haven't already), attend group 2 times a week, comply with drug testing regularly, and attend individual therapy sessions determined by which phase they are in. In addition, they receive Case Management Services to assist with transportation to doctor's appointments, assistance with obtaining their driver's license, or housing assistance. This program is unique because it focuses on individuals who are prison bound, who have had more than 1 possession of Meth charge, usually those with charges or convictions of Operating and Maintaining a Meth Lab. The entering process is strategic because we are looking at not just the meth user but most often our target participant is the meth dealer. The belief is if you can stop the dealer, not only have you changed their lives, but you have reduced the number of those being effected by the drug because of the dealer. The success rate of this program is much higher than any of our other programs and it is believed that the reason for that is because of the intensity in which the program is delivered and worked. (Continuation)

6). **F22 Pretrial Assessment**-This program allows individuals to be assessed for appropriate eligibility into the Pretrial Supervision Services. The assessment program will provide the data needed for enrollment and determine the level of supervision needed for the participants. (NEW)

7). **F23 Pretrial Supervision Services**-This program allows eligible participants (which is determined by the assessment) to be released from custody prior to trial and provide services that are needed according to their assessment. This program will obtain 3 levels of supervision to include: High, Medium and low. The supervision and requirements for the supervision will be based on the data retrieved from the pretrial assessment. Some of the services that may be provided will consist of drug testing, GPS tethering, Scram tethering, phone reporting, referrals to other resources, and in person reporting. These services will be offered to those individuals who are charged only with a crime and waiting for the court process to be completed. (New)

8). **B00 Education Program**- This program provides participants with the ability to study, prepare, and complete parts or all of their GED testing while incarcerated. In addition, the GED program provides services for those with IEP's. This program is not paid for by the State OCC, but funded by other resources in the county. (Continuation)

9). **D08 Electronic Monitoring**- This program is utilized for sentenced individuals who are currently incarcerated and have been granted work release as part of their Judgement of Sentence. This allows the Judiciary System to provide sanctions on individuals, but yet allowing them to maintain employment while constantly being monitored. This program is not paid for by the State OCC, but funded by other resources in the county. (Continuation)

10). **I24 Inmate Workers**- This program obtains about 14% of our jail population. These individuals earn good time off of their sentence, and it consists of them working on different work crews within the jail. Some of those job details include laundry workers, kitchen workers, car wash workers, and jail cleaning crews. (Continuation)

11). **I24 DEBTS Crew**- This program is utilized in assisting the local community with jobs such as lawn maintenance, snow removal, tree trimming, and general work that is needed for non-profit organizations. They assist local churches, local city public works departments, food pantry's, the Department of Natural Resources, local Camps, Township Hall's, and the local Recycling Center's. They do a number of tasks in these areas to assist with non-profit organizations. This program is not paid for by the State OCC, but funded by other resources in the county. (Continuation)

2. Objective #2 is intended to impact recidivism by targeting: Technical Probation Violators State the Objective: **Reduce the number of PVT's from 18 to 17.**

Programs in support of Objective #2:

The strategy to achieve this objective is to review the COMPAS Scores, and enroll offenders (PVNS or PVT) in the appropriate programs to assist with changing criminal behavior. Evidenced based data shows that these programs can result in a reduction of felony crimes being committed which results in a reduction in prison commitments. Here is a list of those programs offered in Allegan County to meet this objective:

- 1). G18 Substance Abuse- This program is called "Relapse Prevention", and will be offered to individuals who are currently incarcerated and to those that are not. This program is a 9 week program that teaches individuals how to identify addictions and assists them in creating a plan on how to prevent future relapses. In addition, this program is gender separated to maintain the gender requirement. This program will be offered to individuals that have an identifying substance abuse issue, which is displayed on their COMPAS Needs Assessment. In addition to group therapy, they may receive individual sessions as seen fit by the Therapist, but not to exceed 5 per participant. (Continuation)
- 2). I24 Case Management-This program is called the Re-entry Case Management Program. It will be utilized for the female incarcerated population who are soon transitioning back into society with needs to do that successfully. The program services will provide assistance for housing needs, food and clothing needs, referral sources, and assistance with enrollment into government programs, as needed. In addition, the program will assist a population of those with mental health needs who are in need of Case Management Services and are not eligible for other available services. (Continuation)
- 3). C01 MRT-This program will be provided to male and female participants separately who are in need of Moral Reconciliation Therapy. This program focuses on criminal thinking and changing that criminal thinking behavior. This program will focus on probation violators and pre-trial supervision participants and will be referred whether in custody or out. (Continuation)
- 4). B15 Career Readiness- This program is offered while incarcerated, then before release from custody, the facilitator will present a brochure to the participant to follow up with community resources upon release. This program teaches vocational, employability and educational skills training, as well as assisting individuals to apply for college and financial aid. In addition, the participants will complete Work Keys testing, that can be used for employment purposes upon release, along with a Career Interest Inventory, keyboarding skills, career coaching (O\*NET Program), computer literacy, TRIO, college applications, college exploration, academic advising and financial aid/FAFSA applications, interviewing skills, mock interviews, job searching and completing employment applications. (Continuation)
- 5). G18 Meth Diversion Program-This program is an intensive substance abuse program lasting much longer than our Relapse Prevention Program. Participants are in this program for 18 to 24 months, moving through 4 phases successfully before graduating in Phase 5. It's target populations are individuals with a Meth addiction, that has committed a crime with sentencing guidelines of 12 months to Life. This program focuses on the rehabilitation element which consists of individual counseling sessions, group sessions and Board Reviews. Each participant, while in the program is required to obtain and maintain employment, obtain a high school diploma or GED (if they haven't already), attend group 2 times a week, comply with drug testing regularly, and attend individual therapy sessions determined by which phase they are in. In addition, they receive Case Management Services to assist with transportation to doctor's appointments, assistance with obtaining their driver's license, or housing assistance. This program is unique because it focuses on individuals who are prison bound, who have had more than 1 possession of Meth charge, usually those with charges or convictions of Operating and Maintaining a Meth Lab. The entering process is strategic because we are looking at not just the meth user but most often our target participant is the meth dealer. The belief is if you can stop the dealer, not only have you changed their lives, but you have reduced the number of those being effected by the drug because of the dealer. The success rate of this program is much higher than any of our other programs and it is believed that the reason for that is because of the intensity in which the program is delivered and worked. (Continuation)
- 6). F22 Pretrial Assessment-This program allows individuals to be assessed for appropriate eligibility into the Pretrial Supervision Services. The assessment program will provide the data needed for enrollment and determine the level of supervision needed for the participants. (NEW)
- 7). F23 Pretrial Supervision Services-This program allows eligible participants (which is determined by the assessment) to be released from custody prior to trial and provide services that are needed according to their assessment. This program will obtain 3 levels of supervision to include: High, Medium and low. The supervision and requirements for the supervision will be based on the data retrieved from the pretrial assessment. Some of the services that may be provided will consist of drug testing, GPS tethering, Scram tethering, phone reporting, referrals to other resources, and in person reporting. These services will be offered to those individuals who are charged only with a crime and waiting for the court process to be completed. (New)
- 8). B00 Education Program- This program provides participants with the ability to study, prepare, and complete parts or all of their GED testing while incarcerated. In addition, the GED program provides services for those with IEP's. This program is not

paid for by the State OCC, but funded by other resources in the county. (Continuation)

9). D08 Electronic Monitoring- This program is utilized for sentenced individuals who are currently incarcerated and have been granted work release as part of their Judgement of Sentence. This allows the Judiciary System to provide sanctions on individuals, but yet allowing them to maintain employment while constantly being monitored. This program is not paid for by the State OCC, but funded by other resources in the county. (Continuation)

10). I24 Inmate Workers- This program obtains about 14% of our jail population. These individuals earn good time off of their sentence, and it consists of them working on different work crews within the jail. Some of those job details include laundry workers, kitchen workers, car wash workers, and jail cleaning crews. (Continuation)

11). I24 DEBTS Crew- This program is utilized in assisting the local community with jobs such as lawn maintenance, snow removal, tree trimming, and general work that is needed for non-profit organizations. They assist local churches, local city public works departments, food pantry's, the Department of Natural Resources, local Camps, Township Hall's, and the local Recycling Center's. They do a number of tasks in these areas to assist with non-profit organizations. This program is not paid for by the State OCC, but funded by other resources in the county. (Continuation)

### C: COMPAS Criminogenic Needs Profile

1. Please list the top 3 needs scales as identified within the COMPAS Criminogenic Needs and Risk Profile provided by OCC or as presented by your local needs data. Additionally, present both the local and OCC strategies that will impact the identified needs scales: **The top 3 needs as identified within the COMPAS Criminogenic Needs and Risk Profiling data for females are Substance Abuse which includes a totality of 67%. To follow in second is Self Efficacy which consists of 56% and lastly, is Family Criminality at 44%. In regards to the data received for the males, Substance Abuse is the most prominent need at 63%, which is even lower than the females. Secondly, the Criminal Involvement and the History of Non-Compliance is tied at 46%, and lastly, Family Criminality reports at 42%. Local and OCC strategies that will impact the identified needs scales will be to complete the following:**
  - 1). Continue to provide the Substance Abuse Program that assists those individuals who are non incarcerated and incarcerated.
  - 2). Continue to provide the long term more intensive Meth Diversion Program for prison bound individuals who are at a higher risk of reoffending, which would result in a prison sentence.
  - 3). Continue with Case Management Services for the female population to assist with some of their needs such as Residential Stability, Social Environment and social Isolation.
  - 4). Continue providing MRT classes to address the three of the top needs for both genders.
  - 5). Continue with AA/NA to individuals who are incarcerated.
  - 6). In addition, we will continue to receive referrals and COMPAS results from the Probation/Parole Office to enroll offenders in the appropriate programs based on their needs.
8. Provide information regarding policies, procedures, program operations, pertinent issues or opportunities which emerged, or other factors which have positively/negatively affected the achievement of objectives--for example, local changes regarding early jail release, implementation of required program fees, stakeholders--CCAB manager or staff, judges, magistrates, prosecutor, sheriff, contractor/service providers. Briefly describe the impact and, if negative, how it was addressed. **One area of program operations that has assisted us in the achievement of objectives is the seamless ability to obtain COMPAS Scores. That hasn't always been the case but in FY2017, the CCAB Manager and the Probation/Parole Office worked out a plan to obtain those and since the plan has been implemented, the COMPAS results have been easily obtained. The CCAB Manager will reach out to the Probation/Parole Officer assigned to this task, and request a specific COMPAS result if needed for the referral process. In addition, anytime a Probation/Parole Officer sends over a referral for programming, they will print out the COMPAS and place it in the designated folder that the CCAB Manager picks up weekly. In addition, anytime an agent completes the PSI on an individual, they also print out their COMPAS result and place it in the designated folder.**
9. What steps will you take if you find that you are not meeting your objectives, or your strategies are not being implemented

as planned? The following steps will be taken if it is determined that we are not meeting the objectives set or the strategies are not being implemented.

10. 2. 1. 1). Contact the State Grant Coordinator to inform her of the recent discovery that the objectives are not being met.
11. 2. 2). After the notification, the CCAB manager will compare the expenditure reports to the utilization reports and continually monitor them to determine if there are disproportionate issues with either one of them.
12. 3. 3). Evaluate the target population and reach out to the necessary resources to try and obtain and meet the objectives set forth for the program with increasing attendance and compliance.
13. 4. 4). If the utilization report reflects high enrollments but low successful completions, the CCAB Manager will meet with the stakeholders and work together to obtain a plan on how to get the current enrollees to attend regularly and to successfully complete it.
14. 5. 5). If the utilization reports indicate a low enrollment then the CCAB Manager will evaluate the program and look for areas of improvement to increase enrollment, and use different options to do that. Those options could include all or one of the listed items below:
15. 6. 6). The CCAB Manager will review all the COMPAS Scores that is obtained from the Probation/Parole Department to determine future eligibility for the programs.
16. 7. 7). The CCAB Manager will enter each housing unit to educate the current population about the programs available to them while incarcerated and once released.
17. 8. 8). The CCAB Manager will meet with the providers to ensure that they are aware of the areas that need attention and create a plan to increase enrollment or successful completions.
18. 9. 9). The CCAB Manager has created a brochure to be used as a training tool for the Probation/Parole Department to educate them on current programs that are being offered. In addition, these educational meetings will continue on a regular basis or when requested to ensure the referrals and enrollments increase.
19. 10. 10). A regular email will be sent to the Probation/Parole Departments informing them on the number of seats available per program and request referrals to ensure that the enrollments continue to increase.
20. 11. 11). If we are still unable to use these strategies that are set forth to obtain the objective, then the CCAB Manager will submit a request to our State OCC Grant Coordinator to make the necessary changes needed to get the program back on course.
21. 12. 12). If all of these efforts fail and it doesn't appear that program is sustainable because of lack of attendance, then it will be discussed with the State Grant Coordinator for further advisement.
22. 13). Once that advisement has been given, an informational email or a meeting will be called to all stakeholders giving them an update on the program in question, along with the advisement information given by the State Grant Coordinator on the next step action plans.

