

# 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*  
*Dean Kapenga, Vice Chairperson*

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## **BOARD OF COMMISSIONERS MEETING – AGENDA** \*REVISION #1 – 4/12/22

Thursday, April 14, 2022 – 1PM  
County Services Building – Board Room  
Virtual Connectivity Options **Attached**

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

1PM

### **CALL TO ORDER:**

### **ROLL CALL:**

**OPENING PRAYER:** Commissioner Gale Dugan

**PLEDGE OF ALLEGIANCE:**

**PUBLIC HEARING:** None

**COMMUNICATIONS:** None

**APPROVAL OF MINUTES:**

March 24, 2022

**PUBLIC PARTICIPATION:**

**ADDITIONAL AGENDA ITEMS:**

**APPROVAL OF AGENDA:**

**PRESENTATIONS:**

Financing Libraries in Allegan County – Teresa Kline, Fennville District  
Library Director

**PROCLAMATIONS:**

**INFORMATIONAL SESSION:**

57th District Court – Linda Lenahan, Administrator

**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:**

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

1. Motion to approve of claims paid and to incorporate into proceedings of the Board (4/1/22 & 4/8/22 & 4/15/22)

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### **ACTION ITEMS:**

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

1. Community Mental Health Board Elections
  - a) Two General Public Representatives—term expires 3/31/22 **Application REC 3/23**
  - b) One Family Representative—term expires 3/31/22 **Application REC 3/23**

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

#### **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”

## **DISCUSSION ITEMS:**

1. Sheriff's Department—apply/accept FY2023 MDOC Comprehensive Community Corrections Grant (211-778)
  2. \*Facilities Management—award Courthouse Air Handler Replacement Bid (211-992)
  3. Outside Lobbyists (Commissioner Kapenga) (TABLED 3/24/22)
  4. Recognition of Service - Representative Fred Upton Resolution
- 

## **NOTICE OF APPOINTMENTS & ELECTIONS:**

### **ELECTIONS:**

1. Commission on Aging
  - a) One Member At-Large Representative—term expired 12/31/22
2. Economic Development Commission
  - a) One Arts & Culture Representative—term expired 12/31/21
  - b) One Mfg./Industry Representative—term expired 12/31/21
  - c) One Real Estate/Development Representative—term expired 12/31/22
  - d) One Recreation/Tourism Representative—term expires 12/31/22

### **APPOINTMENTS:**

1. Brownfield Redevelopment Authority
  - a) One Representative—term expires 12/31/19 [Application REC 3/24](#)
  - b) \*One Representatives—term expires 12/31/21 [Application REC 1/5](#)
2. Parks Advisory Board
  - a) One Representative—term expires 12/31/22
  - b) One Representative—term expires 12/31/21 [Application REC 2/10](#)
3. Solid Waste Planning Committee
  - a) One Solid Waste Industry Representative—term expired 12/31/20
  - b) One Township Representative—term expired 12/31/19
  - c) One Industrial Waste Generator Representative—term expired 12/31/20
  - d) One Solid Waste Representative—term expired 12/31/19

### **PUBLIC PARTICIPATION:**

### **FUTURE AGENDA ITEMS:**

- Opening Prayer: Commissioner Jim Storey
- Informational Session: Drain Commissioner Denise Medemar/Equalization Department, Director Matt Woolford
- Motion to approve of claims paid and to incorporate into proceedings of the Board (4/22/22 & 4/29/22)
- Equalization—approve 2022 Equalization Report

### **REQUEST FOR PER DIEM/MILEAGE:**

### **BOARDS AND COMMISSIONS REPORTS:**

### **ROUND TABLE:**

**CLOSED SESSION:** None scheduled

**ADJOURNMENT:** Next Meeting – Thursday, April 28, 2022, 7:00PM @ **BOARD ROOM – COUNTY SERVICES BUILDING, COUNTY SERVICES COMPLEX.**



# Allegan County Board of Commissioners



# Allegan County Board of Commissioners Meeting

April 14, 2022



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

# STEP 1: Connect to the Meeting

- OPTION 1: Zoom over Telephone

- Call (929) 205-6099 -or- (312) 626-6799 -or- (253) 215-8782
- Type in Meeting ID: 891 6032 7098, then #, then # again
- Type in Meeting Password: 41422, 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.

- OPTION 2: Youtube

- Open Internet Explorer or Chrome
- Navigate to <https://www.youtube.com/channel/UCQIiZQstN2Pa57QAItAWdKA>
- Click on image of “Live” video

<STOP here>

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

- OPTION 3: Zoom over Web browser

- Open Internet Explorer or Chrome
- Navigate to <https://zoom.us/j/89160327098>
- Meeting Password: 41422

<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 \*

Additional elements:

- A checkbox labeled "I'm not a robot" next to a reCAPTCHA logo.
- A blue button labeled "Join Webinar in Progress".
- A reCAPTCHA challenge grid with the instruction "Select all images with" and a "VERIFY" button.

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

1. Enter name and email

2. Click this box

4. Click when done.

3. Answer challenge question

STEP 3: This Window will appear when connected.



# STEP 4: Adjust audio settings (if needed)

The screenshot shows a meeting interface with a 'Settings' window open. The 'Audio' section is selected in the left sidebar. A context menu is open, showing options for speaker and microphone settings. Blue arrows labeled '1' and '2' indicate the steps to adjust audio settings.

**Settings**

- General
- Video
- Audio**
- Share Screen
- Virtual Background
- Recording
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

**Speaker**

- Test Speaker
- Remote Audio

Output Level: \_\_\_\_\_

Volume:

**Microphone**

- Test Mic
- \_\_\_\_\_

Input Level: \_\_\_\_\_

Volume:

Automatically adjust volume

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

Sync buttons on headset

Advanced

**Context Menu:**

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

**Meeting Content:**

269-673-4514  
mthiele@allegancounty.org

**Economic Development — Greg King, Director**  
**ADMINISTRATIVE REPORTS:**

**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 (3/20/20 & 3/27/20)

Audio Settings

Chat Raise Hand Q&A

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

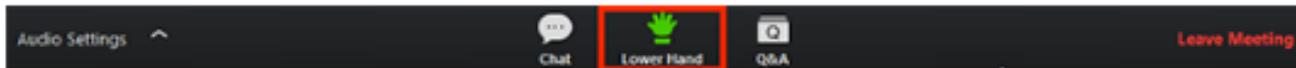
- Once “Raise Hand” is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

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 shows a Zoom meeting interface. At the top, a green banner reads "You are viewing Allegan County Administration's screen" with a "View Options" dropdown. In the top right corner, there is an "Enter Full Screen" button. The main content is a document viewer displaying a Microsoft Word document titled "BOC20200409\_agenda [Compatibility Mode] - Word". The document header includes the "Allegan County Board of Commissioners" logo and contact information for County Services Building, including address, phone, fax, and website. Below the header, the document title is "BOARD OF COMMISSIONERS MEETING – AGENDA". The agenda items are listed by district: DISTRICT 1 (Dean Kasperge), DISTRICT 2 (Jim Storey), DISTRICT 3 (Max R. Thiele), and DISTRICT 4 (Mick DeYoung). The agenda items include "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:". At the bottom of the document viewer, it shows "PAGE 1 OF 2" and "251 WORDS". Below the document viewer is a Zoom meeting control bar with icons for "Audio Settings", "Chat", "Raise Hand", and "Q&A". A red "Leave Meeting" button is located in the bottom right corner of the control bar. A large blue arrow points to this "Leave Meeting" button.

## ALLEGAN COUNTY BOARD OF COMMISSIONERS

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JOURNAL 70

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## MORNING SESSION

**MARCH 24, 2022 SESSION - PLEDGE OF ALLEGIANCE, ROLL CALL**

1/ The Board of Commissioners of the County of Allegan, State of Michigan, met in the Board Room of the County Services Building in the Township of Allegan on March 24, 2022 at 9:00 A.M. in accordance with the motion for adjournment of March 10, 2022, and rules of this board; Chairman Storey presiding.

The Deputy 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		

**PUBLIC PARTICIPATION - NO COMMENTS**

2/ 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**

3/ Chairman Storey asked if there were any additions or changes to the agenda. Commissioner Storey noted that Administrator Sarro requested to have a closed session at 11:00 A.M. on a legal opinion regarding property sale.

Moved by Commissioner Thiele, seconded by Commissioner Kapenga to adopt the changes to the meeting agenda as requested. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

**AGENDA - ADOPTED AS AMENDED**

4/ Moved by Commissioner DeYoung, seconded by Commissioner Dugan to adopt the meeting agenda as amended. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

**ADMINISTRATION - AUTHORIZE RELEASE OF COUNTY ADMINISTRATOR UPDATES**

5/ Administrator Sarro reviewed the written administrator updates; release of the updates; and potential of different delivery methods for a broader benefit. Discussion followed.

Moved by Commissioner Thiele, seconded by Commissioner Kapenga to take immediate action to approve and release the recommendation from the Administrators memo.

Moved by Commissioner Storey, seconded by Commissioner Jessup to table discussion until the next board meeting. Motion failed by voice vote. Yeas: Storey, Jessup and Cain. Nays: Kapenga, Thiele, DeYoung and Dugan.

Original motion to take immediate action to approve and release the recommendation from the Administrators memo carried by roll call vote. Yeas: Kapenga, Storey, Thiele, DeYoung, Dugan and Cain. Nays: Jessup.

**Allegan County  
Administrator**

*Robert J. Sarro*



County Services Building  
3283 – 122<sup>nd</sup> Avenue  
Allegan, MI 49010  
269.673.0203

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MEMORANDUM

March 24, 2022

**TO:** Board of Commissioners  
**RE:** Administrator's Updates/Public Information Officer

For many years, I have been providing the Board of Commissioners (Board) with a written Administrator's Update during these Board Meeting which is also earmarked on the agendas. When this process formalized the Board and I contemplated sending these updates out to the local units of government. It was decided back then to wait and see how the update would develop. Today, this same update is successfully delivered consistently.

Over time, as the general need for more readily available information continues to increase, I am inquiring of the Board as to whether we would like to distribute these update for broader benefit. Outlined within the County Administrator's (CAO) job description, the Board has assigned the following authority,

*"Serves as the Public Information Officer for all matters under the authority of the Board of Commissions and at times for the whole organization. Develops, reviews, and distributes press releases based on formal decisions of the Board of Commissioners and factual information. Interacts directly with all forms of media."*

As such, I want to ensure I am meeting expectations and releasing information throughout the County.