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

Please explain in detail what is being done locally to address the needs of felony probation violators, both new sentence and technical. Include your identification and screening strategies as well as risk/need identification. Include both local and OCC funded initiatives. **The needs of this target population starts with the referrals through the Gatekeeper. A referral can be obtained by the Gatekeeper going to the housing units and speaking with the inmates about the current programs available and the enrollment process. Another resource the Gatekeeper may utilize, is to obtain referrals from the Probation/Parole Office. In addition to these ways, the Gatekeeper can refer back to the Jail Arraignment sheet and locate those who are felony probation violators, and complete an interview. Once the referral is obtained, regardless of the source, then the CCAB Manager will obtain their COMPAS results from the Probation/Parole office and see what programs they qualify for. After that, the Gatekeeper completes an initial assessment to determine further eligibility. Once that eligibility meets the required criteria, then the Gatekeeper will forward the referral to the facilitator to complete the needed assessment for entry into the program. The programs that are available in Allegan County for the felony probation violators are as followed:**

1). G18 Substance Abuse- This program is called "Relapse Prevention", and will be offered to individuals who are currently incarcerated and to those that are not. This program is a 9 week program that teaches individuals how to identify addictions and assists them in creating a plan on how to prevent future relapses. In addition, this program is gender separated to maintain the gender requirement. This program will be offered to individuals that have an identifying substance abuse issue, which is displayed on their COMPAS Needs Assessment. In addition to group therapy, they may receive individual sessions as seen fit by the Therapist, but not to exceed 5 per participant. (Continuation)

- 2). I24 Case Management-This program is called the Re-entry Case Management Program. It will be utilized for the female incarcerated population who are soon transitioning back into society with needs to do that successfully. The program services will provide assistance for housing needs, food and clothing needs, referral sources, and assistance with enrollment into government programs, as needed. In addition, the program will assist a population of those with mental health needs who are in need of Case Management Services and are not eligible for other available services. (Continuation)
- 3). C01 MRT-This program will be provided to male and female participants separately who are in need of Moral Reconciliation Therapy. This program focuses on criminal thinking and changing that criminal thinking behavior. This program will focus on probation violators and pre-trial supervision participants and will be referred whether in custody or out. (Continuation)
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- 5). G18 Meth Diversion Program-This program is an intensive substance abuse program lasting much longer than our Relapse Prevention Program. Participants are in this program for 18 to 24 months, moving through 4 phases successfully before graduating in Phase 5. It's target populations are individuals with a Meth addiction, that has committed a crime with sentencing guidelines of 12 months to Life. This program focuses on the rehabilitation element which consists of individual counseling sessions, group sessions and Board Reviews. Each participant, while in the program is required to obtain and maintain employment, obtain a high school diploma or GED (if they haven't already), attend group 2 times a week, comply with drug testing regularly, and attend individual therapy sessions determined by which phase they are in. In addition, they receive Case Management Services to assist with transportation to doctor's appointments, assistance with obtaining their driver's license, or housing assistance. This program is unique because it focuses on individuals who are prison bound, who have had more than 1 possession of Meth charge, usually those with charges or convictions of Operating and Maintaining a Meth Lab. The reason the entering process is so strategic is because we are looking at not just the meth user but most often our target participant is the meth dealer. The belief is if you can stop the dealer, not only have you changed their lives, but you have reduced the number of those being effected by the drug because of the dealer. The success rate of this program is much higher than any of our other programs and it is believed that the reason for that is because of the intensity in which the program is delivered and worked. (Continuation)
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- 8). B00 Education Program- This program provides participants with the ability to study, prepare, and complete parts or all of their GED testing while incarcerated. In addition, the GED program provides services for those with IEP's. This program is not paid for by the State OCC, but funded by other resources in the county. (Continuation)
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individuals, but yet allowing them to maintain employment while constantly being monitored. This program is not paid for by the State OCC, but funded by other resources in the county. (Continuation)

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

Please explain in detail what is being done locally to address the local vocational/employment needs of offenders. Remember to consider trade schools, community colleges or universities who offer training to our offenders. Include both local and OCC funded initiatives. **The Allegan County Corrections Center offers the GED Program and the Career Readiness Program for incarcerated individuals. The GED Program assists individuals with obtaining their GED or High School Diploma depending on the request. In addition, they are eligible (if they meet criteria) to have the ability to attend the Career Readiness program which assists them in creating a resume to be used to obtain employment after incarceration. Along with that, the program assists them in completing a college application (if interested) and assistance to help them apply for financial aid. Also, the offenders are taught how to use computer software, complete the Work Keys program for local jobs in the area, and create a portfolio that they are given at the time of release to use when obtaining employment or seek future education opportunities such as trade school or college. Lastly, there are other locations such as the Allegan Public Schools and the Outlook Academy who service offenders after incarceration.**

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

1. What (if any) gaps in services has your CCAB identified and documented to address offenders' substance use needs? **Allegan County had an issue with a vendor that created a gap in service for the offender's with substance abuse needs. In addition, funding reduction has caused a gap in service. To explain further, the amount approved for this program wasn't enough to cover the costs of weekly groups, separated by gender, for each week of the year. In addition, the funding approved couldn't cover the costs for aftercare for the Relapse Prevention Program.**
2. If you identified gaps in question (1.), please describe how your CCAB plans to address these needs, including details regarding the referral process, screening and assessment, referral to treatment for appropriate level of care and aftercare planning. **The Allegan County CCAB addressed both issues swiftly. When it was discovered that there were issues with the vendor who provided services for substance abuse, the Allegan County Community Corrections Advisory Board was informed of the situation and a vote was made to stop all services with that vendor until the criminal investigation could be completed. In the mean time, the ACCCAB had voted to send out an RFP for those services and 6 weeks after the services were suspended from the original vendor, the contract was awarded to the current vendor and programming has resumed. In regards to the gap of services that speak to the decreased funding, the CCAB Manager apprised the ACCCAB of the information and brain stormed on how to provide the greatest amount of services, while staying within our budget. With the recent events of the original vendor and no services being provided or paid for the 8 week gap, our plan is to continue the Substance Abuse services without any gaps and continue offering weekly group meetings throughout FY2020. In addition, the CCAB Manager was able to obtain additional funding through another grant at the county level to ensure that we minimize any chances for future gaps in service.**

### **G: Other Local Initiatives**

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: Allegan

County offers several different specialty courts that assist with maintaining a low Prison Commitment Rate, such as:

2. 1). Drug Court
3. 2). Mental Health Court
4. 3). Veteran's Court
5. 4). Swift and Sure

In addition, the CCAB Manager has made arrangements with the Specialty Courts to come into the Corrections Center with a participant who is doing well or has graduated from the program and speak to the inmates to inform them that change is an option. Also, within the communication of jail technology, the jail has offered direct opportunities for the inmates to request information from the Specialty Courts along with the ability to apply for them through the electronic system. Lastly, the Corrections Center offers to Re-entry Units, one for the male population and one for the female population. These units consists of no more than 10 currently incarcerated individuals who are provided with extensive programming for individual therapy, group therapy, Anger Management, MRT, Bible Studies, a Mom's in Prayer group for the women, financial teachings, and parenting classes. Both of these programs have been successful in many ways. For example, the Women's Re-entry Unit attended monthly crochet classes and the participants made blankets for the residents in local nursing homes and small hats for the NICU units in nearby hospitals. Lastly, the news media did a segment with a few of our participants last year talking about how making those items gave them a chance to give back to a society that they had taken so much from.

6. Please explain how the Comprehensive Plan, in coordination with the above Local Initiatives, will impact the State Board Priorities, and ultimately offender success: The programs that are provided by Allegan County through local efforts and/or State funded, have impacted the State Board Priorities by reducing our Prison Commitment Rate to 10.7% in FY2019. There is data that indicates that the programs offered reflect the needs of the target population and that rehabilitation while incarcerated and after incarceration is still an option, and an option that works. It is the mission of Allegan County's CCAB to continue providing such programs, as we strive to continue to reduce the number of Prison Commitment Rates and positively impact lives, which will reduce the recidivism rate.

## H: 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	Allegan County	NA	NA	NA	NA	NA
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### General Information

RDC (Rated Design Capacity)	225	NA	NA	NA	NA	NA
Utilization as % of RDC	99%	NA	NA	NA	NA	NA
Number of off-line beds	129	NA	NA	NA	NA	NA

### Felon Population

Sentenced Felons	100	NA	NA	NA	NA	NA
Unsentenced Felons	98	NA	NA	NA	NA	NA

### Misdemeanant Population

Sentenced Misdemeanants	4	NA	NA	NA	NA	NA
Unsentenced Misdemeanants	10	NA	NA	NA	NA	NA

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: <b>Per the Jail Population Management policy which will be attached.</b>
3.	In the previous FY, 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? <b>0</b>
4.	Does your jail submit JPIS data? Yes If not, please provide a rationale for not submitting JPIS data: <b>NA</b>
5.	What vendor or jail management software is used to report jail utilization? <b>New World</b>

<b>G-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)</b>	
1.	This application uses Local Snapshot Data
2.	Are bookings up, down, or stable? Up
3.	Describe changes in ADP or AvLOS for the population groups reported above: <b>For the purpose of this report, the local snap shot data is being used to reflect the Average Daily Population (ADP) for FY2019 and compared it to the local snap shot data for FY2018. For FY2018, local snapshot data indicates that the ADP of sentenced felons were 78.41; this category increased to 103.77 for FY2019. Additionally, the ADP of sentenced misdemeanants decreased from 49.33 in FY2018 to 20.05 in FY 2019. Unsentenced felons' ADP decreased from 70.47 in FY2018 to 50.85 in FY2019. Unsentenced misdemeanants' ADP decreased from 19.68 in FY2018 to 8.6 in FY2019. The ADP for Felony Probation Violators is 44 in FY2019. There were no boarders noted on the local snap shot data. In addition, the local snap shot data does not reflect the AvLOS for the population groups. As the data reflects, the top 3 crimes in Allegan County is Substance Abuse, Criminal Sexual Conduct, and Probation Violations. The ADP in 2018 was 223.84 and increased to 235.30 in 2019.</b>
4.	Provide additional information to explain your jail utilization here including changes in stakeholders, law enforcement priorities, bed closures, etc.: <b>There has not been any changes in stakeholders or law enforcement priorities that contributed to the increase in felony criminal behavior, resulting in an increase in jail utilization.</b>
<b>G-2: Describe policies and practices that influence jail population:</b>	
1.	Does the jail have a bed allocation plan? No
2.	Does the jail accept boarders from other counties? No If YES, what is the daily rate charged for a boarder? <b>NA</b>
3.	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. <b>NA</b>
4.	Does the jail accept MDOC or Federal boarders under contract? No If YES, what is the daily rate charged for MDOC and/or Federal boarders? <b>NA</b>
5.	What was the revenue from boarders for the previous year? <b>NA</b>
6.	Provide additional analysis you feel is necessary to explain your jail utilization: <b>NA</b>

**MICHIGAN DEPARTMENT OF CORRECTIONS  
OFFICE OF COMMUNITY CORRECTIONS  
FY 2021 FUNDING PROPOSAL**

**Allegan County**

**Comprehensive Plans & Services**

Program	Program Code	Funding Request	Approved Funding	Reserved Funding	Total Funding Recommendation
<b>Group-Based Programs</b>					
Education	B00	-			-
Employment	B15	33,872			-
Life Skills	B16	-			-
Cognitive	C01	23,236			-
Domestic Violence	C05	-			-
Sex Offender	C06	-			-
Outpatient Services	G18	81,754			-
Other Group Services	G00	-			-
<b>Sub-Total</b>		<b>138,862</b>	-	-	-
<b>Supervision Programs</b>					
Day Reporting	D04	-			-
Intensive Supervision	D23	-			-
Electronic Monitoring	D08	-			-
Pretrial Supervision	F23	20,622			-
<b>Sub-Total</b>		<b>20,622</b>	-	-	-
<b>Assessment Services</b>					
Actuarial Assessment	I22	-			-
Pretrial Assessment	F22	2,455			-
<b>Sub-Total</b>		<b>2,455</b>	-	-	-
<b>Gatekeeper</b>					
Jail Population Monitor	I23	-			-
Gatekeeper	I25	8,445			-
<b>Sub-Total</b>		<b>8,445</b>	-	-	-
<b>Case Management</b>	I24	28,890			-
<b>Substance Abuse Testing</b>	G17	2,204			-
<b>Other</b>	Z00	-			-
<b>Program Total</b>		<b>201,479</b>	-	-	-
<b>Administration</b>					
Salary & Wages		41,882.30			-
Contractual Services		-			-
Equipment		-			-
Supplies		-			-
Travel		100.00			-
Training		-			-
Board Expenses		-			-
Other		-			-
<b>Administration Total</b>		<b>41,982</b>	-	-	-
<b>Total Comprehensive Plans &amp; Services</b>		<b>243,461</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Drunk Driver Jail Reduction</b>					
Program	Program Code	Funding Request	Approved Funding	Reserved Funding	Total Funding Recommendation
Assessment & Treatment Services	Z01	19,548			0
5-Day In Jail Housing	Z02	0			0
<b>Totals</b>		<b>19,548</b>	<b>0</b>	<b>0</b>	<b>0</b>



# Program Description

## Administration

FY: 2021

CCAB: Allegan County

### 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).

<b>1. Identify administrative staff and the duties and responsibilities of those staff:</b>
a. How frequently are CCAB meetings held? Quarterly
b. Describe what is done to prepare/prepare board members for CCAB meetings: In preparation for a CCAB meeting, an agenda is created with a list of items that will be discussed at the the meeting. Those items regularly discussed are statistics from all programming, jail population, strategic planning, and upcoming events such as voting for the Midyear or End of the Year reports.
c. What is included on CCAB meeting agendas? (please remember to forward agenda and meeting minutes to our office): The following items are on the agenda:
d. 1). Introductions
e. 2). Approval of Minutes
f. 3). Grant application information, updates, and voting
g. 4). Current Program updates
h. 5). Strategic Planning Update
i. 6). Voting on appropriate items discussed
j. 7). Roundtable
k. 8). Any additional informaiton that may need to be discussed with the Board such as vendor issues, positive things regarding programs, and success stories.
l.
m. Describe how expenditure reports are processed and verified then forwarded to OCC in Lansing: Expenditure reports are created by the CCAB Manager from the billing receipts and supporting documentation from contracted providers. Once that report is completed , it is submitted to the Allegan County Finance Department for review. Once approved by the Finance Department, then a copy is sent to the State OCC Grant Coordinator, along with MDOC-billing, and the Allegan County Community Corrections Advisory Board.
n. How are utilization and expenditures monitored? They are monitored on a monthly basis when completing the utilization report that is forwarded to the State OCC Grant Coordinator. In addition, the Gatekeeper will monitor each programs utilization