If the Board sees the broader benefit and matching authority of the CAO, I recommend approval for my office to release the updates in phases:

1. Immediately begin release of update as it currently exists to Allegan County Local Units via email.
2. Over a period of time, my office will modified the update for a broader media release via email.
3. Then, further over time, highlights of the update will be distributed via a third party tool to the general public wishing to receive it (subscription).

I respectfully seek Board direction on this inquiry and recommendation.

Robert J. Sarro

**BREAK - 9:37 A.M.**

6/ Upon reconvening at 9:47 A.M., the following Commissioners were present: Commissioner Kapenga, Storey, Thiele, DeYoung, Jessup, Dugan and Cain. Absent: None.

**ADMINISTRATION - APPROVE LETTER OF UNDERSTANDING**

7/ **BE IT RESOLVED** that the Board of Commissioners (Board) hereby approves the letter of understanding for the County Administrator, as attached; and **BE IT FINALLY RESOLVED** that the Board Chairperson is authorized to sign on behalf of the County 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 approve the resolution as presented.

Moved by Commissioner Storey, seconded by Commissioner Cain to amend the resolution - 1) title to read Approve Letter of Understanding 2) amend the first paragraph to remove "letter of agreement" and replace with "letter of understanding." Motion amendment carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

Motion to approve the resolution as amended carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

DRAFT

**ALLEGAN COUNTY and ROBERT J. SARRO**

**LETTER OF UNDERSTANDING**

**PTO, Deferred Compensation and Life Insurance**

This Letter of Understanding ("LOU") is entered into between **ALLEGAN COUNTY** ("Employer") and Robert J. Sarro ("Employee").

In consideration of the mutual promises and undertakings of the parties, the following is agreed to as clarification in connection with the existing EMPLOYMENT AGREEMENT between the parties:

1. With the exception of the Employee's right upon separation from County Employment to receive full pay for all unused accumulated Paid-Time-Off (PTO) hours (which will be paid at the rate prevailing on the Employee's last working day and shall be paid immediately upon separation) the employee shall be subject to the same PTO benefits (and all other leave benefits) consistent with other non-bargaining County employees.

2. By July 1, 2022, and by January 31 of each year thereafter, the Employer shall contribute \$10,000 into the Employee's Deferred Compensation (457) account.

3. All references to lump sum payment as severance shall be the equivalent of the Employee's full annual salary and all references to benefits as severance shall be twelve (12) months.

**AGREED TO AND ACCEPTED BY:**

ALLEGAN COUNTY  
(EMPLOYER)

By: \_\_\_\_\_  
Its:

Dated: \_\_\_\_\_

ROBERT J. SARRO  
(EMPLOYEE)

By: \_\_\_\_\_

Dated: \_\_\_\_\_

**ADMINISTRATION - RESTORE TRANSPORTATION DIRECTOR POSITION/FULLY FUND  
EXECUTIVE DIRECTOR OF SERVICES**

8/ Administrator Sarro addressed the board on restoring the Transportation Director position and fully fund the Executive Director of Services. These changes will allow for appropriate development and training to occur to ensure a delivery of transit services; and allow for the executive director of services to dedicate the necessary time to meeting special Board project expectations assigned by the administrator.

Moved by Commissioner Dugan, seconded by Commissioner Jessup to accept the memorandum as printed and direct administration to draft a formal resolution for the board with budget implications. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

DRAFT

**Allegan County  
Administrator***Robert J. Sarro*County Services Building  
3283 – 122<sup>nd</sup> Avenue  
Allegan, MI 49010  
269.673.0203

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**MEMORANDUM**

March 24, 2022

**TO:** Board of Commissioners**RE: Restore Transportation Director/Fully Fund Executive Director of Services**

Over the past few weeks, both with the Board of Commissioners (Board) and then with the board chair and vice chair, I have engaged in discussion regarding the future of Allegan County Administrative Leadership in relation to individual and hierarchical structural plans. The Board immediately expressed interest in succession planning. Furthermore, the Board and I engaged in discussions around continuing my current employment relationship with the county and what the Board may look like for the last segment of my county administrator career.

The current executive team functions adequately and includes a few executive directors who received internal promotions as a result in a high level of tenure and experience. As a result certain directors fill multiple positions. In looking at both the current and future needs of the county it is important that dedicated resources be available as a support and backup to the administrator.

The current structure was created by maintaining an executive director of operations (currently Steve Sedore) who focusing on internal departments, while an executive director of services (currently Dan Wedge) focuses on public services as well as administrator special assigned projects. While this structure is adequate now, without additional capacity we are spreading individuals within these positions too thin to be sustained into the future. Furthermore, if either of these individuals were to separate from employment while still filling two split focuses the county would find it extremely difficult to backfill. As the Board may recall, to assist in coverage issues, a part time deputy administrator position was created and occupied by an experienced individual; however, unexpected medical challenges led to a quick departure.

I recommend a transportation director be restored to the Transportation Department. In addition, I recommend the executive director of services position as it is currently filled be fully funded by the county. These changes will allow for appropriate development and training to occur to ensure a delivery of transit services. It will allow for the executive director of services to dedicate the necessary time to meeting special Board project expectations assigned by the administrator. Implementing these recommendations will lastly allow for coverage in the absence of the administrator.

In reviewing this with the executive team, the current titles of executive directors of services and operations remain appropriate. However, if the Board believes there is broader strategic benefit I can support both positions be titled as deputy county administrator within their respective focuses.

Robert J. Sarro

**COMMUNITY SURVEY/NEWSLETTER UPDATE**

9/ Administrator Sarro reviewed the draft templates on the Community Survey and Newsletter to obtain commissioner suggestions/feedback for a final draft to be brought before the board on April 14, 2022. Discussion followed.

**AMEND MEETING AGENDA**

10/ Moved by Commissioner Dugan, seconded by Commissioner Thiele to amend the meeting agenda and move discussion item #5 Adopt Healthy Workplace Plan to the afternoon agenda. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.

**PUBLIC PARTICIPATION - NO COMMENTS**

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

**CLOSED SESSION: LEGAL OPINION**

12/ Moved by Commissioner Dugan, seconded by Commissioner DeYoung to recess to closed session to discuss a legal opinion. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**RECONVENE/ROLL CALL**

13/ Upon reconvening at 12:02 P.M., the following Commissioners were present: Kapenga, Storey, Thiele, DeYoung, Jessup, Dugan and Cain.

**ADJOURNMENT UNTIL APRIL 14, 2022 AT 9:00 A.M.**

14/ Moved by Commissioner Jessup, seconded by Commissioner DeYoung to adjourn until April 14, 2022 at 9:00 A.M. The motion carried by roll call vote and the meeting was adjourned at 12:03 P.M. Yeas: 7 votes. Nays: 0 votes.

**AFTERNOON SESSION**

**MARCH 24, 2022 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL**

15/ The Board of Commissioners of the County of Allegan, State of Michigan, met in the Board Room of the County Services Building in the Township of Allegan on March 24, 2022 at 1:00 P.M. in accordance with the motion for adjournment of March 10, 2022, and rules of this Board; Chairman Storey presiding.

The invocation was offered by District #4 Commissioner DeYoung.

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 - arrived 1:15 P.M. |
| DIST #2 | JIM STOREY   | DIST #6 | GALE DUGAN                     |
| DIST #3 | MAX THIELE   | DIST #7 | RICK CAIN                      |
| DIST #4 | MARK DeYOUNG |         |                                |

**COMMUNICATIONS**

16/ Deputy Clerk Tien noted to the board that they received the following resolution:

1. Iron County resolution urging the return of State workers to in-person operations

**MARCH 24, 2022 SESSION MINUTES - ADOPTED**

17/ Moved by Commissioner Dugan, seconded by Commissioner DeYoung to approve the minutes for the March 24, 2022 session as distributed. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

**PUBLIC PARTICIPATION - COMMENTS**

18/ Chairman Storey opened the meeting to public participation and the following individual offered comment:

1. Lori Antkoviak with Safe Harbor invited the board to the Pinwheel Garden on April 1, 2022 and Life Line Gala on April 29, 2022.

**AGENDA - ADDITIONS**

19/ Chairman Storey asked if there were any additions or changes to the agenda. Administrator Sarro noted the Healthy Workplace Plan was moved to discussion item #4 from the morning session.

**AGENDA - ADOPTED AS AMENDED**

20/ Moved by Commissioner Kapenga, seconded by Commissioner Cain to adopt the meeting agenda as amended. Motion carried by voice vote. Yeas: 6 votes. Nays: 0 votes. Absent: 1 vote.

**AMEND MEETING AGENDA**

21/ Moved by Commissioner Cain, seconded by Commissioner DeYoung to adjourn no later than 3:00 P.M. Motion carried by voice vote. Yeas: Kapenga, Storey, DeYoung, Jessup, Dugan and Cain. Nays: Thiele. Absent: Jessup.

**PRESENTATIONS**

22/ Sheriff Baker, Chairman Storey and Administrator Sarro presented appreciation certificates to Sergeant Morgan Sullivan for his 25 years of service with the Allegan County Sheriff's Department.

**INFORMATIONAL SESSION**

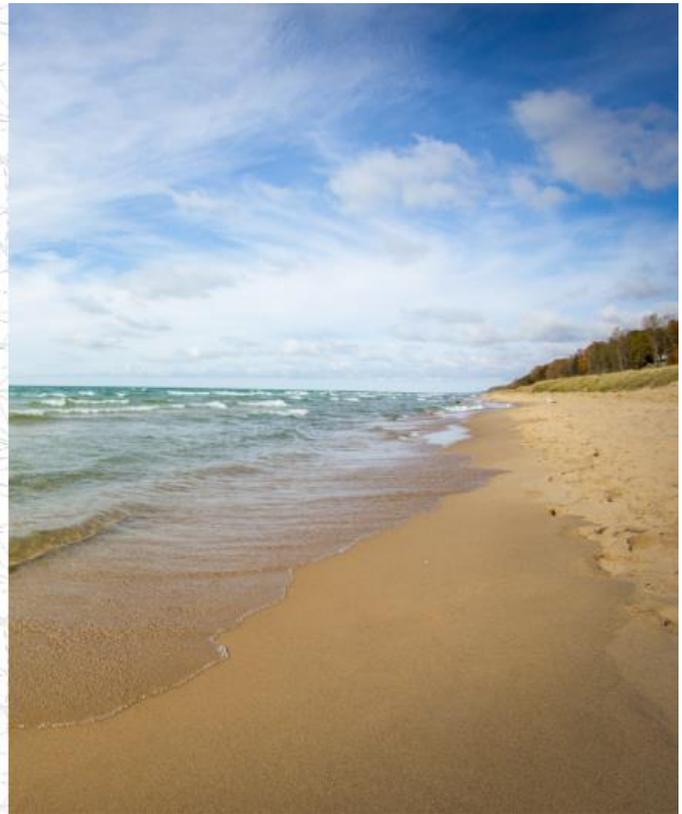
23/ Amanda Cooper and Greg King from Lakeshore Advantage addressed the board on economic development.