# Program Description

## Administration

	reports on a regular basis to ensure appropriate attendance, enrollments and completions are in line with the projected numbers.
o.	As a contractual requirement, how often does the manager meet with, visit, and evaluate contracted programs? monthly Explain: On a monthly basis, the CCAB Manager will evaluate each program and evaluate the facilitator to ensure that they are following the program requirements. In addition, the CCAB Manager reaches out to the facilitators weekly requesting updates on referrals, program attendance, and case notes.
p.	How often does the manager meet with probation supervisors/officers? Weekly Explain: The CCAB Manager goes to the Probation/Parole office on a weekly basis to pick up COMPAS reports. During that visit, the CCAB Manager will meet with the Probation Agents and the Supervisor, regarding any updates, important information changes, vendor issues, and participant concerns. In addition, an email correspondence occurs bi-monthly between the CCAB Manager and the Probation Department to discuss any concerns, questions or to provide updates on current participants, or more frequent as needed.
q.	How often does the manager meet with the prosecutor? Quarterly Explain: The CCAB Manager will meet with the Prosecutor on a quarterly basis, at a minimum. Email correspondence is more frequent than quarterly especially if there is an issue that needs to be discussed with the Allegan County Community Corrections Advisory Board.
r.	How often does the manager meet with judges? Quarterly Explain: The CCAB Manager will meet with the Judges on a quarterly basis, at a minimum. Email correspondence is more frequent than quarterly especially if there is an issue that needs to be discussed with the Allegan County Community Corrections Advisory Board
s.	How often is program utilization reviewed? Explain: The program utilization will be reviewed at least monthly but usually more frequent than that. The CCAB Manager monitors the program utilization very closely to ensure that the program has enough participants enrolled in each program.
t.	What actions are taken when programs are under- or over-utilized? If the programs are under-utilized, it will be noted during the monthly review and a plan to increase the attendance will be created. That usually consists of the Gatekeeper going out into the housing units and completing an educational session with the inmates about the programs that are available and how they can send an electronic message about interest into that program. In addition, the Gatekeeper will send an email to the Probation/Parole Department informing them of how many seats are available and request referrals. If it is being over-utilized, a plan will be put into place to decrease the utilization for that program so that the funding will last the entire fiscal year, without an interruption to service.
u.	How much time is spent reviewing OMNI and jail data? Seven hours per week, approximately 364 hours per year. Explain: COMPAS entries are entered weekly resulting in approximately 5 hours of data entry. In addition, the COMPAS Assessment needs will be reviewed and entered into an excel spreadsheet weekly for review of proper program placement, which will take approximately one hour per



# Program Description

## Administration

week. The rest of the time will be spent completing monthly expenditures and utilization reports, conducting CCAB meetings, conducting Strategic Planning meetings and completing monthly monitoring session for each program.

- v. How much time is estimated to be spent developing the strategic plan for the application? 12 hours per year Describe when and how the plan is developed: The Strategic planning is a year long process and is done on a quarterly basis. A meeting is held prior to each CCAB meeting and the results and decisions made at that meeting is discussed with all members of the Allegan County Community Corrections Advisory Board.
- w. Describe the involvement of other stakeholders or subcommittees in data analysis or plan/program development. The stakeholders and subcommittees have been involved in preparing for this grant application. The CCAB Manager meets with the subcommittee on a quarterly basis to discuss strategic planning. In addition, educational information, questions and directions will occur between the CCAB Manager and the Allegan County Community Corrections Advisory Board. The information obtained is utilized for future programming and planning developments.
- x. What is your plan to educate all stakeholders? Explain: The CCAB Manager sends out information via email correspondence including the monthly utilization reports, expenditure reports, the midyear report, the end of the year report, the grant application, the recent information that was obtained at meetings in Lansing, information regarding the recent training for Pre-Trial Services in Lansing, and information that was obtained in the "Michigan Department of Corrections, Offender Success Administration, Office of Community Corrections, CCAB Manager's Manual". In addition, the CCAB Manager calls special CCAB meetings if necessary to discuss any concerns about vendors, programming, or reporting data.



# Program Description

## Group Programming

CCAB: Allegan County	FY: 2021	<i>For OCC Use Only:</i>  Approved CCIS Code: Approved Projected Enrollment: Budget Recommendation: Conditions: Coordinator:	
Local Program Name: Career Readiness			
Service Provider: Outlook Academy			
CCIS Service Type: <i>B15- Employability Skills</i>			
Projected Enrollment: 50			
Projected Length of Stay: 45-90 days			
Does this program also use DDJR funding? <b>YES</b> If YES, how many DDDR offenders projected? <b>3</b>			
Program Location (select all that apply):	Jail: <input checked="" type="checkbox"/>	Residential: <input type="checkbox"/>	Community: <input type="checkbox"/>
Program Status (new, modification, continuation): <i>Continuation</i>			
If a modification, describe here: NA			
List projected enrollment by member county: NA			

**GROUP/CLASS DELIVERED PROGRAMMING –**

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

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

<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: <b>Reduce the Overall Prison Commitment Rate from 10.7% to 9.7%.</b></p> <p style="margin-left: 40px;">ii. Group 2 Straddle Cell Objective, which states: <b>Reduce the Group 2 Straddle Cell Prison Commitment Rate from 7.1% to 6.9%.</b></p> <p style="margin-left: 20px;">b. Recidivism Objectives:</p> <p style="margin-left: 40px;">i. Probation Violator New Sentence, which states: <b>Reduce the Probation Violator New Sentences from 7 to 6.</b></p> <p style="margin-left: 40px;">ii. Probation Violator Technical, which states: <b>Reduce the number of Probation Violator Technicals from 18 to 17.</b></p>
<p>2. Based on your objective(s), what is your target population?</p> <p style="text-align: center;"> <input checked="" type="checkbox"/> Felons                <input type="checkbox"/> Pretrial                <input type="checkbox"/> Other (briefly describe):         </p>



# Program Description

## Group Programming

<b>3. Describe the program:</b>	
a.	<b>What is your referral process to this program?</b> The referral process is as follows:
b.	<b>1). The Gatekeeper will provide an educational session with each housing unit on a regular basis and inform the inmates how to get enrolled into the program.</b>
c.	<b>2). Once an inquiry is received by the inmate to the Gatekeeper, then a screening with occur by the Gatekeeper.</b>
d.	<b>3). After the screening is completed, the Gatekeeper will determine if there is a COMPAS score already on file for that individual by reviewing the excel spreadsheet that's been created for program eligibility.</b>
e.	<b>4). If no COMPAS score has been located, the Gatekeeper will reach out to the Probation/Parole Department to retrieve the COMPAS score to determine eligibility requirements are met.</b>
f.	<b>5). After the eligibility requirements are met, a referral is sent to the facilitator for the participant to be assessed for program eligibilty.</b>
g.	Describe eligibility criteria, including exclusionary criteria, for an assessment. Including requirements for assessments and assessment results. <b>The COMPAS Assessment tool will be the screening tool used. The offenders who score Moderate/High for vocational education will be considered for the program. In addition, the offender must either be currently enrolled in the GED program or have their High School Diploma or GED prior to enrollment.</b>
h.	Assessment (not screening) is the foundation of evidence-based practices. Referrals to programs should be based upon assessed needs. Please describe your assessment practices below: <b>The CCAB Manager will review the COMPAS assessments on a weekly basis to determine if any new offenders meet the criteria for the program. If there are new offenders that meet the criteria, than a list will be created and forwarded to the facilitator to review and conduct their assessment .</b>
i.	Is a risk and/or need assessment required <i>prior to referral</i> or admission to this program? <b>Yes, prior to referral</b>
ii.	What assessment is used, identify the tool: <b>An interview assessment will occur with the offender if during the screening process, they are eligible. Some of the questions conducted in the assessment process is if they have a High School Diploma, GED or if they are currently enrolled into the GED program.</b>
iii.	Who completes the assessment? <b>The Facilitator completes the assessment.</b>
i.	Identify who is responsible for confirming eligibility and describe the process. <b>The Gatekeeper will complete the referral and screening process but the Outlook Academy Facilitator will confirm eligibility through their assessment process. The facilitator will notify the Gatekeeper on a weekly basis, who is eligible and has been approved for the program.</b>
j.	Describe the program design (programs using this description form should be delivered through a group or class structure):
i.	Name of curriculum: <b>Career Readiness</b>
ii.	Is the group open or closed? <b>Open</b>
iii.	What is the minimum/maximum number of participants per group, as identified in the curriculum? <b>Minimum of 3 participants and the maximum</b>



# Program Description

## Group Programming

	<b>of 10 per group as identified in the curriculum.</b>
iv.	How many sessions will be completed per group? <b>25</b>
v.	What is anticipated number of groups that will be conducted during the fiscal year? <b>Approximately 150 groups will be conducted during the fiscal year.</b>
vi.	What is the length of each group session? <b>The length of each group session is 1 to 1.5 hours.</b>
vii.	Identify what skills are taught in this program: <b>The following skills are taught in the program:</b>
viii.	<b>1) Completion of Work Keys testing</b>
ix.	<b>2). Completing a Career Interest Inventory</b>
x.	<b>3). Developing a resume and cover letter</b>
xi.	<b>4). Keyboarding skills</b>
xii.	<b>5). Career Coaching (O*NET Program)</b>
xiii.	<b>6). Computer Literacy</b>
xiv.	<b>7). TRIO-College applications, college exploration, academic advising and financial aid/FAFSA application completions.</b>
xv.	<b>In addition, upon completion of the program, the offender will receive a portfolio with a certificate from the above listed skills.</b>
xvi.	If the group occurs in various locations, (jail/residential/community) identify how participants transition between them: <b>The program is offered in the jail but can transition to other employment ready skills offered by the community service providers. A pamphlet with the community programs will be offered to each offender prior to release to continue working on the skills learned.</b>
k.	Identify the training or credentials held by your service provider qualifying him/her to provide this service: <b>There is a facilitator with a Special Education Certification, 3 facilitators that have their teaching certificates, and 1 facilitator that has a Bachelor's Degree in Social work and Criminal Justice.</b>
l.	How are delivered services and offender progress and participation documented by the service provider? (i.e., progress notes, case notes and/or group notes) <b>The facilitator provides attendance sheets on a weekly basis and progress reports on a monthly basis, but can provide them sooner if requested, by the Gatekeeper or CCAB Manager.</b>
m.	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. <b>The progress notes and attendance sheets will be shared to the Probation Officers upon request or sooner if an issue or concern arises.</b>
n.	Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program including how this program is not a duplication of services provided through Michigan Works or other local workforce development agencies: <b>At first glance this program may appear to be a replica to Michigan Works, however it is not. Career Readiness provides a participant the knowledge on how to complete college applications, complete mock interviews, and complete Financial Aid applications for college. It,</b>



# Program Description

## Group Programming

also, teaches the participants computer literacy skills, and interviewing skills.

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. Clearly describe how this program will impact the PCR: This program will teach offenders how to complete college applications. College attendance and completion, can increase their chance in gaining promising employment. Secured employment contributes to the reduction of the Prison Commitment Rate by creating increased self worth, their ability to provide for the family, and promote positive attributes for them within the community.

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

- i. Clearly describe how recidivism will be impacted: This program will teach offenders how to complete college applications. College attendance and completion, can increase their chance in gaining promising employment. Secured employment contributes to the reduction of the Prison Commitment Rate by creating increased self worth, their ability to provide for the family, and promote positive attributes for them within the community.

5. 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.

**Additional performance indicators can be observed by the completion of the program with the utilized knowledge of applying to a college and being accepted. To date, we are aware of at least 2 participants who have completed the program and then began attending college last school year, upon their release from custody. In addition, several college applications have been completed. Lastly, we have had several successful completers in this program which has increased the chances of those participants to secure employment upon release.**



# Program Description

## Case Management

CCAB: Allegan County	FY: 2021	<i>For OCC Use Only:</i>  Approved CCIS Code Approved Projected Enrollment: Budget Recommendation: Conditions: Coordinator:
Local Program Name: Re-entry Case Management		
Service Provider: Arbor Circle		
CCIS Service Type: Community Based Case Management – I24		
Projected Enrollment: 20		
Projected Length of Stay: 120 Days		
Does this program also use DDJR funding? <b>YES</b> If YES, how many DDJR offenders projected? <b>2</b>		
Program Location (select all that apply):	Jail: <input type="checkbox"/>	Community: <input checked="" type="checkbox"/>
Program Status (new, modification, continuation): <i>Continuation</i>		
If a modification, describe here: NA		
List projected enrollment by member county: NA		

**CASE MANAGEMENT –**

- Proposed definition of Case Management:
  - *Problem-solving activity for specific populations to enhance offender success. This should include: assessment, planning, linkage to specific services, monitoring and advocacy.*
- You will be asked to clearly explain why additional case management beyond what is provided by probation supervision is necessary to help achieve your objectives.
- Case Management is not used to simply do data entry for offender enrollment and termination.
- If you have questions about what form to use or if your program really is “case management” please contact your grant coordinator.

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

<b>1. Copy the objective(s) from your felony and/or recidivism analysis (Part I) that this program is designed to address:</b>
<ul style="list-style-type: none"> <li>a. PCR Objectives:           <ul style="list-style-type: none"> <li>i. Overall Prison Commitment Rate Objective, which states: <b>Reduce the Overall PCR from 10.7% to 9.7%.</b></li> <li>ii. Group 2 Straddle Cell Objective, which states: <b>Reduce the Group 2 Straddle Cell PCR from 7.1% to 6.9%.</b></li> </ul> </li> <li>b. Recidivism Objectives:           <ul style="list-style-type: none"> <li>i. Probation Violator New Sentence, which states: <b>Reduce the number of PVNS from 7 to 6.</b></li> <li>ii. Probation Violator Technical, which states: <b>Reduce the number of PVT's from 18 to 17.</b></li> </ul> </li> </ul>
<b>2. Based on your objective(s), what is your target population?</b>
<input checked="" type="checkbox"/> Felons <input checked="" type="checkbox"/> Other (briefly describe): <b>Probation violators new charges and technicals.</b>

<b>3. Describe the program:</b>
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# Program Description

## Case Management

a.	Is a screening tool required to determine eligibility? <b>YES (A COMPAS assessment will be required for offenders. IF the COMPAS indicates Medium to High risk and/or need levels, then the offender will be considered for program eligibility.</b>
b.	What assessment is part of the case planning process? <b>YES (describe) All offenders referred to case management services will receive an individual case management needs assessment completed by a Bachelors' level Case Manager. The offender will meet with the Case Manager to assess their individual reentry needs, including substance abuse and mental health needs, and develop a Re-entry Plan. In addition, all COMPAS assessments will be available to the provider at the providers request. If the offender needs substance abuse or mental health treatment he/she will receive a full bio-psychosocial assessment from the clinical provider of that service prior to treatment. Offenders already receiving a bio-psychosocial assessment through the reentry program will not receive an additional assessment through OCC Funding.</b>
c.	Based on what your program is intended to address within your targeted population, what are your eligibility (including exclusionary) criteria? <b>In order to receive case management services, female offenders must be housed at the Allegan County Community Corrections Centers and have a COMPAS score of Moderate to High in overall risk or Moderate to High in four of the needs scales. Eligibility for the offenders who are in need of mental health housing assistance, must have a COMPAS score resulting in Moderate to High in overall scores, or a Moderate to High in the residential stability category.</b>
d.	Are recommendations for this program made in the PSI or PV sentence recommendation? <b>NO</b>
e.	<b>Describe your referral process to this program.</b> The Gatekeeper will provide the provider with a list of potentially eligible individuals for the Re-entry Program at the Allegan County Corrections Center. Those individuals will be identified by either through educational meetings with the Gatekeeper and the females in the their housing units, or by referrals from the Probation/Parole Department or referrals provided by the Staff Counselor.
f.	Identify who is responsible for confirming eligibility and describe the process? <b>The Gatekeeper will be responsible for confirming program eligibility by seeking referrals through inmate contact, probation/parole agents, and/or the Staff Counselor. Once the referral is received, then the Gatekeeper will retrieve their COMPAS Scores for eligibility purposes, then an interview assessment will be conducted with the participant to determine if the Case Management Program is appropriate.</b>
g.	Explain how Case Management includes goal/task setting? <b>The Case Manager will meet with the offender once they have been approved for the program to do an individualized analysis of their case management/reentry needs. Participants referred for mental health case management support will receive the case management/reentry needs assessment following referral and affirmation that eligibility requirements are met. A written Re-entry Plan will be developed to address the participants short and long term needs along with specific steps and activities they need to take to address them. Special attention is paid to the period immediately following release. The individual will be provided with a copy of the</b>



# Program Description

## Case Management

plan as well as service/program contact information and scheduled appointments in the community that were made prior to release. The Case Manager will plan to be present at the time of release to assist the offender with the transition back into the community. The Case Manager will plan continued contact with the individual in the community through phone calls, and home visits to continue supporting their transition and follow through to established the set goals.

h. What is the frequency of contact with the offender? **Prior to release from the Allegan County Corrections Center, the Case Manager will meet with the participant at least 2 times prior to release of custody to ensure that a re-entry plan has been completed and goals have been set. In addition, the Case Manager will pick the inmate up from jail and spend approximately 3 hours with them working on the goals set by the participant. Also, the contact within the first 72 hours will be critical for the participant, so there will be frequent calls made to the participant for support. After that, multiple weekly phone calls and home visits will occur within the first month of post incarceration. In addition, this service can continue up to 5 additional months depending on the need and the progress made to meet the goals set.**

i. How is frequency of contact determined? **The frequency of contact is set after the initial post incarceration meeting by the need of the participant which is determined by the completion of each goal set.**

j. What happens during a typical session with an offender and how long is it estimated to take? **The Case Manager will utilize their contact with the participant while they are incarcerated to develop the re-entry plan, which will seek to build structure into their daily lives. The Case Manager will assist the participant with identifying specific needs to be addressed and the steps and activities they must take to address them. Upon release, the sessions will include updates with the Case Manager and participant for follow through and progress towards meeting the goals set, additional planning, assisting the participant with negotiating community resources, support services, and transportation to some important appointments, as needed. Sessions between the Case Manager and participant will vary in length from 15 minutes to one hour depending on the needs of the individual, except for the visit in which the participant is being picked up from the jail. This session is expected to last up to 3 hours depending on the goals set for the immediate transition back into society.**

k. Does the program design include contacts with social supports such as: family, employer, school, treatment provider, etc.? Explain: **Yes, depending on the individual transition plan developed, the Case Manager will coordinate with contacts in the jail as well as in the community. These contacts include family members, the participants probation officer, educational services, employment services, housing programs, treatment providers and other community partners. The Case Manager will serve as a client advocate with other service providers, as well as educate family members on supporting the individuals successful transition back into the community.**

l. Does the program assist offenders with securing identification and/or refer to additional social or supportive services such as health care or clothing assistance?



# Program Description

## Case Management

Explain: **Yes, the Case Manager will work with the participants in the jail and in the community to connect with services needed and assist them in obtaining their ID through transportation needs and communication with the Secretary of State's Office.**

m. How are delivered services, offender progress and participation documented by the service provider? **Case Managers will complete written documentation on each individual contact with the participant including face to face, telephone, text messages and other indirect contact. Collateral contacts, with other providers will also be documented. The Case Manager will maintain an individual file for each participant which will contain documentation of the services provided. They will maintain electronic medical records which include tracking and monitoring of individual events relating to the client's service. The documentation in the clients individual file as well as the electronic medical records will be used to prepare the monthly invoices submitted to the CCAB Manager.**

n. 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. **Collaboration between the provider and Gatekeeper will be ongoing from screening to discharge from case management services. The Gatekeeper will send out regular updates to the Probation/Parole Departments regarding each participant and the progress they are making. All referrals that occur will come from the Gatekeeper to the provider. Monthly progress reports will be provided to the Gatekeeper for review and then the Gatekeeper will forward those status reports to the Probation/Parole Department. Contact will include both verbal and written reports including but not limited to the participants transition plan.**

o. How does this program differ from the services provided by the probation department? **Case Management begins in the jail with regular contact between the participant and the Case Manager. Before the participant leaves the jail, they have received a case management assessment, bio-psychosocial assessment (if recommended), assistance getting identification, health insurance needs, referral information for community programs and assistance based on their assessed needs. With the help of the Case Manager, the participant will have transportation from the jail to the providers office, and will work with the Case Manager to transition into the community with a plan for success already in place. Probation agents are not able to provide this level of intense contact and assistance to the participant that begins during incarceration and continues into the community. In addition, a probation agents case load is much larger than the case manager's for this program, so if these services were provided by the Probation department, then it would diminish the ability to individualize each participant in this program.**

p. Why can probation officers not provide this level of service? **Due to the large**



# Program Description

## Case Management

caseload size carried by the probation agents, this level of intense services cannot be provided. The caseload carried by the provider's case managers will be significantly smaller so that they can be present at the jail and out in the community frequently to meet with the participants and provide individual service as needed by the participants.

q. Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: **As part of the case management role, building intentional supportive relationships with participants, incorporating positive self-disclosure, role modeling and instilling hope, are critical to having success with this population. The provider will offer a depth of treatment, education, prevention and recovery supports for individuals and their families following release. The Case Manager will assist with navigating internal and external support and service options through warm hand-offs. Outcomes from other re-entry programming in the jail setting, demonstrates the effectiveness of intensive client contact and support during and following incarceration to reduce recidivism.**

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 program reduce prison commitments? YES**

i. **Clearly describe how prison diversions will be accomplished: Building a strong re-entry program in the jail including intensive case management coupled with existing evidence-based programming addressing offenders' risks and needs will give the Circuit Court Judiciary System another reason to sentence felony offenders, including Group 2 Straddle Cell Offenders to a split sentence disposition rather than prison. Future prison commitments will also be decreased as offenders will continue to receive case management services in the community, helping them adhere to their established re-entry plans and will reduce the likelihood of future felony offenses which will impact the Allegan County's Overall Prison Commitment Rate.**

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

ii. **Clearly describe how recidivism will be impacted: Having a strong Re-entry Case management which includes intensive case management coupled with existing evidence-based programming addressing offenders' risks and needs will give the Circuit Court Judiciary System another reason to sentence felony offenders, including Group 2 Straddle Cell Offenders to a split sentence disposition rather than prison. Future prison commitments will also be decreased as offenders will continue to receive case management services in the community, helping them adhere to their established re-entry plans and will reduce the likelihood of future felony offenses which will impact the Allegan County's Overall Prison Commitment Rate. Having a strong re-entry program within the jail, delivering case management services both inside and outside of the jail, coupled with evidenced based programs such as substance abuse gives the participant a greater chance of successful transition after incarceration and deterring future criminal behavior.**

5. Develop additional performance indicators based on your program design such as completion of other monitored programs and conditions, improved family or community stability,



# Program Description

## Case Management

improved assessment scores, etc., as you deem appropriate. Contact your grant coordinator for assistance if necessary.

**The goal of the Case Management program is to create a successful transition for participants into the community and to support prison diversion. The objective to reach this goal will be for a participant to meet at least 3 of the 5 goals set in their re-entry plan. This will be measured by the Case Managers Case notes confirming that participation occurred and that 3 of the goals were met.**



# Program Description

## Gatekeeper

CCAB: Allegan	FY: 2021	<i>For OCC Use Only:</i>  Approved CCIS Code Approved Projected Enrollment: Budget Recommendation: Conditions: Coordinator:
Local Program Name: Gatekeeper		
Service Provider: Allegan County Sheriff's Office		
CCIS Service Type: <i>I25 - Gatekeeper</i>		
Total Projected Enrollment: 150		
Does this program also use DDJR funding? <b>YES</b> If YES, how many DDJR offenders projected? <b>10</b>		
Program Status (new, modification, continuation): <i>Continuation</i>		
If a modification, describe here: <b>NA</b>		
List projected enrollment/release by member county: <b>NA</b>		

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

- If a majority of program referrals come from an outside source, Gatekeeper should not be requested.
- Gatekeeping includes initial screening for program eligibility (not assessment) such as determining if the offender meets established target and preliminary eligibility criteria and the subsequent referral and enrollment in programming as appropriate.
- Projections should be based on the total number of program referrals that will need to be screened for eligibility, referred, and entered into COMPAS Case Manager.
- Projections should also include an appropriate calculation of the Gatekeeper’s time. The total amount of time spent per projected enrollee should balance with the requested funding amount. Gatekeeping services should be limited to one hour per enrollee.
- Subsequent data entry such as termination/discharge from programming is a function under administration.

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

The form permits text, uses drop-down options, and permits additional text when a drop-down option with further instructions is selected. Some text entries where longer responses are anticipated permit carriage returns [press Enter] to create separate paragraphs.

<b>1.</b>
a. This service functions as a Gatekeeper for <i>PA511 as well as non-PA511 programs.</i>
b. What proportion of program referrals come from a source other than gatekeeping? <b>Currently, all program referrals that are funded by this grant are completed by the Gatekeeper.</b>
c. Describe the steps taken to determine offender eligibility for a program: <b>The Gatekeeper will complete the following steps to determine offender eligibility for a program:</b>
d. <b>1). The Gatekeeper will regularly enter the housing units and speak with the inmates explaining the programs that are available, those funded by PA511 and those that are not.</b>
e. <b>2). The Gatekeeper will instruct the current inmates who are interested in any of</b>



# Program Description

## Gatekeeper

<p>the programs to send an electronic message to the Gatekeeper for an initial screening and eligibility standards.</p> <p>f. 3). The Gatekeeper will monitor those electronic messages and print out those requesting programming.</p> <p>g. 4). The Gatekeeper will speak with each individual who submitted an electronic message and screen them for eligibility purposes.</p> <p>h. 5). After the screening is complete, if they meet initial eligibility requirements, the Gatekeeper will email the Probation/Parole Department requesting their COMPAS Scores.</p> <p>i. 6). Once the COMPAS Score is retrieved than the Gatekeeper will go through it to ensure that the risk and needs for that individual meet the criteria for the program that is being requested and if it doesn't but it appears that they would be more suitable for another program, than the Gatekeeper will speak with them again about their eligibility.</p> <p>j. 7). If their COMPAS Score risks and needs meet the eligibility requirement, than the Gatekeeper sends over a referral for that program requesting an assessment to be completed.</p> <p>k. 8). In addition, referrals are received from Probation agents, parole agents, Corrections Deputies, Facilitator's, Jail Counselor and the jail medical person if they feel after speaking with the individual that they could benefit from a particular program.</p> <p>l. 9). After the referral is made than the Gatekeeper will follow up with the facilitator to ensure that an assessment is done and the results of the assessment and if enrollment is appropriate.</p>
<p>m. Estimate how long it takes to determine eligibility, make referrals and complete Case Manager/CCIS data entry for a new offender: <b>For a new offender, it is estimated that could take about 1 hour to complete per participant.</b> For an established offender: <b>For an established offender, it is estimated that it could be completed between 15-30 minutes.</b></p>
<p>n. Do you meet with the offender to do the screening or work from referral documents? Explain: <b>Yes, the Gatekeeper will meet with the offender. It is critical to meet with the potential participant as part of the screening process to determine willingness to participate, the ability to pay any associated fees, the ability for reliable transportation to attend the program, and gauge any social support.</b></p>
<p>o. What PA511 programs does this Gatekeeper screen/refer for? <b>Currently, the Gatekeeper screens for the following PA511 programs:</b></p> <p>p. 1). G18 Substance Abuse</p> <p>q. 2). I24 Case Management</p> <p>r. 3). B15 Career Readiness</p> <p>s. 4). C01-MRT</p> <p>t.</p>
<p>u. What non-PA511 programs does this Gatekeeper screen/refer for? <b>The Non- PA511 program that the Gatekeeper sends a referral for is the GED Program.</b></p>
<p>v. What percentage of your requested CPS budget is in this line item? <b>20%</b></p>
<p>w. Review your answers above. Summarize other aspects of this service not specifically</p>



# Program Description

## Gatekeeper

identified above that you feel are critical to understanding this function: **The Gatekeeper position is vital to a successful placement into the appropriate programs. Each participant that is referred will be screened by the Gatekeeper to determine eligibility requirements. The Gatekeeper will provide an opportunity for program participation, which if completed successfully, it could result in a decrease in offenders being sent to prison, and instead their sentenced to stay locally, which will reduce the Overall Prison Commitment Rate. The Gatekeeper has the ability to funnel the targeted population into the appropriate programs, resulting in successful change and a safer community.**