# Annual Investor Update

## Allegan County



WEST MICHIGAN'S BUSINESS ADVANTAGE  
[www.LakeshoreAdvantage.com](http://www.LakeshoreAdvantage.com)



## Update Overview

- Organizational overview
- Impact in Allegan County
- Looking forward
- 2021 Business Intelligence Report



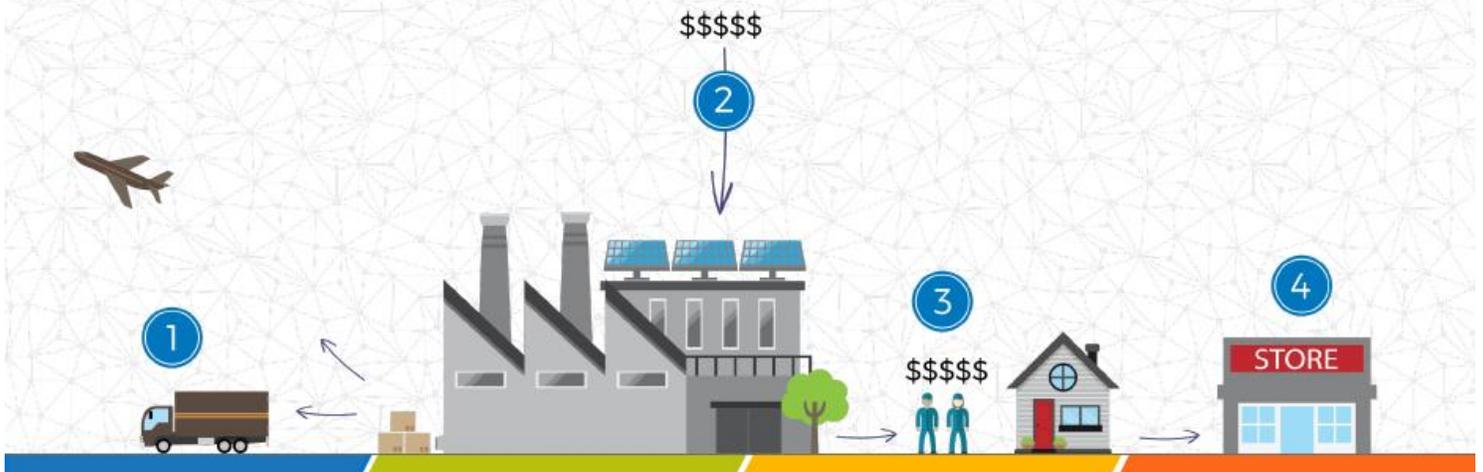
- Non-profit established in 2003
- Led by 20-member board of directors
- 12-member team
- Focused solely on current and future primary employers in Allegan & Ottawa counties



## Maintain A Robust Primary Business Base

Primary employers generate  
Gross Domestic Product (GDP) for our region.

These employers form the very core of the region's economic vitality.



# Act as An Extended Member of Your Team

Allegan County 2021



193

**Total Primary Employers**  
*in Allegan County*



75

**Companies We Met With**  
*in Allegan County*

= 38%

# Act as An Extended Member of Your Team

Allegan County 2021



**Diverse Emerging Workforce Presentation**  
*Created for Allegan County*



**Allegan County Broadband Citizens Workgroup Member**



**Training Grants Training Center Equipment Grant & Talent Pathways**

## Overcome Barriers to Growth



**21** business expansion projects



**\$259.9** million private investment



**694** new/retained jobs

### Allegan County 2021

**9** business expansion projects

**\$24** million private investment

**249** new/retained jobs

## Look Forward



**28** total projects in pipeline  
**8** projects located in Allegan County  
**\$2 billion** in private investment



# 3 – YEAR PICTURE



*Industry 4.0*



*Educational Attainment*



*Diverse Emerging Workforce*



*Regional and Talent Attraction*



*Startup Support*



*Overcoming Economic Challenges*

## ACTIVITY UPDATE



### 2021 Industry Trends

Release of annual business intelligence data



### SURGE Center

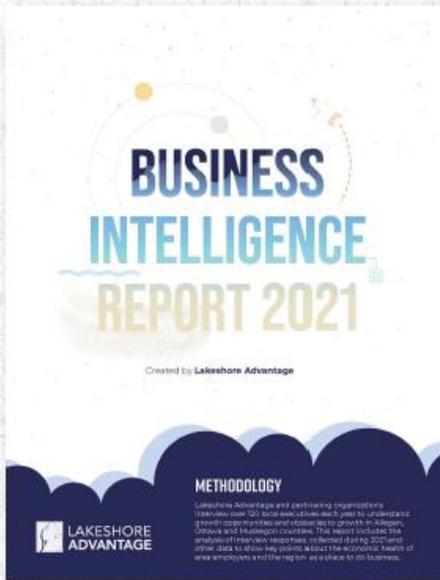
Pilot business incubator at 44 E. 8<sup>th</sup> Street, Suite 400, Holland, MI 49423



### New Hires

Jacque Edwards,  
Brand Manager  
Joseph Pierce  
Grant Specialist

**Coming Soon!**  
Business Solutions Manager  
SURGE Operations Director



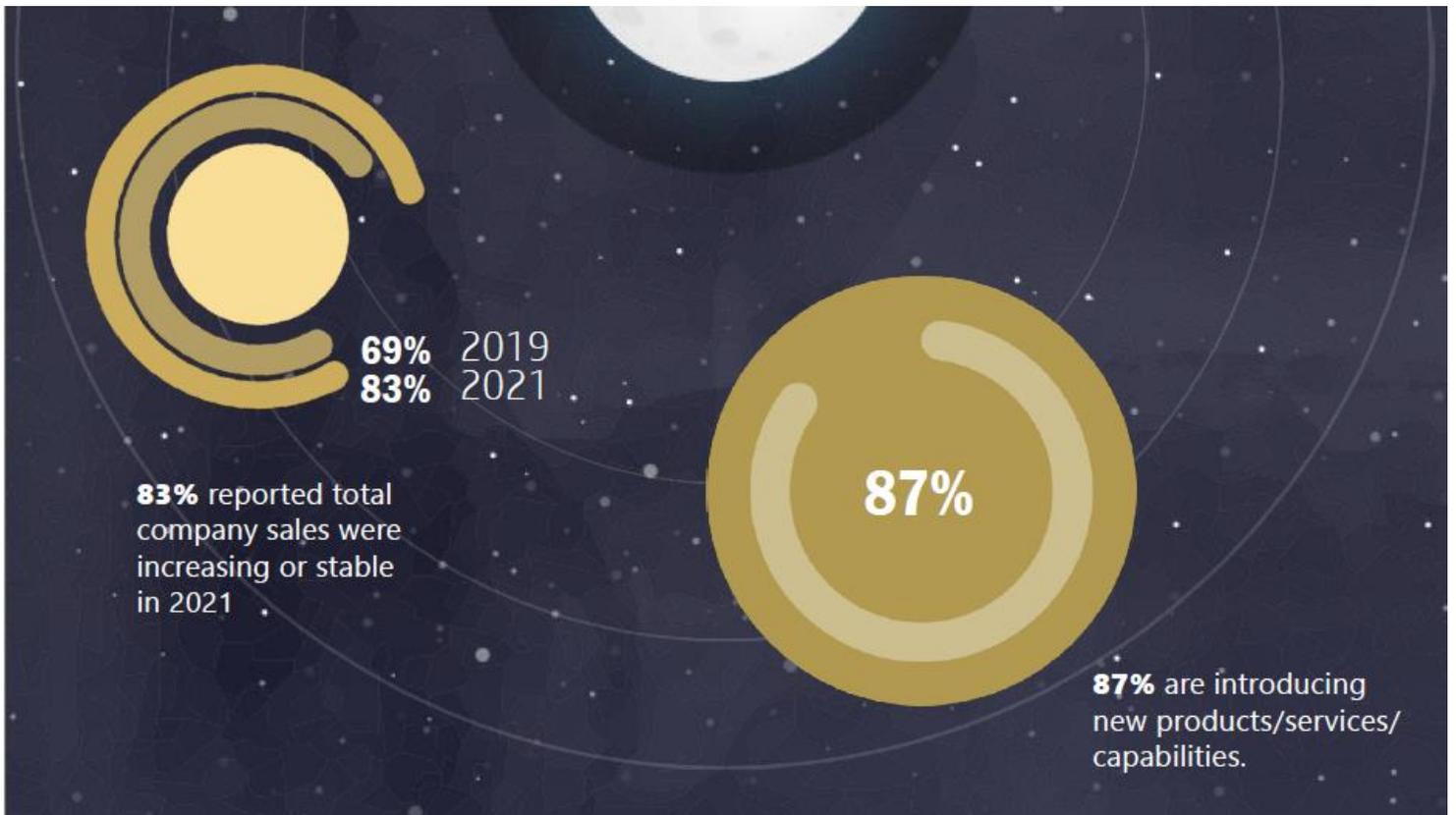
# RECENT GROWTH

In spite of COVID-19's effects, our region has remained strong, showing **positive growth trends** rooted in the strength of our manufacturing industry.

## MARKET SHARE GROWING



**95%** of companies reported market share increasing or stable



# CHALLENGES

In the wake of a global pandemic, **labor shortages** and **supply chain disruptions** continued to challenge lakeshore businesses in 2021.

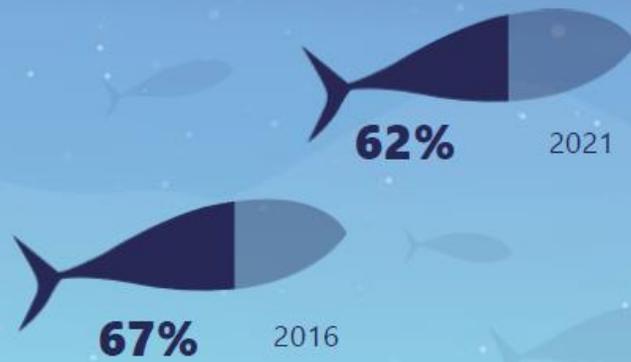
## SUPPLY CHAIN ISSUES

Post-pandemic supply disruptions are still affecting companies, with **83%** of companies reporting recent supply chain issues, compared to **70%** throughout the nation (Blane-Canada, 2021).



**Labor Force**

Participation Rate:



**75%** companies reported recruitment problems

# FUTURE GROWTH

With a strong manufacturing base serving a wide variety of industries, **the West Michigan lakeshore will continue to champion business growth and expansion.**

# EXPANSION PLANS

**69%** of companies reported plans to expand in the next 3 years compared to **73%** in 2019.

**\$12.3 Million**

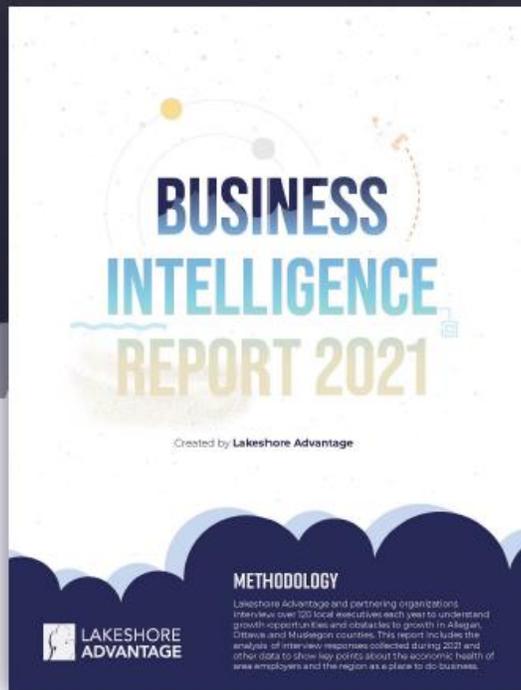
Average capital investment

**12**

Average net new jobs

**49k**

Average square feet



# Thank You

**Mandy Cooper**  
Vice President of Strategic Initiatives  
[Amanda.Cooper@lakeshoreadvantage.com](mailto:Amanda.Cooper@lakeshoreadvantage.com)  
p: 616.772.5226



WEST MICHIGAN'S BUSINESS ADVANTAGE  
[www.LakeshoreAdvantage.com](http://www.LakeshoreAdvantage.com)



DRAFT

**ADMINISTRATIVE REPORTS:**

24/ Administrator Sarro noted his written report was submitted to Commissioners.

**FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS**

25/ **WHEREAS**, Administration has compiled the following claims for March 18, 2022 and March 25, 2022; 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 2022 Claims folder of the Commissioners' Record of Claims.

March 18, 2022

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	92,005.59	92,005.59	
County Road Fund - 201	235.23	235.23	
Parks/Recreation Fund - 208	235.98	235.98	
Friend of the Court – Cooperative Reimb. - 215	1,292.59	1,292.59	
Health Department Fund - 221	33,982.14	33,982.14	
Solid Waste/Recycling - 226	50,330.17	50,330.17	
Brownfield Redevelopment Auth - 243	11,704.10	11,704.10	
Indigent Defense Fund - 260	4,591.34	4,591.34	
Grants - 279	3,866.61	3,866.61	
Sheriffs Contract – Wayland Township - 286	74,151.28	74,151.28	
Transportation Fund - 288	2,428.86	2,428.86	
Child Care Fund - 292	7,482.19	7,482.19	
Veterans Relief Fund - 293	422.41	422.41	
Senior Services Fund - 298	49,877.17	49,877.17	
Capital Improvement Fund - 401	243,284.30	243,284.30	
Medical Care Facility Fund - 512	59.65	59.65	
Delinquent Tax Revolving Fund - 516	438.55	438.55	
Tax Reversion 2018 - 629	270.00	270.00	
Self-Insurance Fund - 677	2,285.34	2,285.34	
Drain Fund - 801	78,218.32	78,218.32	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$657,161.82</b>	<b>\$657,161.82</b>	

March 25, 2022

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	240,795.44	240,795.44	
Parks/Recreation Fund - 208	227.98	227.98	
Friend of the Court – Cooperative Reimb. - 215	3,252.99	3,252.99	

Health Department Fund - 221	5,507.63	5,507.63	
Indigent Defense Fund - 260	34,938.19	34,938.19	
Central Dispatch Fund - 261	22,459.71	22,459.71	
Concealed Pistol Licensing Fund - 263	902.40	902.40	
Grants - 279	2,633.59	2,633.59	
Sheriffs Contract – Wayland Township - 286	622.16	622.16	
Transportation Fund - 288	3,058.19	3,058.19	
Child Care Fund - 292	8,042.22	8,042.22	
Senior Services Fund - 298	2,763.64	2,763.64	
American Rescue Plan Act – ARPA - 299	2,730.80	2,730.80	
Capital Improvement Fund - 401	16,266.58	16,266.58	
Central Dispatch CIP - 496	267,317.40	267,317.40	
Delinquent Tax Revolving Fund - 516	304.96	304.96	
Tax Reversion 2019 - 619	21,436.20	21,436.20	
Tax Reversion - 620	63.83	63.83	
Revolving Drain Maintenance Fund - 639	36.01	36.01	
Fleet Management/Motor Pool - 661	1,668.98	1,668.98	
Self-Insurance Fund - 677	18,172.89	18,172.89	
Drain Fund - 801	13,069.34	13,069.34	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$666,271.13</b>	<b>\$666,271.13</b>	

**THEREFORE BE IT RESOLVED** that the Board of Commissioners adopts the report of claims for March 18, 2022 and March 25, 2022.

Moved by Commissioner Thiele, seconded by Commissioner Dugan to adopt the report of claims for March 18, 2022 and March 25, 2022. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**PARKS & RECREATION – BYSTERVELD PARK WALKING TRAIL IMPROVEMENT**

**26/ WHEREAS**, the Allegan County Board of Commissioners (Board) appropriated \$20,000 for a 2022 capital project to improve the walking trails at Bysterveld County Park; and

**WHEREAS**, consistent with the County's Purchasing Policy, an RFP process was used to solicit competitive bids for this project; and

**WHEREAS**, the bid recommended for award was the low bid, but exceeds the \$20,000 budgeted amount.

**THEREFORE BE IT RESOLVED** that the Board authorizes an additional appropriation of \$6,000 from #104 Local Revenue Sharing fund balance (to be transferred to and expenses paid from #401 Capital) as necessary to make this award and fully fund the project; and

**BE IT FINALLY RESOLVED** that the County Administrator and/or the Board Chairperson 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.

Moved by Commissioner DeYoung, seconded by Commissioner Jessup to take immediate action and approve the resolution as presented. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**PARKS & RECREATION – WEST SIDE PARK TOPOGRAPHICAL SURVEY**

**27/ WHEREAS**, the Allegan County Board of Commissioners (Board) appropriated \$12,500 in mid-year capital funds on 1/27/2022 to complete Phase I of the West Side Beach Access Planning; and

**WHEREAS**, after evaluating the topographic data currently available for the park and taking into consideration the significant changes to the bluff over the past decade and the high cost of construction in this environment given minor elevation changes, the awarded contractor has requested that a topographic survey be completed now, as part of Phase I instead of at the start of Phase III as originally intended.

**THEREFORE BE IT RESOLVED** that the Board authorizes an additional \$3,000 to be appropriated from #208 Parks Fund Balance within the 2022 budget to fund the completion of a topographic survey of West Side County Park; and

**BE IT FINALLY RESOLVED** that the County Administrator and/or the Board Chairperson 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.

Moved by Commissioner Kapenga, seconded by Commissioner DeYoung to take immediate action and approve the resolution as presented. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**ADMINISTRATION – ADOPT HEALTHY WORKPLACE PLAN**

**28/ WHEREAS**, on May 14, 2020, under Executive Order 2020-77, the Board of Commissioners (Board) approved the County's COVID-19 Preparedness, Response and Safe Work Plan; and

**WHEREAS**, the COVID-19 pandemic brought many challenges and opportunities for improvement; and

**WHEREAS**, the County Administrator was authorized to draft a Healthy Workplace Plan to supersede the COVID-19 Preparedness, Response and Safe Work Plan which is set to expire on March 31, 2022.

**THEREFORE BE IT FURTHER RESOLVED**, the Board hereby adopts the Healthy Workplace Plan, as attached, effective April 1, 2022; and

**BE IT FURTHER RESOLVED**, as new recommendations are developed, Executive Orders and/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**, this direction shall supersede any previous Board action.

Moved by Commissioner Dugan, seconded by Commissioner Cain to approve the resolution as presented. Motion carried by voice vote. Yeas: 7 votes. Nays: 0 votes.



## **Allegan County Healthy Workplace Plan**

**Date Approved: March 24, 2022**

**Date Last Revised:**

**Workplace Plan  
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## HEALTHY WORKPLACE PLAN

There are general responsibilities for an employer to ensure the health and safety of its employees, including but not limited to, MCL 408.1009 (MIOSHA), the Americans with Disabilities Act (ADA) and the Michigan Public Health Code. This Healthy Workplace Plan (Plan) is designed to assist Allegan County in meeting those responsibilities and also to “promote safety and wellness” as part of the County’s strategic priorities. This Plan provides guidance and balance to work/life integration and will promote protocols that support individual choice, respects the health and needs of others at all times, and meets regulatory compliance.

This Plan may be updated by the Executive Director of Human Resources, upon the final approval of the County Administrator, as organizational plans, programs, etc. may change (which may require Board approval) or as state or local orders, or federal guidance, related to infectious diseases 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 Healthy Workplace Coordination Team - Appendix B will work with each office to understand specific needs and develop customized plans.