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

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

i. **Clearly describe how this program will impact the PCR: The Gatekeeper function alone, will not impact the Prison Commitment Rate. However, if used in conjunction with the processes of other programs, it is the necessary key that will benefit the programs being utilized to reduce the Prison Commitment Rate. The function is the mechanism for the evidenced based screening/assessment of offenders and referring them to the correct program based on their needs and risks.**

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

i. **Clearly describe how recidivism will be impacted: The Gatekeeper function alone, will not impact the Prison Commitment Rate. However, if used in conjunction with the processes of other programs, it is the necessary key that will benefit the programs being utilized to reduce the Prison Commitment Rate. The function is the mechanism for the evidenced based screening/assessment of offenders and referring them to the correct program based on their needs and risks**

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

**The goal of the Gatekeeper is to determine eligibility and enroll potential participants into the appropriate programs based on their needs and risks. The performance indicators will be determined by the number of enrollments in comparison to the projected enrollment for each program. It is a needed function in Allegan County to ensure that all funding is spent on the participants with identified needs and aligning them into the appropriate programs.**



# Program Description

## Outpatient Treatment Programming

<b>CCAB:</b> Allegan County	<b>FY:</b> 2021	<i>For OCC Use Only:</i>  Approved CCIS Code: Approved Projected Enrollment: Budget Recommendation: Conditions: Coordinator:	
<b>Local Program Name:</b> Allegan County Meth Diversion			
<b>Service Provider:</b> Arbor Circle			
<b>CCIS Service Type:</b> <i>G18 - Outpatient Treatment</i>			
<b>Projected Enrollment:</b> 20			
<b>Projected Length of Stay:</b> 18-24 months			
<b>Does this program also use DDJR funding?</b> <i>NO</i> If YES, how many DDJR offenders projected?			
<b>Program Location (select all that apply):</b>	<b>Jail:</b> <input checked="" type="checkbox"/>	<b>Residential:</b> <input type="checkbox"/>	<b>Community:</b> <input checked="" type="checkbox"/>
<b>Program Status (new, modification, continuation):</b> <i>New Initiative</i>			
<b>If a modification, describe here:</b> NA			
<b>List projected enrollment by member county:</b> NA			

**GROUP/CLASS DELIVERED PROGRAMMING –**

- Groups must be separate for both male and female populations.
- 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.
- G18 –Outpatient Treatment, : Counties should exhaust all other funding resources (i.e. Medicaid) before utilizing P.A. 511 funding.
- If this is an Intensive Outpatient Treatment program, you must use SAMHSA guidelines.

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

<b>1. Copy the objective(s) from your felony and/or recidivism analysis (Part I) that this program is designed to address:</b>
<p>a. PCR Objectives:</p> <ul style="list-style-type: none"> <li>i. Overall Prison Commitment Rate Objective, which states: <b>Reduce the Overall PCR from 10.7% to 9.7%.</b></li> <li>ii. Group 2 Straddle Cell Objective, which states: <b>Reduce the Group 2 Straddle Cell PCR from 7.1% to 6.9%.</b></li> </ul> <p>b. Recidivism Objectives:</p> <ul style="list-style-type: none"> <li>i. Probation Violator New Sentence, which states: <b>Reduce the number of PVNS from 7 to 6.</b></li> <li>ii. Probation Violator Technical, which states: <b>Reduce the number of PVT's from 18 to 17.</b></li> </ul>
<b>2. Based on your objective(s), what is your target population?</b>
<input checked="" type="checkbox"/> Felons <input type="checkbox"/> Pretrial <input type="checkbox"/> Other (briefly describe):

<b>3. Describe the program:</b>
<p>a. The COMPAS assessment is considered a screening tool for outpatient treatment. Please identify the COMPAS scores/needs for your target population. Describe: <b>The COMPAS scores that reflect a mod/high score for the substance abuse section will</b></p>



# Program Description

## Outpatient Treatment Programming

	<p><b>be considered for participation into this program. In addition to the COMPAS scores, the offender must meet additional criteria. For example, they must have a history or current charge of Substance Abuse and must have sentencing guidelines above 12 months to meet eligibility. The target population is prison bound offenders.</b></p>
b.	<p>Assessment is the foundation of evidence-based practices. Enrollments in treatment programs should be based upon assessed needs by a licensed or credentialed professional. Please describe your assessment practices below:</p>
i.	<p>What assessment is used, identify the tool: <b>The biopsychosocial assessment is used to determine eligibility.</b></p>
ii.	<p>Who completes the assessment? <b>The provider who is a Licensed Professional Counselor will complete the assessment.</b></p>
iii.	<p>Does the assessment result in a recommended level of treatment per American Society of Addiction Medicine (ASAM) criteria? <b>Yes</b></p>
c.	<p>Identify who is responsible for confirming eligibility and describe the process. <b>The provider will determine eligibility into the program. Once the referral has been received, a meeting occurs with a representative from the Probation/Parole Office, the LPC and the Case Manager to discuss eligibility. Once eligibility is determined, then the LPC will complete an assessment on the offender. After the assessment, the offender will be present at the Meth Diversion Board Meeting, who will vote for acceptance into the program. If the offender is voted into the program, then it will be determined by the sentencing Judge to accept the recommendation for acceptance into the program.</b></p>
d.	<p>Describe the program design:</p>
i.	<p>Name of curriculum or treatment model: <b>Allegan County recommends "A New Direction" by Hazelden.</b></p>
ii.	<p>Is the group open or closed? <b>Open</b></p>
iii.	<p>What is the minimum/maximum number of participants per group, as identified in the curriculum? <b>The minimum is 3 participants and the maximum participants is 20.</b></p>
iv.	<p>How many sessions will be completed per group? <b>It is anticipated that each participant will receive 1 individual session and 2 group sessions per week. That will be equivalent to each participant receiving 156 per sessions fiscal year and approximately 312 sessions to successfully complete the program.</b></p>
v.	<p>What is anticipated number of groups that will be conducted during the fiscal year? <b>100</b></p>
vi.	<p>What is the length of each group session? <b>1.5 hours</b></p>
vii.	<p>Identify what skills are addressed within the treatment program: <b>There are several skills identified during the treatment program and these skills consist of "Thinking and identifying behavior patterns, identifying and discussing early chemical use, identifying and understanding boundaries, Identifying positive and negative relationships and learning to remove self from the negative ones, healthy problem-solving, anger management, understanding and identifying addiction, and identifying addictive thinking habits, seeking safety, and the intensive IOP Matrix".</b></p>



# Program Description

## Outpatient Treatment Programming

viii.	If the group occurs in various locations, (jail/residential/community) identify how participants transition between them: <b>The group primarily occurs in the community, not in the jail. If a person is incarcerated and in the group, then they are escorted to the location of the group meetings. The offender is incarcerated for approximately the first 45 days while in the program, but once they advance into the next phase they will be in the community for the remainder of the program.</b>
ix.	If individual sessions are part of the program and billed separately, how many individual sessions are anticipated per participant? <b>There are approximately 75 individual sessions per participant. This may vary depending on the progress of the offender. The number of sessions are high, due to the intensive one-on-one therapy given to each participant.</b>
x.	On what basis would individual sessions be used? <b>As part of the program, it is indicative that participants attend individual sessions at least 1 per week for the first couple of phases. This is a critical component to their recovery and transition back into society substance free. Once the participant moves to phase 4, they attend 1 individual session per month until transitioning into phase 5. Once in phase 5, they no longer will be attending individual sessions.</b>
e.	Identify the license and/or credentials held by your service provider qualifying him/her to provide this service: <b>The provider will obtain staff members with the following credentials an MA, LLP, or a CAADC.</b>
f.	How are delivered services and offender progress notes documented by the service provider? <b>Monthly invoices for services, along with attendance sheets and progress reports will be provided to the CCAB Manager. The CCAB Manager will review the provided information and ensure that the provider is meeting the requirements needed for PA 511 funding. After reviewing, the CCAB Manager will forward the informaton to the Allegan County Finance Department, who will in turn, forward that information to the State OCC Grant Coordinator.</b>
g.	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. <b>Bi-weekly meetings are held with the probation officer, case manager and program counselor to discuss participant progress and participation.</b>
h.	Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: <b>This program is an intensive substance abuse program lasting about 18 to 24 months, moving into 5 phases successfully in order to graduate. It's target population are individuals with a Meth addiction, that has committed a crime with sentencing guidelines of 12 months to life. This program focuses on the rehabilitation element which consists of individual counseling sessions, group sessions, and Board Reviews. Each participant, while in the program is required to obtain and maintain employment, obtain a high school diploma or GED (if they haven't already), attend group sessions 2 times a week, comply with drug testing regularly, and attend individual therapy sessions determined by which phase the participant is in. In</b>



# Program Description

## Outpatient Treatment Programming

addition, each participant receives Case Management Services to assist with transportation to doctor's appointments, assistance with obtaining their driver's license, or housing assistance. This program is unique because it focuses on individuals who are prison bound, who have had more than 1 "possession of meth" charge, usually those with charges or convictions of operating and maintaining a meth lab. The reason this program entering process is so strategic is because we are looking at not just the meth user but also the meth dealer. The belief is: if you can stop the dealer, not only have you changed their lives, but you have reduced the number of those being effected by the drug because of the dealer. The success rate of this program is much higher than any of our other programs and it is believed that the reason for that is because of the intensity in which the program is delivered and worked. In average, the cost for 1 individual to spend 1 year in prison is \$35,809. Because our target population are prison bound individuals, this program is saving the State of Michigan approximately \$716,180.00 for all 20 participants per year. If you configure that each of the 20 participants will spend an average of 10 years in prison if they weren't able to receive this programming opportunity, the State of Michigan would pay over 7 million dollars in housing fees to house these individuals in prison. In addition, this program is a life changing program that not only reduces the cost of incarcerated individuals, but it provides rehabilitation to those in desperate need of change, which gives opportunities to change generational addictions.

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. **Clearly describe how this program will impact the PCR:** This program directly impacts the Prison Commitment Rate. The participants who are in the program, must have a sentencing guideline of at least 12 months, before they are considered into the program. Then they must follow the rules, participate and be fully dedicated to the program and a change. Because of the successfullnes of this program, Allegan County has been able to keep many offenders locally, instead of sending them into the prison population.

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

i. **Clearly describe how recidivism will be impacted:** This program will impact the recidivism rate because of the intensive supervision, intensive drug testing and the intensive counseling, the participants are less likely to reoffend or commit further crime. Currently, our success rate in this program is 75%.

5. 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.

**Another performance indicator that is in place is the Meth Diversion Review Team which meets on a monthly basis to discuss the participants and their current successes or failures. This meeting is held to vote participants into the next phase or to remain in the current phase, along with voting to**



# Program Description

## Outpatient Treatment Programming

accepting new participants. It must be a majority vote in order for the vote to pass.

This review team is comprised of the following members in the community:

1. A representative from the Allegan County Sheriff's Office -(Lt. Cummins)
2. A representative from the Allegan Police Department- (Retired Police Officer Denny Gore)
3. A representative from the 57th District Court Probation- (position not filled yet)
4. A representative from 48th Circuit Court Probation- (Agent Shannon Dobbins)
5. A representative from WEMET (or other designated Drug Enforcement Agency) MSP Lt. Michelle Dunlap
6. A representative from the Contracted Counseling Agency- (Arbor Circle Lauren Tordado)
- 7). A representative from the Community-(Bart Shaw)



# Program Description

## Group Programming

CCAB: Allegan County	FY: 2021	<i>For OCC Use Only:</i>  Approved CCIS Code: Approved Projected Enrollment: Budget Recommendation: Conditions: Coordinator:	
Local Program Name: Moral Reconciliation Therapy			
Service Provider: Allegan County Corrections Center			
CCIS Service Type: <i>C01 - Cognitive Programming</i>			
Projected Enrollment: 60			
Projected Length of Stay: 90 days			
Does this program also use DDJR funding? <i>YES</i> If YES, how many DDDR offenders projected? 5			
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>Continuation</i>			
If a modification, describe here: NA			
List projected enrollment by member county: NA			

**GROUP/CLASS DELIVERED PROGRAMMING –**

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

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

1. Copy the objective(s) from your felony and/or recidivism analysis (Part I) that this program is designed to address:
<div style="margin-left: 20px;">           a. PCR Objectives:           <ul style="list-style-type: none"> <li>i. Overall Prison Commitment Rate Objective, which states: <b>Reduce the Overall Prison Commitment Rate from 10.7% to 9.7%.</b></li> <li>ii. Group 2 Straddle Cell Objective, which states: <b>Reduce the Group 2 Straddle Cell Prison Commitment Rate from 7.1% to 6.9%.</b></li> </ul> </div> <div style="margin-left: 20px; margin-top: 10px;">           b. Recidivism Objectives:           <ul style="list-style-type: none"> <li>i. Probation Violator New Sentence, which states: <b>Reduce the Probation Violator New Sentences from 7 to 6.</b></li> <li>ii. Probation Violator Technical, which states: <b>Reduce the number of Probation Violator Technicals from 18 to 17.</b></li> </ul> </div>
2. Based on your objective(s), what is your target population?
<div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> Felons</span> <span><input type="checkbox"/> Pretrial</span> <span><input type="checkbox"/> Other (briefly describe):</span> </div>



# Program Description

## Group Programming

3. Describe the program:	
	<p>a. <b>What is your referral process to this program?</b> The referral process is as follows:</p> <p>b. <b>1). The Gatekeeper will provide an educational session with each housing unit on a regular basis and inform the inmates how to get enrolled into the program.</b></p> <p>c. <b>2). Once an inquiry is received by the inmate to the Gatekeeper, then a screening will occur by the Gatekeeper.</b></p> <p>d. <b>3). After the screening is completed, the Gatekeeper will determine if there is a COMPAS score already on file for that individual by reviewing the excel spreadsheet that's been created for program eligibility.</b></p> <p>e. <b>4). If no COMPAS score has been located, the Gatekeeper will reach out to the Probation/Parole Department to retrieve the COMPAS score to determine eligibility requirements are met.</b></p> <p>f. <b>5). After the eligibility requirements are met, a referral is sent to the facilitator for the participant to be assessed for program eligibility.</b></p>
	<p>g. Describe eligibility criteria, including exclusionary criteria, for an assessment. Including requirements for assessments and assessment results. <b>The COMPAS Assessment tool will be the screening tool used. Eligibility criteria will result in COMPAS scores to be Moderate/High in overall risk and/or Moderate/High in two of the following needs scales: Criminal Personality, Criminal Involvement, Criminal Thinking, Cognitive Behavioral and/or Substance Abuse, or the offender is a probation violator regardless of the COMPAS Score.</b></p>
	<p>h. Assessment (not screening) is the foundation of evidence-based practices. Referrals to programs should be based upon assessed needs. Please describe your assessment practices below: <b>Assessments are completed by the provider after they have received a referral from the Gatekeeper. The assessment consists of interviewing the potential participant to determine all substance abuse issues, their commitment to the program, transportation needs to attend the program, and their willingness to participate and complete the program.</b></p>
	<p>i. Is a risk and/or need assessment required <i>prior to referral</i> or admission to this program? <b>Yes, prior to referral</b></p>
	<p>ii. What assessment is used, identify the tool: <b>An interview assessment will occur with the offender if during the screening process, they are eligible. Some of the questions used in the assessment process is as followed:</b></p> <p>iii. <b>1). Substance abuse issues</b></p> <p>iv. <b>2). If accepted, level of commitment to the program</b></p> <p>v. <b>3). Transportation needs to attend the program</b></p> <p>vi. <b>4). Participants willingness to participate in program and complete the program.</b></p>
	<p>vii. Who completes the assessment? <b>The Facilitator completes the assessment.</b></p>
	<p>i. Identify who is responsible for confirming eligibility and describe the process. <b>The Gatekeeper will complete the referral and screening process but the facilitator will confirm eligibility through their assessment process. The facilitator will notify the Gatekeeper on a weekly basis, who is eligible and has been approved for the program.</b></p>
	<p>j. Describe the program design (programs using this description form should be</p>



# Program Description

## Group Programming

delivered through a group or class structure):
i. Name of curriculum: <b>"How to escape your prison" is the name of the curriculum used.</b>
ii. Is the group open or closed? <b>Open</b>
iii. What is the minimum/maximum number of participants per group, as identified in the curriculum? <b>Minimum of 3 participants and the maximum of 10 per group as identified in the curriculum.</b>
iv. How many sessions will be completed per group? <b>12</b>
v. What is anticipated number of groups that will be conducted during the fiscal year? <b>Approximately 96 groups will be conducted during the fiscal year.</b>
vi. What is the length of each group session? <b>The length of each group session 1.5 hours.</b>
vii. Identify what skills are taught in this program: <b>The following skills are taught in the program:</b>
viii. <b>1). Honesty</b>
ix. <b>2). Trust</b>
x. <b>3). Acceptance</b>
xi. <b>4). Raising Awareness</b>
xii. <b>5). Healing damaged relationships</b>
xiii. <b>6). Helping others</b>
xiv. <b>7). Long term goals and identity</b>
xv. <b>8). Short term goals and consistency</b>
xvi. <b>9). Commitment to change</b>
xvii. <b>10). Maintain positive change</b>
xviii. <b>11). Keeping moral commitments</b>
xix. <b>12). Choosing moral goals</b>
xx. If the group occurs in various locations, (jail/residential/community) identify how participants transition between them: <b>All participants, whether in custody or out of custody, will continue with group until completion. When transitioning between the two, they would just attend group as usual maintaining the same schedule they had prior to the transition. Essentially, the group members remain the same regardless of their incarceration status.</b>
k. Identify the training or credentials held by your service provider qualifying him/her to provide this service: <b>The MRT service provider is a certified MRT Instructor. The instructor has completed an MRT refresher course 2 years ago and then the county paid for the instructor to attend the Advanced MRT Course last year. In addition, the county is paying for an additional person to become a certified MRT Instructor, to utilize as a back up instructor, when needed.</b>
l. How are delivered services and offender progress and participation documented by the service provider? (i.e., progress notes, case notes and/or group notes) <b>The facilitator provides attendance sheets on a weekly basis and progress reports on a monthly basis, but can provide them sooner if requested, by the Gatekeeper or CCAB Manager.</b>
m. How is offender progress/participation reported to the probation officer or referral



# Program Description

## Group Programming

source? Include frequency of reporting positive and negative progress and types of reports provided such as intake, monthly, termination, etc. **The progress notes and attendance sheets will be shared with the Probation Officers upon request or sooner if an issue or concern arises. In addition, the Gatekeeper will send the Probation Agents updated information on each participant monthly, and sooner if necessary.**

- n. Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program including how this program is not a duplication of services provided through Michigan Works or other local workforce development agencies: **This program is very different than any local workforce development agency utilizes. MRT focuses on criminal thinking and changing behaviors, along with some teachings about the importance of employment, but topics such as substance abuse and Keeping Moral Commitments is a much greater topic that is taught .**

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. **Clearly describe how this program will impact the PCR: Cognitive behavior and criminal thinking plays a large role in Probation Violations whether it is a technical violation or a new criminal charge. MRT provides the tools needed for the targeted population to decrease the criminal activity by changing their thinking and behavior. If the criminal thinking is reduced, the criminal activity will follow, resulting in a reduction of offenders being sent to prison.**

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

- i. **Clearly describe how recidivism will be impacted: Cognitive behavior and criminal thinking plays a large role in Probation Violations whether it is a technical violation or a new criminal charge. MRT provides the tools needed for the targeted population to decrease the criminal activity by changing their thinking and behavior. If the criminal thinking is reduced, the criminal activity will follow, resulting in a reduction of offenders being sent to prison.**

5. 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.

**Additional indicators for improved skills are determined by participants successfully completing at least step 9 of the 12 steps. In addition, periodically an evaluation will be completed to determine how many successful completions have returned to jail with new charges.**



# Program Description

## Pretrial Risk Assessment Services

<b>CCAB:</b> Allegan	<b>FY:</b> 2021	<i>For OCC Use Only:</i>  Approved CCIS Code Approved Projected Enrollment: Budget Recommendation: Conditions: Coordinator:
<b>Local Program Name:</b> Allegan County Pretrial Assessment Services		
<b>Service Provider:</b> Allegan County Sheriff's Office		
<b>CCIS Service Type:</b> <i>F22 - Pretrial Assessment</i>		
<b>Projected number of CPS funded assessments (enrollment):</b> 50		
<b>Projected number of DDJR eligible assessments:</b> 0		
<b>Program Location (select all that apply):</b>	<b>Jail:</b> <input checked="" type="checkbox"/>	<b>Community:</b> <input type="checkbox"/>
<b>Program Status (new, modification, continuation):</b> <i>New Initiative</i>		
<b>If a modification, describe here:</b> NA		
<b>List projected enrollment by member county:</b> NA		

**PRETRIAL RISK ASSESSMENT SERVICES - Provides for risk assessment of pre-adjudicated defendants:**

- Validated assessment for pretrial services supervision eligibility
- Funding under assessment may include the following: the interview with the defendant, criminal history investigation, verification of interview information, and conducting the PRAXIS and subsequent report to include presentation at arraignment.
- Enrollment projections should also include an appropriate calculation of staff's time. The total amount of time spent per projected enrollee should balance with the requested funding amount.
- 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**

<b>1. Copy the objective(s) from your felony and/or recidivism analysis (Part I) that this program is designed to address:</b>
<div style="margin-left: 20px;"> <p>a. PCR Objectives:</p> <ul style="list-style-type: none"> <li>i. Overall Prison Commitment Rate Objective, which states: <b>Reduce the Overall Prison Commitment Rate from 10.7% to 9.7%.</b></li> <li>ii. Group 2 Straddle Cell Objective, which states: <b>Reduce the Group 2 Straddle Cell Prison Commitment Rate from 7.1% to 6.9%.</b></li> </ul> <p>b. Recidivism Objectives:</p> <ul style="list-style-type: none"> <li>i. Probation Violator New Sentence, which states: <b>Reduce the number of Probation Violation New Sentences from 7 to 6.</b></li> <li>ii. Probation Violator Technical, which states: <b>Reduce the number of Probation Violator Technicals from 18 to 17.</b></li> </ul> </div>
<b>2. Based on your objective(s), what is your target population?</b>
<input checked="" type="checkbox"/> Pretrial
<b>3. Describe the program:</b>
<div style="margin-left: 20px;"> <p>a. Describe eligibility criteria, including exclusionary criteria, for an assessment: <b>he eligibility criteria for offenders to be accepted into this program will begin with a</b></p> </div>



# Program Description

## Pretrial Risk Assessment Services

<p>referral from the Courts for an offender to be placed into the program, or a referral from the Gatekeeper. Once the referral is received, the Pretrial Supervision Case Manager will complete the Allegan County Risk Assessment Tool (ARAT), then the enrollment into the program will be based on those qualifying results. There will be some criteria eligibility requirements that will exclude an offender from participation. Those exclusionary items are as followed:</p> <p>b. <b>b. 1). The defendant is currently under MDOC supervision</b></p> <p>c. <b>c. 2). The defendant is currently being charged with a assaultive felony crime.</b></p> <p>d. <b>d. 3). The defendant poses a danger to the public.</b></p> <p>e. <b>e. 4). The defendant has a hold for another county.</b></p>
<p>f. What programs (PA511 and/or locally funded) require this assessment to determine eligibility? <b>Pretrial Supervision</b></p>
<p>g. What assessment instrument is proposed? <b>ARAT (Allegan Risk Assessment Tool)</b></p>
<p>h. Is the assessment completed through an interview with the defendant or would the defendant fill out a questionnaire for later scoring? <b>The assessment will be completed through an interview with the defendant.</b></p>
<p>i. Is the assessment completed prior to arraignment? <b>NO</b></p>
<p>j. How are defendants identified and/or referred for an assessment? <b>Referrals will be made by the District Court or Circuit Court Judges, as well as by the Gatekeeper. The referral and interview may occur prior to arraignment in some cases, but not in all cases. An interview can occur at any stage of the Judicial process, prior to sentencing.</b></p>
<p>k. Is this service contracted to a vendor or does local community corrections staff complete the assessment(s)? <b>This service will be completed by the Pretrial Supervision Case Manager, who is a part of the local community corrections staff.</b></p>
<p>l. 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: <b>The training provided will be conducted by the CCAB Manager annually, and that training will consist of reviewing the assessment questions and ensuring that the intent of the questions are asked according to the training provided. The annual training will occur before October 1, each year.</b></p>
<p>m. How much time is anticipated to score one pretrial risk assessment (not including subsequent development of a recommendation or plan)? <b>10 minutes</b></p>
<p>n. How much time is estimated to interview the defendant? <b>10 minutes</b> Explain your response. <b>It is estimated to take 10 minutes per defendant to interview them and receive a clear directional path for their needs.</b></p>
<p>o. How much time is estimated to complete a criminal history investigation on the defendant? <b>10 minutes</b> Explain your response. <b>It is estimated that a complete criminal history investigation will take approximately 10 minutes, which will consist of running that defendant in the TALON system, and documenting any and all criminal history convictions.</b></p>
<p>p. How much time is estimated to verify interview information? <b>Approximately 10 minutes</b> Explain your response. <b>It is important to verify the information the defendant provided in the interview. That could take up to 10 minutes depending on the results of the interview.</b></p>
<p>q. How much time is estimated to complete the subsequent report, including the</p>



# Program Description

## Pretrial Risk Assessment Services

	<p>presentation at arraignment/court? <b>20 minutes</b> Explain your response. <b>It is estimated that it will take 20-30 minutes per defendant to complete all subsequent reports including a presentation at arraignment, if needed.</b></p>
r.	<p>What is the total amount of time required to complete the assessment process? (add the time responses to questions i. through m.) <b>The total amount time it is estimated to take per defendant is 1 hour.</b></p>
s.	<p>Is subsequent verification of information attempted prior to making a recommendation or determining eligibility? <b>NO</b></p>
t.	<p>Is the recommendation written? <b>YES</b></p>
u.	<p>For defendants who do not gain release, does your County utilize a review process (sequential review)? <b>YES</b> Explain: <b>Each defendant who receives the assessment can be reviewed at a later time for possible approval for services. This will likely occur just prior to arraignment in Circuit Court to attempt Judges approval if appropriate.</b></p>
v.	<p>Is information about the number of completed assessments entered into Case Manager and tracked for CCIS purposes? <b>Yes, it will be entered monthly, and more frequently if needed.</b></p>
w.	<p>Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: <b>This program will enable offenders who have not been convicted of a crime yet, to receive services that will encourage changed behavior, enable them to continue to be in society, while maintaining their family and keeping the family unit together. In addition, it will provide them with resources needed to deter future criminal behavior and increase the chances for them to attend their scheduled court hearings. The positive effect of this program is that it allows the defendant to continue maintaining employment, begin receiving needed services, and maintaining family structure, while moving through the Judicial Process.</b></p>
4.	<p>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>
a.	<p><b>Will this this program reduce prison commitments? YES</b></p>
i.	<p><b>Clearly describe how this program will impact the PCR: The Pretrial Assessment will provide services to defendants who have not been convicted of a crime, and deter any further criminal behavior from continuing while going through the Judicial Process. With services offered and accepted and compliance throughout the Pretrial process, a report will be provided to the Judge for consideration if the defendant is found guilty and sentenced for the crime.</b></p>
b.	<p><b>Is this program intended to impact recidivism? YES</b></p>
i.	<p><b>Clearly describe how recidivism will be impacted: It is believed that if an individual is provided needed services at the early stages of the Judicial Process, the likelihood of them re-offended is lower than that of an individual who is incarcerated during the entire Judicial Process without receiving any programming or services directly related to their needs.</b></p>
c.	<p><b>Percentage of defendants whose release decision match the pretrial risk assessment? Currently, we do not have this data yet because this program doesn't exist in Allegan</b></p>