**Please contact Facilities Management by submitting a Track-It work order or by calling (269) 673-0474 to assist in the development of specific plans that may be needed for your service area to continue operations.**

## PROTECTIVE SAFETY MEASURES

### *Employee Self-screening Before Entering the Workplace*

When an employee is not feeling well or demonstrates symptoms of illness, it is important to consider a few things:

1. Germs spread easily from person to person, an employee may be inadvertently spreading infection to co-workers and customers.
2. An employee is likely not going to be very productive at the workplace.
3. When interacting with the public and co-workers, the County may not be represented well.

Due to the reasons above, employees demonstrating symptoms of illness are asked not to visit the workplace until there is assurance that the illness will not impede performance or pose a health threat to others. As such, employees are asked to self-screen prior to entering the work place. Here are some general guidelines that may help you decide what to do when you have respiratory or gastrointestinal symptoms:

**Fever: You should stay home** until at least 24 hours after a fever\* (temperature of 100 degrees Fahrenheit or higher) is gone. Temperature should be measured without the use of fever-reducing medicines.

In general, you tend to feel the worst and are likely most contagious at the beginning of an illness when you are running a fever. Fever is usually a strong reason to stay home and rest.

**Cough and Congestion:** Again, respiratory illnesses tend to be most contagious early on, becoming less so over time. Coughing and sneezing can spread germs over feet, not inches and secretions can end up on surfaces that others may touch.

If you are not running a fever and feel well enough to work onsite, please make sure to cover your nose and mouth when coughing or sneezing and wash your hands frequently. Dispose of soiled tissues right away rather than setting them aside or tucking them in sleeves or pockets.

**Vomiting and Diarrhea:** Gastrointestinal illnesses may be easily spread, particularly in crowded and residential settings. Outbreaks occur more frequently in schools, daycares and nursing homes, for example. For practical reasons, most people stay home when they are vomiting but since diarrhea often lasts longer, it is tempting to hurry back to work before symptoms have completely resolved.

Be aware that thorough handwashing after bathroom use is essential to prevent spread at home or at work and that it is critically important to refrain from working onsite if your job involves food preparation or service, or if you work with vulnerable populations or in settings such as hospitals, nursing homes and daycares.

When self-screening, please consider that an existing condition that may explain the presence of a symptom regularly experienced may not be considered an illness:

1. Example 1: Diarrhea in connection with Crohn’s disease, irritable bowels, lactose intolerance, etc.
2. Example 2: Chronic cough due to a certain blood pressure medication.
3. Example 3: Runny nose or congestion due to chronic allergies.

If an employee, upon self-screening determines they may be ill:

1. The employee is to stay home and immediately contact their supervisor.
2. The employee should contact a health provider via telemedicine (If covered by a County insurance plan - call the provider for telemedicine access) for additional guidance.
3. The employee shall keep their supervisor updated on their status.
4. Immediately upon recognizing an employee’s illness may be severe, indicative of a potential health risk to others, or exceeding three business days of absence, the supervisor shall contact Human Resources for further instruction and guidance on isolating the employee from the workplace, to consider the appropriate leave type options if necessary and to discuss return to work plans.
5. If the employee is suspected of having an infectious disease or has been in contact with an individual with an infectious disease, the supervisor and employee shall reference the EMPLOYEES WITH SUSPECTED INFECTIOUS DISEASE section of this plan.
6. In the event an employee has not sought guidance from a health provider within three business days since the onset of symptoms, the County may require the employee to be evaluated by a health provider of its selection.
7. In all cases, the employee may not return to work until the conditions of “Return to Work” are met.

### ***Becoming Sick at Work***

All employees shall promptly report any signs and symptoms of infectious disease to their supervisor before or during the work shift.

Allegan County will physically isolate any employees with any suspected infectious disease, from the remainder of the workforce, using measures such as, but not limited to:

1. Not allowing any employee with an infectious disease to report to or remain at their work location;
2. Assigning any employees with an infectious disease to work alone at a remote location (for example, their home or isolated office), as their health allows.

If such a situation arises, Allegan County will identify a designated area with closable doors to serve as an isolation room until such potentially sick employees can be removed from the workplace. Personnel entering any designated area will be strictly limited.

***Employee Return to Work Plan***

Employees who demonstrate symptoms of an infectious disease, have been directed by a healthcare provider not to report to work, or have been mandated by a local health department to isolate or quarantine, shall not be permitted to return to the workplace until:

1. A negative diagnostic test result, physician's clearance, or other documentation has been received by the County and has been determined to be satisfactory. OR
2. The supervisor has worked in conjunction with Human Resources to develop a plan to the satisfaction of the County, that ensures the employee does not pose a health risk to others (this may include worksite isolation). OR
3. In cases where the employee has been placed on mandated isolation or quarantine, the employer has received written authorization from the local health department certifying the employee is able to return to work.

***Personal Protective Equipment (PPE)***

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 to the exposure risk associated with the job. Allegan County will follow current CDC and MIOSHA guidance for PPE.

Workers in establishments that provide medical treatment or housing to suspected, probable or confirmed cases of infectious disease who have frequent or prolonged close contact with such cases will be provided with and wear, at a minimum, an N95 respirator, goggles or face shield, and a gown.

When PPE is required, Allegan County will ensure that the PPE is properly fitted and worn, used consistently, regularly inspected, maintained, and replaced, as necessary, and properly removed, cleaned and stored or disposed of to avoid contamination of self, others, or the work environment.

**Organizational PPE and cleaning supplies may be obtained through Facilities Management by submitting a Track-It work order or by calling (269) 673-0474.**

**Face Masks**

Employees may still be subject to spread of COVID-19 or other infectious disease. Employees comfortable wearing a facemask are encouraged to so do. To the extent practicable, the County will provide a face mask for employees and visitors upon request. The use of face masks is discretionary unless otherwise required on the basis of position requirements, regulation, guidance issued by an authoritative or credible agency (e.g. CDC, MDHHS, MIOSHA or Local Public Health). The County may require the use of face masks in order to maintain a safe working environment in the presence of a health related threat (e.g. community or organizational spread of infectious disease, high community rates of hospitalization, serious illness or death). In the absence of any requirements wear a face mask, the County encourages all employees to respect the thoughts and needs of others when choosing to wear or not wear a face mask and to refrain from any negative comments or actions towards the decisions of others in their choice.

*Use and Care of Face Masks*

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

*How to Wear a Face Covering*

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

***Social Distancing***

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 extent practicable, the County will provide for work areas (including meal/break areas, fitness centers and activities, and meeting rooms) to allow for 6 feet of distancing between individuals. Individuals should not move furnishings in a way that reduces the intended spacing within an area. County may post signage containing maximum capacities based on code and or distancing measures. Posted capacities will be adhered to. 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. Ground markings, signs, or physical barriers may also be used, if needed.

**Meetings** – Meetings/gatherings should be held virtually whenever feasible. When in-person meetings are necessary, avoid close contact by keeping separation of at least six feet where possible and wear the appropriate face covering and follow all applicable rules/laws. Ensure that there is proper ventilation in the meeting room.

**Travel/Events** – In cases where an employee may need to travel or attend an event for business or personal reasons and the employee may have increased exposure to infectious disease, the employee shall notify their supervisor and the supervisor in conjunction with the Executive Director Human Resources shall develop an after travel return to work plan if necessary, commensurate with the nature of the travel.

DRAFT

Generally, travel or an event of concern is any activity considered outside an employee's normal routine that may increase risk infectious disease exposure especially in cases where an employee may be in an environment where infectious disease mitigation guidelines may not be followed.

If an employee has further questions around what is meant by travel or event, please submit those to your supervisor or directly to Human Resources. The County would rather have the opportunity to work with an employee and develop an appropriate plan. The County is required to maintain a safe work environment for all employees. Considering the nature of infectious disease, the County's ability to maintain a safe environment relies heavily upon the honesty and forthcoming nature of employees to be proactive.

**Alternative Work Options** – In an effort to maintain enhanced distancing 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.

**Remote Work Policy** - To the extent it may assist the County in meeting workplace controls, and maintaining employee health and safety, remote work remains recommended. Specifically, remote work, when feasible, should be considered when employees are considered symptomatic or are required to quarantine or isolate due to an infectious disease. While remote work is a helpful infectious disease mitigation tool, remote work is permitted any time it may be considered advantageous at the discretion of the supervisor. Employees working remotely are subject to the County's Telework Policy.

### *Enhanced Hygiene*

Employees are instructed to wash their hands frequently and thoroughly, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees, customers, and visitors will be provided with access to places to frequently wash hands or to access hand sanitizer, including upon entry at their worksite. If soap and running water are not immediately available, antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol will be provided. Employees are also encouraged to use hand sanitizer on public transportation. 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.

The following OSHA protocols shall be followed and building signage may be 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.
- 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 disinfects door handles and hardware, plumbing fixtures, hardware, knobs etc. with hospital grade disinfectant as part of its daily standard operating procedures. In addition to the existing hand sanitizing stations in services areas, mobile hand sanitizing stations are placed in public areas near building entrances. Increased signage is used throughout buildings to provide guidance when necessary. Disinfecting wipes and other cleaning products are provided to departments throughout all facilities. A stock of supplies is maintained to support daily operations and for emergency circumstances.

When choosing cleaning chemicals, Allegan County will consult information from the EPA regarding approved disinfectant labels with claims against harder to kill viral pathogens. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

Enhanced cleaning and disinfection shall be performed when a person is suspected to have an infectious disease.

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***

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.

***Reporting Unsafe Working Conditions***

Allegan County is concerned for your safety and the safety of all visitors and clients. If you believe that an unsafe or unhealthful working condition exists in the workplace you have the right, and are encouraged, to make a report (verbal or written) of the condition.

1. Promptly report the unsafe or unhealthful working conditions to your supervisor or directly to Human Resources at [HR@allegancounty.org](mailto:HR@allegancounty.org) or (269) 673-0205.
2. Correction of the conditions are essential to protect the health and safety of employees.
3. Supervisors are responsible for correcting health and safety hazards in your workplace and providing specific instructions on proper safety procedures and practices.
4. If the unsafe condition cannot be corrected by your supervisor, the supervisor will submit a Track-IT work order to Facilities Management or to Human Resources if the issue involves personnel policy.
5. If you believe that there is immediate danger to life or health make a report, as quickly as possible, by calling Facilities Management at (269) 673-0474.
6. A summary of findings will be available within 15 days after reporting the unsafe condition.
7. If you have questions, please contact Human Resources at (269) 673-0205.

Anyone who reports an unsafe or unhealthful workplace condition or hazard will not be subject to retaliation, discrimination, or reprisal.

**COURT OPERATIONS**

Notwithstanding all other provisions in this plan, the following shall apply to Court operations:

1. The Courts follow the recommendations of the Allegan County Health Department (ACHD).

2. The Courts, individually and collectively, may modify its practices to provide for safe operations within the Court environments(s) based on updates and guidance from the ACHD and other sources.
3. Face masks are not required in any courtroom or hearing room unless social distancing cannot be maintained.
4. Screening, including the use of thermal scanning for temperature, of anyone symptomatic of COVID-19, or other illness, should (will) occur upon entering the Courthouse/County Building.
5. Remote participation in court proceedings will continue to be practiced as deemed appropriate by the Court.

### **VISITORS AND CONTRACTORS**

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. Visitors and contractors entering into county facilities may be limited by assisting individuals over the phone, guiding them to online resources, postponing non-essential visits, etc. When in person services occur, individuals shall maintain the recommended social distancing protocols which may be in place at that time (and made know through adequate signage).

Courthouse visitors may be subject to screening prior to entering the building. This may include a temperature reading. If a visitor presents with symptoms of an infectious disease, they may not be permitted to enter the building and may be provided with instructional handouts.

For all other buildings where security is not performing screening, all visitors prior to entering a building are asked to self-monitor. Visitors presenting symptoms of an infectious disease are asked not to enter the building and contact the department they came to visit electronically via telephone.

To the extent practicable, the County will provide a face mask for visitors upon request. The use of face masks is discretionary unless otherwise required on the basis of position requirements, regulation, guidance issued by an authoritative or credible agency (e.g. CDC, MDHHS, MIOSHA or Local Public Health). The County (or the Courts relative to court areas) may require the use of face masks in order to maintain a safe environment in the presence of a health related threat (e.g. pandemic or organizational spread of infectious disease). In the absence of any requirements, the County encourages all visitors to respect the thoughts and needs of others when choosing to wear or not wear a face mask and to refrain from any negative comments or actions towards the decisions of others in their choice.

Contractors are expected to follow all precautions applicable to employees working within the same environment. The supervisor of the county department (hosting the contractor's visit) shall review all precautions with the contractor and shall ensure the contractor has access to this plan prior to the contractor entering the workplace/County facilities each day. The supervisor shall plan ahead for contractor visits and communicate with other county departments as necessary to ensure a successful visit. Such planning may include but is not limited to avoiding interactions/exposure to employees and visitors, minimizing time needed on-site, discussing recent travel that may increase risk of spread and considering alternatives to on-site work.

If Allegan County learns of a visitor or customer with a confirmed case of infectious disease, the County shall: (a) immediately notify the local public health department, and (b) within 24 hours of learning of the confirmed case, notify any employees or contractors who may have come into contact with the person with a confirmed case of infectious disease.

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The Healthy 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 during an infectious disease incident.

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 in the event of an infectious disease presence.

As restrictions may loosen proportionate to the level infectious disease spread within the community, the Healthy 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 symptoms of an infectious disease may be separated from other employees and sent home.

If an employee must take leave due to an infectious disease, please reference the Employee Handbook found on the County website [www.allegancounty.org](http://www.allegancounty.org) under Human Resources and Employee Handbook or the applicable Collective Bargaining Agreement found on the County website under Human Resources and Labor Contracts.

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

### **EMPLOYEES WITH SUSPECTED OR CONFIRMED CASES OF INFECTIOUS DISEASE**

Allegan County will notify the local health department of suspected infectious disease cases (based on residency) to ensure the local health department is aware.

An infectious disease may be 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, the County cannot identify the employee by name. Allegan County cannot disclose to other staff or third persons the name or other personal or health information of the employee who tested positive for an infectious disease 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 an infectious disease in the work environment. In any case when an employee is identified as an infectious disease case, the employee is interviewed and the information is progressed to the local health department. The County will cooperate with, and follow the recommendations or orders of, the local health department.

#### ***Suspected Cases***

If an employee believes they qualify as an infectious disease case or has been told by the local health department that they are an infectious disease case, they must:

- Immediately notify their supervisor and Human Resources; and
- Remain out of the workplace until they are cleared to return to work.

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Then Allegan County will:

- Notify the local health department;
- Ensure the employee's work area is thoroughly cleaned and disinfected in accordance with CDC guidance;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and communicate with employees about the presence of an infectious disease case, the cleaning/disinfecting plans, and when the workplace will reopen; and
- Work with the employee, and the local health department, to determine next steps.

If Allegan County is notified of an infectious disease case, the County will cooperate with, and follow all recommendations and orders provided by the local health department including, but not limited to:

- Ensuring affected parties do not report to the workplace until authorized;
- Conducting the necessary cleaning and disinfecting protocols; and
- Communicating with the necessary employees about the presence of and infectious disease, the cleaning/disinfecting plans, and when the workplace will reopen (if applicable).

### **ADDITIONAL WORKPLACE PROTECTIONS**

#### ***Engineering Controls***

Allegan County will implement as appropriate engineering controls which may include:

- Installing high-efficiency air filters.
- Increasing ventilation rates in the work environment.
- Installing physical barriers, such as clear plastic sneeze guards.
- Installing drop-box locations where applicable to limit customers needing to enter the building and/or if it becomes necessary, consider drive-up services.

#### ***Administrative Controls***

Allegan County will review and implement any other necessary administrative controls as appropriate. Specifically, Allegan County will make changes in work policy or procedures to reduce or minimize exposure to a hazard.

#### ***Working with Insurance Companies and State and Local Health Agencies***

Allegan County will work with applicable insurance companies and state and local health agencies to provide information to workers and customers about medical care in the event of an infectious disease outbreak.

#### ***Training***

Allegan County will coordinate and provide training to employees related to communicable disease. At minimum, training will be provided including the following:

- Workplace infection-control practices, including information on vaccinations available for communicable diseases.
- The proper use of personal protective equipment.
- Steps the employee must take to notify the business or operation of any symptoms being experienced or confirmed diagnosis of a communicable disease.
- How to report unsafe working conditions.

- Updated training if it changes its preparedness and response plan, or new information becomes available about the transmission of known communicable diseases or workplace infection-control practices.
- Routes by which a virus may be transmitted from person to person.
- Distance that a virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- Symptoms of a communicable disease.
- Measures that the facility is taking to prevent worker exposure to the viruses.
- Rules that the worker must follow in order to prevent exposure to and spread of a virus.

**Record Keeping**

Allegan County shall maintain the required recordkeeping under applicable law.

**Workplace Coordinator and Worksite Supervisors**

Allegan County will designate one or more worksite supervisors to implement, monitor, and report on the infectious disease control strategies developed under this Plan. The supervisor(s) will be on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role(s). See Appendix C for worksite supervisors plan.

**EMPLOYEE CLASSIFICATIONS**

OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. Allegan County has evaluated employee risk levels and has determined that we have employees in the following risk categories: high, medium and low as follows:

WC Code		Factor per dollar of wages	
8810	Clerical	0.0011	LOW
8820	Attorney	0.0011	LOW
8868	Schools-Professional	0.0034	LOW
9058	Hotel Restaurant	0.0099	MED
8831	Hospital-Vet	0.0104	MED
9410	Municipal EE	0.0109	MED
8833	Hospital-Professional EE	0.0111	MED
7720	Police & Drivers	0.0159	HIGH
8835	Public Health Nurses	0.0206	HIGH
8829	Convalescent Home	0.0212	HIGH
8395	Auto Repair Facility	0.0229	MED
9015	Buildings	0.0288	HIGH

We will implement appropriate protections based on each job classification’s risk level.

**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 infectious disease.

The Infectious Disease 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.

**PLAN COMPLIANCE**

Employees in violation of this Plan may be subject to discipline up to and including termination.