# Program Description

## Pretrial Risk Assessment Services

<p><b>County. However, if approved, the goal will be that 80% of all defendants who complete the pretrial risk assessment will be eligible for release into this program.</b></p>
<p>5. Develop additional performance indicators based on your program as you deem appropriate. Contact your grant coordinator for assistance if necessary.</p>
<p><b>Performance indicators will be determined by measured success. Success will be defined by completing the program with no new criminal arrests while in the program. Success will be monitored by the number of offenders that receive treatment, attend programming, successfully completing programming, and are sentenced accordingly because of their efforts while in the program.</b></p>



# Program Description

## Pretrial Supervision Services

CCAB: Allegan County	FY: 2021	<i>For OCC Use Only:</i>  Approved CCIS Code Approved Projected Enrollment: Budget Recommendation: Conditions: Coordinator:
Local Program Name: Allegan County Pretrial Services		
Service Provider: Allegan County Sheriff's Office		
CCIS Service Type: <i>F23 - Pretrial Supervision</i>		
Projected Enrollment: 40		
Projected Length of Stay: 250 days		
Does this program also use DDJR funding? <b>YES</b> If YES, how many DDJR offenders projected? <b>5</b>		
Program Location (select all that apply): Residential: <input type="checkbox"/> Community: <input checked="" type="checkbox"/>		
Program Status (new, modification, continuation): <i>New Initiative</i>		
If a modification, describe here: <i>NA</i>		
List projected enrollment by member county: <i>NA</i>		

**SUPERVISION SERVICES** – *Pretrial supervision should utilize the least restrictive means while working to promote court appearances and public safety.*

- Funding under Pretrial Supervision Services may include the following: court reminders (if not available through other means), report methodology and frequency that comports with the assessed level of risk and written compliance reports to the Court.
- Electronic monitoring is supported for the following: those charged with an OUIL III, victim cases, high risk misdemeanors and non-violent felonies scoring 6 or higher (PRAXIS) and/or a violent felony scoring 3 or higher (PRAXIS).
- 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.**

<b>1. Copy the objective(s) from your felony and/or recidivism analysis (Part I) that this program is designed to address:</b>
<div style="margin-left: 20px;"> <p>a. PCR Objectives:</p> <ul style="list-style-type: none"> <li>i. Overall Prison Commitment Rate Objective, which states: <b>Reduce the Overall PCR from 10.7% to 9.7%.</b></li> <li>ii. Group 2 Straddle Cell Objective, which states: <b>Reduce the Group 2 Straddle Cell PCR from 7.1% to 6.9%.</b></li> </ul> <p>b. Recidivism Objectives:</p> <ul style="list-style-type: none"> <li>i. Probation Violator New Sentence, which states: <b>Reduce the number of Probation Violation New Sentences from 7 to 6.</b></li> <li>ii. Probation Violator Technical, which states: <b>Reduce the number of Probation Violation Technicals from 18 to 17.</b></li> </ul> </div>
<b>2. Based on your objective(s), what is your target population?</b>
<input checked="" type="checkbox"/> Pretrial



# Program Description

## Pretrial Supervision Services

3. Describe the program:	
a.	A Pretrial risk assessment is mandatory for pretrial supervision services. What are your eligibility criteria based on the assessed risk levels? <b>Be sure to include assessment scores. The eligibilty criteria consists of the following:</b>
b.	The eligibility criteria will include asking all of these questions during the assessment portion of the program.
c.	<b>1). Charge Type</b>
d.	<b>2). Released Pending Trial</b>
e.	<b>3). Criminal History</b>
f.	<b>4). History of Failure to Appears</b>
g.	<b>5). History of Violent Convictions</b>
h.	<b>6). Length at Current Residence</b>
i.	<b>7). Employed, Primary Caregiver, Student, Retired, or Disabled</b>
j.	<b>8). History of Substance Abuse</b>
k.	<b>A Compas Score of Moderate to High in overall risk or needs will be used if available, however it will not be the only factor for eligibility.</b>
l.	<b>The Risk Assessment form will be used for eligibility and once eligibility is determined, it will be used to determine the level of supervision. Different levels of supervision include Low, Average, and High.</b>
m.	If using electronic monitoring (GPS and/or SCRAM) answer and clearly explain the following questions (use NA if not applicable to your program): <b>**Refer to the first page for information on pretrial EM eligibility information.</b>
i.	What kind of equipment/system: <b>GPS and alcohol monitoring to be used for Intensive Supervision, which is for Violent Offenders who will be the "above average" and "high risk offenders". In addition, this will also include the High Risk category for Non Violent felony charged offenders.</b>
ii.	Vendor for equipment/service: <b>Attenti Electronic Monitoring and SCRAM Monitoring</b>
iii.	Cost assessed by the vendor per unit/offender/day (clearly describe): <b>GPS is \$4.50 per day but the alcohol monitoring is TBD.</b>
iv.	Who does the equipment installation/retrieval? <b>The OCC Pretrial Supervision Case Managers will install/retrieve the equipment.</b>
v.	Who sets up schedules and/or monitors compliance? <b>The OCC Pretrial Supervision Case Managers will monitor compliance for the defendant.</b>
n.	What are your supervision reporting requirements, i.e. frequency and type of reporting? <b>The frequency of contact is determined by a combination of the score obtained on the ARAT assessment tool and a Court Order. In addition, the requirements for monitoring equipment will be determined the same way. Phone reporting and in person reporting will be utilized in this program. In addition, some individuals will report weekly, some bi-monthly, and some monthly. It will be determined by the ARAT regarding how often reporting will be needed. The more points a defendant accumulates in the assessment, the more supervision is indicated.</b>
o.	What is your average daily caseload per full time equivalent position (FTE) for pretrial



# Program Description

## Pretrial Supervision Services

	supervision? <b>20</b>
p.	<p>What happens during a typical “check-in” and how long is it estimated to take?            Court Date Reminder: <input checked="" type="checkbox"/> Verification of address: <input checked="" type="checkbox"/> New criminal contact: <input checked="" type="checkbox"/>            Verification of bond conditions: <input checked="" type="checkbox"/> Referrals to programs: <input checked="" type="checkbox"/>            Other (describe): <b>If on tether, whether alcohol or SCRAM, a discussion will occur with the defendant to identify any needs, obstacles, as well as addressing any issues that may have arised from monitoring. In addition, motivational interviewing is conducted to generate goals for behavior changes, if needed.</b></p> <p>Time per check in (including the time to complete compliance report documentation)  <b>It is estimated that each participant reporting sessiong will last between 20-30 minutes.</b></p>
q.	<p>Does the program design include collateral contacts with family, employer, school, treatment provider, etc.? <b>YES (describe)</b>The Case Manager will work closely with collateral contacts, which include various personnel and entities, such as treatment providers, mental health providers, defense counsel, educational facilities, employment and training services, family members, Michigan’s Secretary of State, Social Security Administration, health professionals, and Veteran’s Administration, if appropriate.</p>
r.	<p>This program Provides <b>drug/alcohol testing.</b></p>
s.	<p>Pretrial release conditions which include drug/alcohol testing should be limited. Describe the County’s plan should a defendant test positive for a controlled substance. What interventions are available and presented to the court and/or defendant: <b>The plan if a defendant tests postive for a controlled substance will be to send a referral to the Gatekeeper for Substance Abuse classes and MRT. In additional, the OCC Pretrial Supervision Case Manager will continue monitoring the progress of treatment and possibly increase phone reporting. A progress report report will be sent to the court for informational purposes, as well.</b></p>
t.	<p>How is the County’s plan mentioned in (h.) documented per defendant? <b>Progress reports will be completed and submitted to the Judge for each defendant. Included in the progress reports will be a statement regarding the incident, along with documentation of a plan that both the Case Manager signs along with the Defendant.</b></p>
u.	<p>Are compliance reports shared with MDOC PSI writers? <b>Yes, this information will be vital for the MDOC PSI writers to use toward their recommendations. The goal will be that the MDOC PSI writer is be given a copy of the progress reports and can be used as part of the PSI Report that is provided to the Judge.</b></p>
v.	<p>Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: <b>Progress notes are provided to the Judge, Prosecutor, and the Defense Counsel at pre-trial settlement conferences. Email communication may also occur between hearing dates. Final reports are provided prior to sentencing. All reports contain information regarding offenders case management progress during the period of supervision, as well as participation in recommended services and programming. Violation reports are provided any time a violation occurs. If necessary, additional</b></p>



# Program Description

## Pretrial Supervision Services

reports are sent based on an "as needed" basis. In addition, the Pretrial Supervision Services Program engages defendants in programs and services in the early stages of the charged offense, in an effort to enhance the opportunity for positive case outcomes.

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. Clearly describe how this program will impact the PCR: The Pretrial Supervision Services will provide services to defendants, who have not been convicted of a crime. The purpose of this is to deter any further additional criminal behavior or future charges, while going through their court proceedings. The intent of this program is to provide defendants who are participating in the program with needed services, while they wait for the Judicial System to complete it's process. If services are provided in the early stages of this process, the data reflects that the impact could be great. With a positive impact because of available services to the defendant, the defendant, if found guilty, may not get an automatic prison sentence if their guidelines indicate that to be a possibility. If there is a chance to show progress and that programming is working, the Judge may be more apt to keep them locally, instead of sentencing them to prison, henceforth reducing the Prison Commitment Rate.

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

- i. Clearly describe how recidivism will be impacted: The statistics prove that if given programming and services early in the beginning stages of the Judicial System process, an individual has an opportunity to change criminal thinking, resulting in future changes. In addition, the programming can address substance abuse needs and continue providing those services throughout the court proceedings, given the defendant a strong rehabilitative foundation, without unnecessary incarceration.

c. **What is the appearance rate for those enrolled in pretrial supervision funded through OCC?** That rate is unknown for Allegan County at this time because this will be a new program for us. However with that said, if this program is approved, a plan has been put in place to track this information. The plan will consist of the OCC Pretrial Supervision Case Manager tracking each incarcerated individual brought in the Allegan County Corrections Center and compare those names to the current participants. In addition, the Case Manager will monitor each participants court updates on a regular basis, which will include searching through the court data base for any additional criminal charges for the pre-trial participants.

d. **What is the public safety rate (those terminated from supervision due to a new offense)?** That rate is unknown for Allegan County, at this time, because this will be a new program for us. However with that said, if this program is approved, a plan has been put in place to track this information. The plan will consist of the OCC Pretrial Supervision Case Manager tracking each incarcerated individuals



# Program Description

## Pretrial Supervision Services

**brought into the Allegan County Corrections Center and will compare those names to the current participants.**

5. 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.

**Some additional performance indicators will be the number of referrals from the Court which results in appropriate offenders being enrolled in the program. Maintaining a low failure to appear rate for court appearances, monitor the number of enrollees committing new offenses while under supervision, monitor the number of offenders placed into treatment, and monitor the number of successful completions in the program.**



# Program Description

## Outpatient Treatment Programming

CCAB: Allegan County	FY: 2021	<i>For OCC Use Only:</i>  Approved CCIS Code: Approved Projected Enrollment: Budget Recommendation: Conditions: Coordinator:	
Local Program Name: Relapse Prevention			
Service Provider: Arbor Circle			
CCIS Service Type: <i>G18 - Outpatient Treatment</i>			
Projected Enrollment: 40			
Projected Length of Stay: 65-70 days			
Does this program also use DDJR funding? <i>YES</i> If YES, how many DDJR offenders projected? <i>3</i>			
Program Location (select all that apply):	Jail: <input checked="" type="checkbox"/>	Residential: <input type="checkbox"/>	Community: <input checked="" type="checkbox"/>
Program Status (new, modification, continuation): <i>Continuation</i>			
If a modification, describe here: NA			
List projected enrollment by member county: NA			

**GROUP/CLASS DELIVERED PROGRAMMING –**

- Groups must be separate for both male and female populations.
- 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.
- G18 –Outpatient Treatment, : Counties should exhaust all other funding resources (i.e. Medicaid) before utilizing P.A. 511 funding.
- If this is an Intensive Outpatient Treatment program, you must use SAMHSA guidelines.

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

<b>1. Copy the objective(s) from your felony and/or recidivism analysis (Part I) that this program is designed to address:</b>
<p>a. PCR Objectives:</p> <ul style="list-style-type: none"> <li>i. Overall Prison Commitment Rate Objective, which states: <b>Reduce the Overall Prison Commitment Rate from 10.7% to 9.7%.</b></li> <li>ii. Group 2 Straddle Cell Objective, which states: <b>Reduce the Group 2 Straddle Cell Prison Commitment Rate from 7.1% to 6.9%.</b></li> </ul> <p>b. Recidivism Objectives:</p> <ul style="list-style-type: none"> <li>i. Probation Violator New Sentence, which states: <b>Reduce the number of Probation Violator New Sentences from 7 to 6.</b></li> <li>ii. Probation Violator Technical, which states: <b>Reduce the number of Probation Violator Technicals from 18 to 17.</b></li> </ul>
<b>2. Based on your objective(s), what is your target population?</b>
<input checked="" type="checkbox"/> Felons <input checked="" type="checkbox"/> Pretrial <input checked="" type="checkbox"/> Other (briefly describe): <b>Probation Violators with new charges and technical violations.</b>

<b>3. Describe the program:</b>
<p>a. The COMPAS assessment is considered a screening tool for outpatient treatment. Please identify the COMPAS scores/needs for your target population. Describe: <b>The</b></p>