**COVID-19**  
Screening

HEALTH  
Department  
updated April 29, 2020

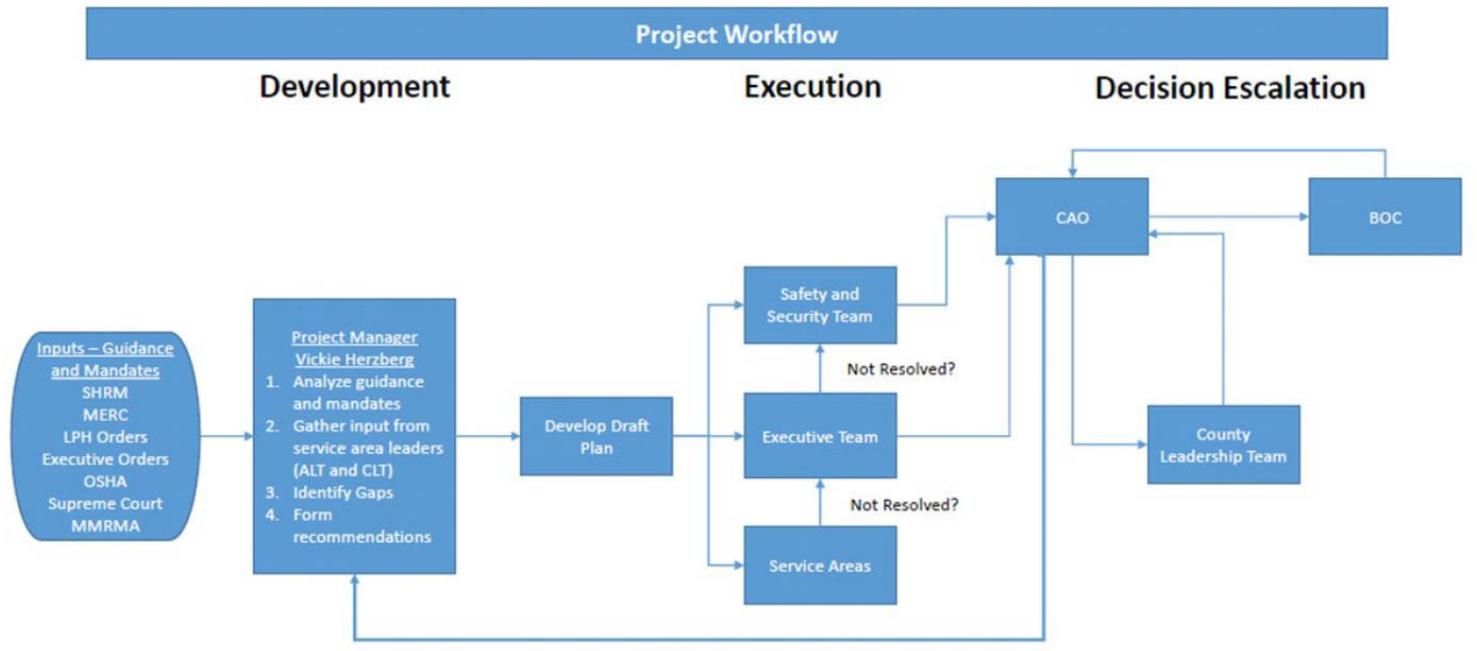
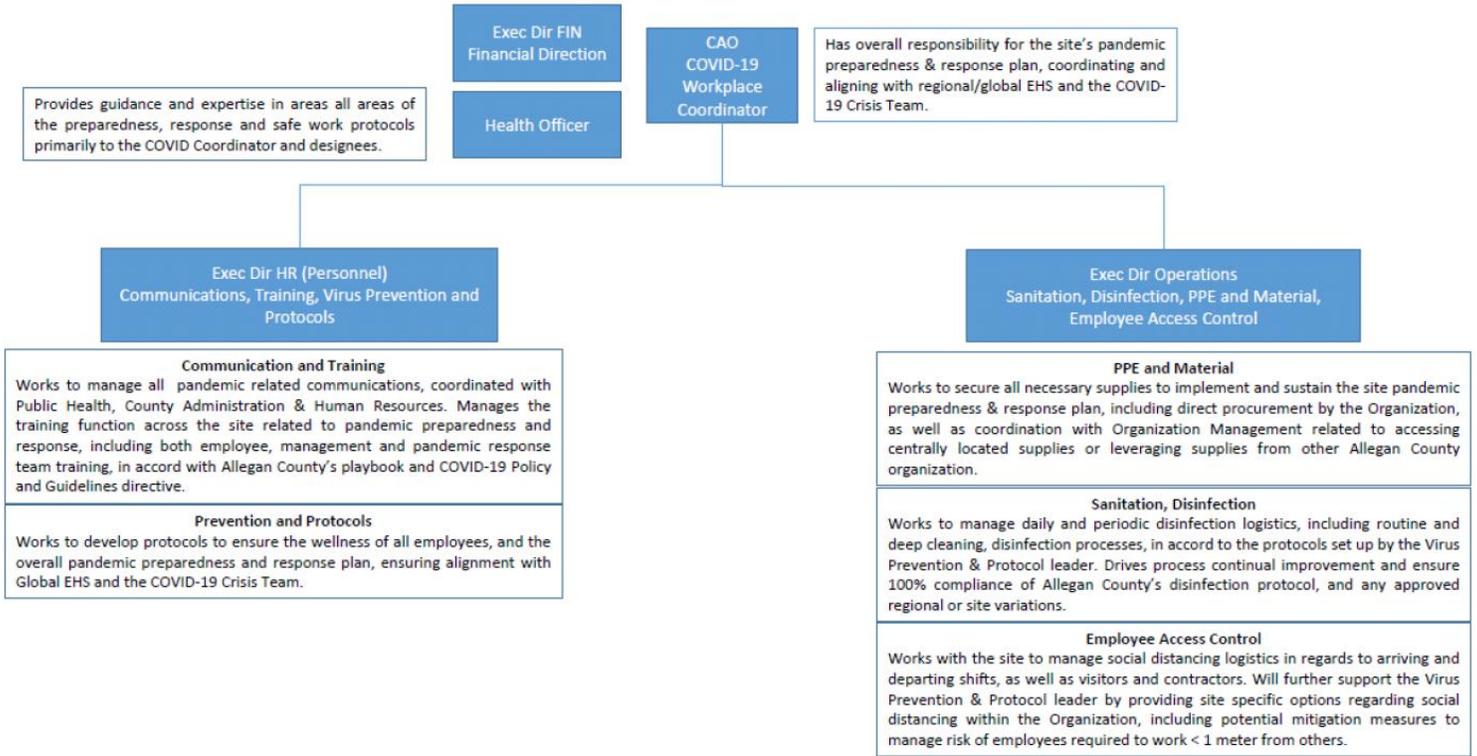
**BEFORE ENTERING THIS BUILDING:**

- 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 Allegan County Health Department COVID-19 Hotline at 269-686-4546.**

APPENDIX B

HEALTHY WORKPLACE COORDINATION TEAM



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## APPENDIX C

## WORKSITE SUPERVISOR ASSIGNMENTS

Allegan County operates several facilities with various agencies working in different capacities, some operating 24/7. While Allegan County may have additional resources on-site (through its leadership structure and central services personnel) at any point in time for the purpose of auditing safety protocols, each department/agency must assign individual(s) to ensure all safety protocols are being followed during hours of operation.

Whether directly on-site or not the Allegan County Facilities Management Director and alternatively Facilities Management Assistant Director shall act as the central worksite supervisor. Issues not able to be resolved at the departmental level shall be escalated to either the Director or Deputy Director by reporting the issue through the Facilities Management Emergency line at (269) 673-0474.

For the purpose of Executive Order 114 “worksite supervisor” responsibilities will be distributed to on-site staff and supervisors in the following manner:

**Employees Responsibilities for Safety**

Each employee is expected, as a condition of employment for which they are paid, to work in a manner which will not cause injury to themselves or to those with whom they works. It is important to the concept of safety that each employee understand that responsibility for their own safety is part of their job requirement, to that end:

- Each employee shall comply with all safety standards, rules, regulations, and orders issued by Allegan County and are responsible for his/her own actions and conduct.
- Employees shall use safety equipment, personal protective equipment, and other devices and procedures provided or directed by Allegan County necessary for their protection.
- Employees are expected to report unsafe and unhealthful working actions and conditions to appropriate supervisors or officials.

**Supervisor Responsibilities for Safety**

Supervisors must ensure a safe and healthful workplace for employees. Employees must be able to report unsafe or unhealthful workplace conditions or hazards to a supervisor without fear of reprisal. The following is a list of primary responsibilities that supervisors have in the area of occupational safety and health for all employees under their supervision:

- **Conduct Orientation and Training of Employees**  
Train and instruct employees so they can perform their work safely. Know what personal protective equipment is needed for each task and how this equipment must be properly used, stored and maintained. When there are mandated safety training courses, ensure that your employees take them and that they are appropriately documented.
- **Enforce Safe Work Practices**  
It is the supervisor’s responsibility to enforce safe work practices and procedures; failure to do so is an invitation for accidents to occur.
- **Correct Unsafe Conditions**

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Supervisors must take immediate steps to correct unsafe or unhealthful workplace conditions or hazards within their authority and ability to do so. When an unsafe or unhealthful workplace condition or hazard cannot be immediately corrected, the supervisor must take temporary precautionary measures. Supervisors must follow-up to ensure that corrective measures are completed in a timely manner to address the hazard. Depending on the issue this could be Executive Director of Human Resources, Executive Director of Operation or Executive Director of Services.

### **Facility Operations Team Site Safety Responsibilities**

When it comes to workplace safety compliance, regular review and monitoring are important. Monitoring can provide the information needed for the Organizational Safety and Security Team to assess progress and decide what, if any, additional measures are needed to carry forward the transformation towards a positive culture of safety compliance. It is also appropriate to build in periodic reviews and evaluations of how well the changes being implemented are contributing towards achievement of the desired outcomes. This includes receiving feedback from leaders, workers and other interested partners. By obtaining this 360-degree perspective of the current state of health and safety compliance, it is easier to see what needs to be put into place any further action, if needed. The Team shall:

- Respond to site safety and security issues if feasible and warranted ; encourage adherence to safety policies and procedures
- Handle emergencies appropriately according to established procedures; prepare and file safety reports

Monitor and report day-to-day non-adherence to safety and security policies and procedures of the organization

### **Workplace Coordination Team Responsibilities**

- **County Administrator (Workplace Coordinator) Responsibilities**

- Has overall responsibility for the site's pandemic preparedness & response plan, coordinating the Healthy Workplace Coordination Team.

- **Executive Director of Human Resources Responsibilities for Safety and Security**

- **Communication and Training**

Works to manage all pandemic related communications, coordinated with Public Health, County Administration & Human Resources. Manages the training function across the site related to pandemic preparedness and response, including both employee, management and pandemic response team training, in accord with Allegan County's Healthy Workplace Plan.

- **Prevention and Protocols**

Works to develop protocols to ensure the wellness of all employees, and the overall pandemic preparedness and response plan, ensuring alignment with Allegan County Public Health and Environmental Health Services and the Healthy Workplace Team.

- **Executive Director of Operations Responsibilities for Safety and Security**
  - **PPE and Material**

Works to secure all necessary supplies to implement and sustain the site pandemic preparedness & response plan, including direct procurement by the Organization, as well as coordination with Organization Management related to accessing centrally located supplies or leveraging supplies from other Allegan County organizations.
  - **Sanitation and Disinfection**

Works to manage daily and periodic disinfection logistics, including routine and deep cleaning, disinfection processes. Drives process continual improvement and ensure 100% compliance of Allegan County's disinfection protocol, and any approved regional or site variations.
  - **Employee Access Control**

Works with the site to manage social distancing logistics in regards to employees arriving and departing shifts, as well as visitors and contractors. Will provide site specific options regarding social distancing within the organization, including potential mitigation measures to manage risk of employees required to work 6 feet from others.

**OUTSIDE LOBBYISTS**

29/ Commissioner Kapenga discussed the use of lobbyist firms. Input from two neighboring counties that have contracted with lobbying firms indicates that lobbying when planned for can be beneficial.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to table discussion on lobbyists to the April 14, 2022 session. Motion carried by voice vote. Yeas: Kapenga, Storey, DeYoung, Jessup, Dugan and Cain. Nays: Thiele.

**ADJOURNMENT UNTIL APRIL 14, 2022 AT 1:00 P.M.**

30/ Due to motion from March 24, 2022 to adjourn by 3:00 P.M. (item #21) meeting was adjourned until April 14, 2022 at 1:00 P.M. The motion carried by voice vote and the meeting was adjourned at 3:04 P.M. Yeas: Kapenga, Storey, DeYoung, Dugan and Cain. Nays: Thiele and Jessup.