# Program Description

## Outpatient Treatment Programming

<p><b>COMPAS scores that reflect a Moderate/High score for Substance Abuse will be considered for this program.</b></p>	
b.	<p>Assessment is the foundation of evidence-based practices. Enrollments in treatment programs should be based upon assessed needs by a licensed or credentialed professional. Please describe your assessment practices below:</p>
i.	<p>What assessment is used, identify the tool: <b>In addition to the screening process, an individual who has been referred by the Gatekeeper, will receive a comprehensive bio-psychosocial assessment that used is by the provider and will be part of the vendor's electronic medical record.</b></p>
ii.	<p>Who completes the assessment? <b>The bio-psychosocial assessment will be completed by a Master's Degree level therapist prior to enrollment into the program.</b></p>
iii.	<p>Does the assessment result in a recommended level of treatment per American Society of Addiction Medicine (ASAM) criteria? <b>Yes</b></p>
c.	<p>Identify who is responsible for confirming eligibility and describe the process. <b>The Gatekeeper will confirm the defendants program eligibility. Once that eligibility has been confirmed, the Gatekeeper will send a referral to the vendor for a request to complete an assessment on the defendant. Once the assessment is completed by the Therapist, the Therapist will notify the Gatekeeper whether or not the defendant is eligible for the program based on the assessment results.</b></p>
d.	<p>Describe the program design:</p>
i.	<p>Name of curriculum or treatment model: <b>The vendor will be using "A New Direction" by Hazelden and "Seeking Safety" by Lisa Najavits.</b></p>
ii.	<p>Is the group open or closed? <b>Open</b></p>
iii.	<p>What is the minimum/maximum number of participants per group, as identified in the curriculum? <b>The minimum number of participants per group is 3 and the maximum number of participants is 15. Groups will be separated by gender.</b></p>
iv.	<p>How many sessions will be completed per group? <b>This group is made up of 9 weekly sessions.</b></p>
v.	<p>What is anticipated number of groups that will be conducted during the fiscal year? <b>It is anticipated that the provider will hold at least 75 group sessions per fiscal year.</b></p>
vi.	<p>What is the length of each group session? <b>The group sessions are 90 minutes in length.</b></p>
vii.	<p>Identify what skills are addressed within the treatment program: <b>Skills that are addressed in this treatment program include managing triggers, learning effective communication, some CBT skills, mindfulness and coping mechanisms.</b></p>
viii.	<p>If the group occurs in various locations, (jail/residential/community) identify how participants transition between them: <b>The CCAB Manager will notify the provider that a participant of the group has been released from jail and that the participant will be continuing group, but is no longer incarcerated. That individual will be attending the program at the same time and location regardless of whether they are incarcerated or out in the community.</b></p>



# Program Description

## Outpatient Treatment Programming

- ix. If individual sessions are part of the program and billed separately, how many individual sessions are anticipated per participant? **It is anticipated that each participant could receive up to 5 individual sessions while in the program, based on that individual need, if deemed appropriate.**
- x. On what basis would individual sessions be used? **The provider will provide one individual session for the bio-psychosocial assessment and one for the reentry and/or treatment planning. The provider will determine if additional individual sessions are needed due to the progress and stability of the participant.**
- e. Identify the license and/or credentials held by your service provider qualifying him/her to provide this service: **The provider will be accredited by the Joint Commission, or a similar accreditation. Each clinical staff member is required to possess a Certified Advanced Alcohol and Drug Counselor (CAADC) credential and possess a valid and current State of Michigan license to practice. Licenses include: Licensed Master's Social Worker, Limited License Psychologist, or Licensed Professional Counselor. Each clinical staff member will be required to complete no less than 12 hours of continuing education each year appropriate to their scope of practice in such areas as Cognitive Behavioral Treatment, Motivational Interviewing and Stages of Change.**
- f. How are delivered services and offender progress notes documented by the service provider? **The provider will require each program participant to sign in for groups. In addition, the therapist enters case notes for each participant following individual or group treatment noting progress or lack thereof and any special concerns or issues with the participant. An individual file is maintained for each offender including assessment results, their individual treatment plan, case notes, reentry plan, and discharge summary. The provider will maintain electronic medical records which include tracking and monitoring of individual events relating to the client's service. The documentation in the client's individual file and the sign in sheets will be used to prepare the monthly invoice and will be submitted to the OCC Manager.**
- g. 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. **The provider will provide the CCAB Manager with enrollment and termination information, as well as each offenders participation in the program on a monthly basis. In addition, the Gatekeeper will forward that information to the Probation/Parole office for all agents to review. The information will also be available to the probation agents at any time, if needed.**
- h. Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: **Group treatments have been effective in addressing the issues regarding substance use and along with educating the participants about recovery for themselves and their families. Participants will be offered additional assistance with navigating additional treatment options, if appropriate.**

4. A program must meet at least one of the following objectives and there should be



# Program Description

## Outpatient Treatment Programming

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. **Clearly describe how this program will impact the PCR: Offering a variety of evidence-based programming that addresses an offender risks and needs, give the Allegan County Judiciary System options for alternative sentencing. This program will addresss an offenders substance abuse issues which have often contributed to their involvement in the criminal justice system.**

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

i. **Clearly describe how recidivism will be impacted: Providing substance abuse programming, grounded in cognitive behavioral treatment, increases the likelihood that offenders will change their thought processes and teach skills to break the cycle of addiction which will aide them in making a successful transition back into the community and remain free of substance abuse. Offering this evidence based program provide the Allegan County Judiciary System to use alternative sentencing, including a probation violator with a new offense, to complete a local sanction instead of a prison sentence.**

5. **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.**

**Program completion is based on the number of sessions completed and the attainment of established goals. Offenders who complete the program successfully will have completed two of the three items:**

- 1). A minimum of one stage of change progression from intake to discharge as assessed by the treating therapist.**
- 2). Completion of at least 6 group sessions.**
- 3). Individual goal achievements based on goals established at the time of the assessment.**

**The anticipated successful completion rate for this program is 75%.**



# Program Description

## Substance Abuse Testing

<b>CCAB:</b> Allegan County	<b>FY:</b> 2021	<i>For OCC Use Only:</i>  Approved CCIS Code Approved Projected Enrollment: Budget Recommendation: Conditions: Coordinator:
<b>Local Program Name:</b> Pretrial Supervision Substance Abuse Testing		
<b>Service Provider:</b> Allegan County Sheriff's Office		
<b>CCIS Service Type:</b> G17 Substance Abuse Testing		
<b>Projected Enrollment:</b> 20		
<b>Projected Length of Stay:</b> 180 days		
<b>Does this program also use DDJR funding?</b> YES If YES, how many DDJR offenders projected? 2		
<b>Program Status (new, modification, continuation):</b> <i>New Initiative</i>		
<b>If a modification, describe here:</b> NA		
<b>List projected enrollment by member county:</b> NA		

**Drug and Alcohol Testing –**

- Substance abuse testing should not be used as a stand alone program. Offenders must have a documented need.
- OCC requires that Substance Abuse Testing be a supportive service to other programs. (i.e., cognitive based programming and/or clinical treatment.)
- Other programs that have substance abuse testing built into a program design (i.e., a substance abuse treatment program that includes testing) should address costs associated with testing in that program’s budget.
- You will need to identify why testing already provided by probation is inadequate for your target population or to address your objective.
- Evidenced-based practices must be followed.

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

<b>1. Copy the objective(s) from your felony and/or recidivism analysis (Part I) that this program is designed to address:</b>
<p>a. PCR Objectives:</p> <ul style="list-style-type: none"> <li>i. Overall Prison Commitment Rate Objective, which states: <b>Reduce the Overall Prison Commitment Rate from 10.7% to 9.7%.</b></li> <li>ii. Group 2 Straddle Cell Objective, which states: <b>Reduce the Group 2 Straddle Cell Prison Commitment Rate from 7.1% to 6.9%.</b></li> </ul> <p>b. Recidivism Objectives:</p> <ul style="list-style-type: none"> <li>i. Probation Violator New Sentence, which states: <b>Reduce the number of Probation Violator New Sentences from 7 to 6.</b></li> <li>ii. Probation Violator Technical, which states: <b>Reduce the number of Probation Violator Technicals from 18 to 17.</b></li> </ul>
<b>2. Based on your objective(s), what is your target population?</b>
<input type="checkbox"/> Felons <input checked="" type="checkbox"/> Pretrial <input type="checkbox"/> Other (briefly describe):

<b>3. Describe the program:</b>
a. Describe eligibility criteria, including exclusionary criteria, for an assessment. Be sure



# Program Description

## Substance Abuse Testing

to include assessment scores if applicable. **The eligibility criteria would begin with determining whether or not the defendant has been accepted into the Pretrial Services program. The information obtained from the ARAT (Allegan Risk Assessment Tool) will be used to determine whether the defendant has a history or current use of substance abuse. If there is not history or current use of substance abuse, then that participant will not be eligible for the program. If there is a history or current usage, then the information obtained from the ARAT will determine whether or not the substance abuse testing is appropriate.**

- b. Are recommendations for the program made in the PSI or PV sentence recommendation? *Sometimes. There may be times when it will be appropriate for it to be listed in the PSI but not a PV sentence. This program will not replace substance abuse testing for the probation office but could be used in coordination with referrals and treatment for defendant's prior to sentencing*
- c. How else are offenders identified and/or referred to the program? **The defendant will be identified through the ARAT used at the Pretrial screening.**
- d. Identify who is responsible for confirming eligibility and describe the process? **The Gatekeeper will be responsible for confirming eligibility. That process will be as followed:**
- e. **1). The Gatekeeper will monitor those individuals that would be a possible eligible participant by reviewing the Jail Arraignment Report daily.**
- f. **2). The Gatekeeper will send the eligibility list to the OCC Pretrial Supervision Case Manager to complete the ARAT.**
- g. **3). In addition, all referrals that are received from the defendant and their attorney will be explored as potential participants.**
- h. **4). Once approved into the Pretrial Supervision program, the ARAT and their COMPAS Score will be used to determine if Substance Abuse Testing is appropriate. Their COMPAS score will need to be Moderate to High risk in the Substance Abuse category to be a qualifier in the decision of eligibility.**
- i. **5). If deemed appropriate, through displayed behavior by the defendant, substance abuse testing may be added at any time during the Pretrial Services program.**
- j. Explain frequency and type of substance abuse testing provided by this program (urine, breath, multi panel, instant, lab, etc.). Clearly explain any differences in frequency or type of testing dependent upon type or characteristic of the offender: **The frequency and type of testing will be determined by the results of the ARAT, the defendants COMPAS score, and the need of the defendant. In detail, the need to complete substance abuse testing for the defendant will be determined by the individual needs which are determined at the time of the Pretrial Assessment, using the ARAT.**
- k. Provide the cost for testing supplies (for instant tests, each test piece; for lab tests, cost per scope of test; do not include PBT tubes, alcohol wipes, etc.): **At this time, it is proposed that the drug testing to be utilized will consist of instant result mouth swab testings, PBT mouthpieces, the cost of the Preliminary Breath Test Unit, and alcohol wipes. The cost of the drug testing swabs will be in total of \$600 per year. This averages out to be about 10 participants per week who are enrolled into the**



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program, which is equivalent to 20 participants per year through the duration of this program. In addition, the Preliminary Breath Test Unit will cost approximately \$299.00, which is a one time fee. The costs of the PBT mouthpieces average about \$15 per year for approximately 100 straws. A PBT will only be given if deemed appropriate by the assessment, or if there is suspicion of a defendant reporting under the influence of alcohol. The cost for the alcohol wipes is predicted to be minimal, approximately \$10 per year.

- i. How many PBT/Breathalyzer tests are anticipated on an average day? **It is anticipated that 2 PBT's will be conducted on average per day.**
- m. How many urine tests are anticipated on an average day? **It is anticipated that there will not be any urine test per day, but anticipating approximately 2 mouth swabs drug tests per day will be conducted.**
- n. How are delivered services and offender progress and participation documented by the service provider? **Delivered services and defendant progress will be documented by using case notes. In addition, if there is a issue with progress or participation, then a report will be created and sent over to the courts for review.**
- o. How is offender progress/participation reported to the probation officer or referral source? Include frequency of reporting positive and negative tests and types of reports provided such as intake, monthly, termination, etc. **An email with each participants progress/participation will be provided to the Probation officers on a monthly basis and sooner, if appropriate.**
- p. Why is substance abuse testing that is already available through probation supervision inadequate for this population or to support your objective? **Substance Abuse testing to this population is crucial for those who are participating in the Pretrial Services, when deemed appropriate. It is not suitable for the Probation Office to complete the drug testing for these participants because these participants are defendants who have only been charged with a crime and not convicted. This program is designed to use the drug testing as a tool for successful completion during the court process and beyond. In addition, completing the Pre-trial Services program while addressing the Substance Abuse issues by utilizing drug testing and programming, can give the Allegan County Judiciary System an opportunity to sentence those convicted individuals to local time instead of a prison sentence. With local time, it will give the offender an opportunity to continue with programming, which can result in a productive member of society for many years to come.**
- q. Review your answers above. Summarize other aspects of this program not specifically identified above that you feel are critical to understanding this program: **As Substance Abuse testing may be a questionable program it is vital to our community. AS the COMPAS Needs reflect, Substance Abuse for both men and women is displayed as the highest need in our county. It is important to explain that this program will not be used for every individual accepted into the Pretrial Services program. This program will be utilized for those defendants who admit or display a substance abuse problem, or someone who has a COMPAS Score that reflects an issue with substance abuse. In addition, if a defendant tests positive for substance abuse, then the Pretrial Services Case Manager will use this opportunity**



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to make referrals into programming that is needed for this defendant. The goal for this program is to assist defendants to attend their court hearings as scheduled and if their needs indicate individual programming such as substance abuse classes or MRT. It is vital to refer them into the appropriate program and address those issues as they continue with their Judicial Court proceedings.

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. **Clearly describe how this program will impact the PCR: This program will not directly affect the Prison Commitment Rate alone, but in conjunction with Pretrial Services, it will have an impact on the PCR. This program enables defendants to received the needed treatment prior to completion of the court proceedings and giving the hearing Judges an opportunity to use these progress reports to make an informed decision about sentencing them to local time or a prison sentence, if the participant is convicted.**

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

- i. **Clearly describe how recidivism will be impacted: Yes, Substance Abuse Testing while in the Pretrial Services Program opens the opportunity for the defendant to receive the services needed earlier into their Judicial process versus receiving them after they are convicted. It is believed that the sooner services and programs are provided and received, the increased likelihood that further negative behavior will continue. With a reduction in negative behavior should result in a reduction of recidivism rates.**

5. Develop additional performance indicators based on your program design such as successful completion of other programming, positive tests by offense, type of treatment, etc., as you deem appropriate. Contact your grant coordinator for assistance if necessary.

**Successful completion for this program will be defined as no more than 2 positive drug tests throughout their enrollment in Pretrial Services. In addition, all positive drug tests will result in referrals for programming to address the needs immediately with the defendant. Progress reports will be submitted to the Judges regularly to reflect the test results and the actions following the postive test results, if any.**