*Jennifer Duen*

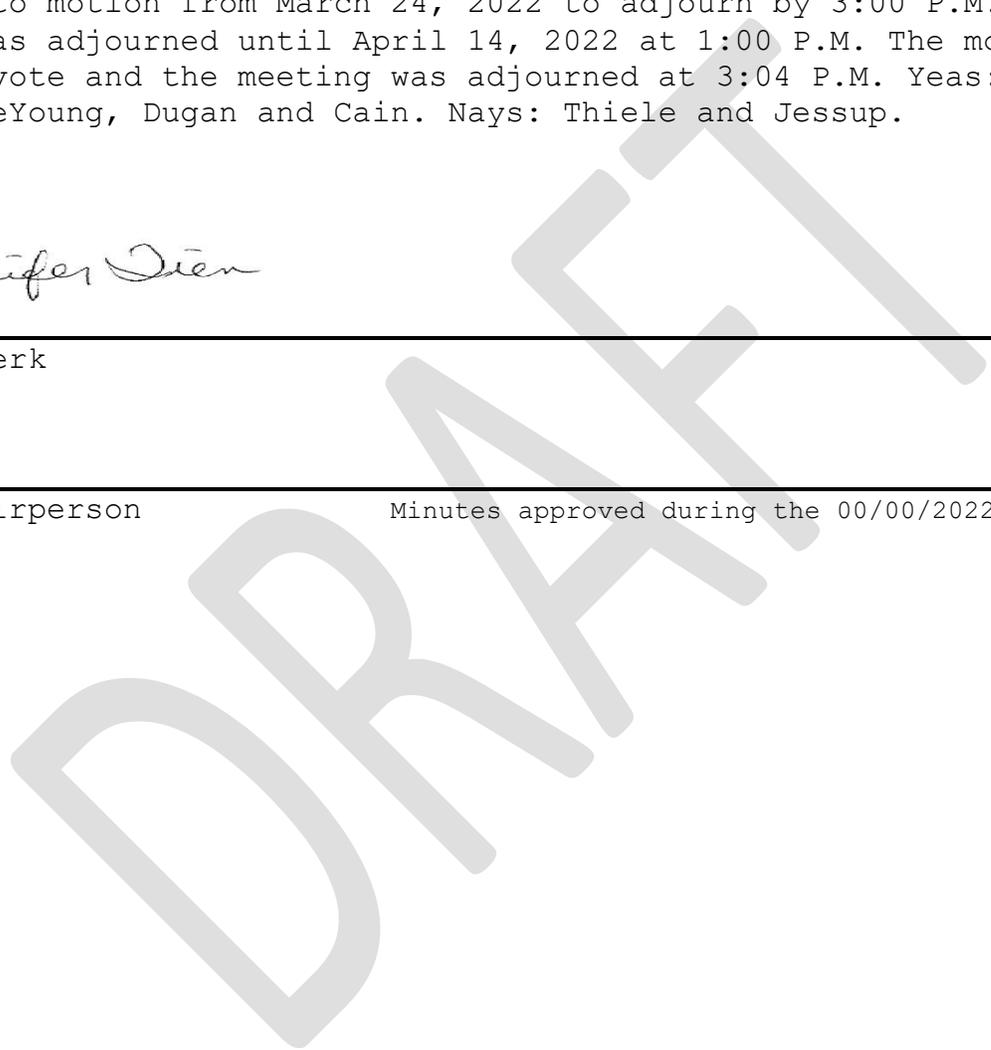
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Deputy Clerk

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Board Chairperson

Minutes approved during the 00/00/2022 Session





## 57th District Court – Allegan County State of Michigan

113 Chestnut Street, Allegan County Building, Allegan, MI 49010

Contact us: phone - (269) 673-0400 • fax - (269) 673-0490 • email - [districtcourt@allegancounty.org](mailto:districtcourt@allegancounty.org)

Website: <https://www.allegancounty.org/DistrictCourt>



### District Court Clerk's Office, Judicial Staff and Probation

*Pictured from left to right*

**First row:** Judge William A. Baillargeon, Judge Joseph S. Skocelas and Magistrate Daniel W. Norbeck;

**Second row:** Aimee Kragt, Linda Lenahan, Carole Carr (hidden), Jackie Hicks,  
Sarah Miller, Chris Gates, Heather Bausick and Renee Stack;

**Third row:** Mark Ponitz, Nancy Eaton, Candy Mock, Cindy Cook, Deb Wolters, Michelle Carpenter,  
Amber Browneye, Kayla Williamson, Hickory Buell, Mary Jo Ash and Kelly Miklusicak;

**Not pictured:** Kathy Evans, Kathy Miller, Emily Schwartz, Audrey VerBeek and Ken Giles;

*Digital photos by Retired Detective Craig Gardiner, ACS D*

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# 57<sup>th</sup> District Court 2021 ANNUAL REPORT

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# A Message from the Chief Judge

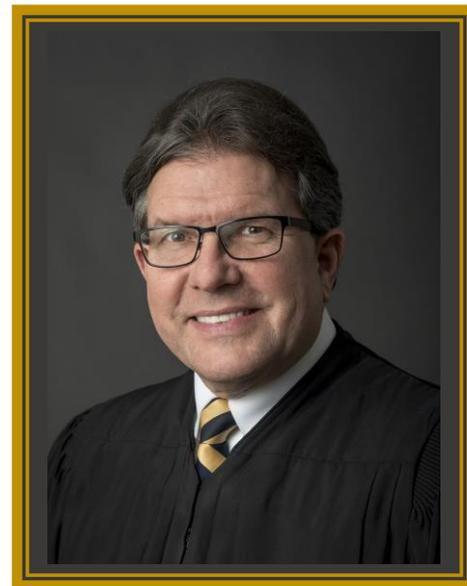
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In March of 2020, the Michigan Supreme Court issued Orders changing court operations for all courts in Michigan during the COVID- 19 pandemic. Over the course of the last two years, we very slowly began resuming normal functioning as we were able to do so given the changing positivity rates of the virus within Allegan County. Criminal cases resumed first, then civil cases. Currently, over 90% of the cases being heard are still being done remotely via Zoom technology. The only court proceedings that have not yet been resumed are jury trials. The current plan is to resume those in April of 2022.

Some of the changes in court operations that were put into place because of the virus will probably become standard for court functions across Michigan. Police officers can continue to save time and resources by obtaining arrest and search warrants electronically. Parties, attorneys and witnesses will still want to utilize the convenience of Zoom remote hearings to handle their routine court matters. I also expect that upcoming changes in Michigan law may further facilitate making some of these changes permanent for courts. Like everything else in our lives, technology will play a bigger role in court functions in the future.

We also had a number of personnel changes in the court during 2021 with the retirements of some very experienced employees. Candy Mock, who started with the court in January of 1995, Kathy Evans, who started with the court in January of 1999 and Deb Wolters, who started with the court in 2004, all retired from the court during 2021. We truly appreciate all their years of service to the court and wish them the best during their well-earned retirements.

One of the many changes to court operations due to the virus was the broadcasting on YouTube of court proceedings when the court buildings were closed to the public to facilitate the legal requirement of public viewing of court proceedings. That is another change to court operations in Michigan that will continue to be in place. If you wish to view court proceedings in the Allegan County courts, or any other court in the Michigan, you can now do so without even leaving your home! Go to the website: [micourt.courts.michigan.gov/virtualcourtroomdirectory](http://micourt.courts.michigan.gov/virtualcourtroomdirectory) to be able to observe court operations for yourself at your convenience.



Joseph S. Skocelas  
Chief District Court Judge

A handwritten signature in black ink, appearing to read "Joseph S. Skocelas". The signature is fluid and cursive, written in a professional style.

Joseph S. Skocelas  
Chief Judge, 57<sup>th</sup> District Court of Allegan County



## HISTORY, LOCATION AND OVERVIEW

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The 57th District Court is located in the County Building at 113 Chestnut Street, Allegan, Michigan. The geographic jurisdiction of the Court includes all of the County of Allegan, except that part of the City of Holland lying within Allegan County.

The District Court was established by the Michigan Legislature in 1968 pursuant to a constitutional mandate. Citizens have more contact with the district court than any other court in the state. District Court has exclusive jurisdiction of all civil litigation up to \$25,000 and handles garnishments, eviction proceedings, landlord-tenant and land contract summary proceedings. In the criminal area, the district court handles all misdemeanors where punishment does not exceed one year and relevant proceedings including arraignment, setting and acceptance of bail, trial, and sentencing. It also conducts preliminary examinations in felony cases. In 2015, jurisdiction was expanded to also allow District Court Judges to accept felony pleas.

The district court includes a small claims division for civil cases up to \$6,500 (increased on 1/1/21). In these cases, litigants agree to waive their right to a trial by jury. They also agree to waive rules of evidence, representation by a lawyer, and the right to appeal from the district judge's decision. If either party objects to processing as a small claims case, the case will be heard in the general civil division of the district court.

By statute, the district judges have authority to appoint magistrates. Magistrates may 1) set bail and accept bond in criminal matters, 2) accept guilty pleas, and 3) sentence for traffic, motor carrier, snowmobile, dog, game, and marine law violations. The magistrate may also issue arrest and search warrants authorized by the prosecutor or local municipal attorney. Attorney magistrates may conduct small claims hearings. Magistrates may, at the direction of the chief judge, perform other duties allowed by statute.

District judges are elected for six-year terms on nonpartisan ballots, under the same requirements as circuit judges. The Legislature sets the salary for district judges.

# ADMINISTRATION

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## **District Court Administrative Team**

***Left to right, first row:*** Joseph S. Skocelas, Chief District Court Judge; Linda L. Lenahan, Court Administrator, William A. Baillargeon, District Court Judge;

***Left to right, back row:*** Daniel W. Norbeck, Attorney Magistrate; Chris Gates, Chief Deputy District Court Clerk; Mark Ponitz, Chief Probation Officer;

*Digital photos by Retired Detective Craig Gardiner, ACSD*

The 57th District Court has two Judges elected to six-year terms of office. The Chief Judge acts as director of administration of the Court. Each Judge is assisted by a court recorder/judicial secretary who is responsible to record proceedings, assign transcript preparation and perform secretarial duties. The Judges are also assisted by Courthouse Security who act as courtroom bailiffs assigned to prisoner movement, provide courtroom decorum, courtroom security and assist the public and jurors. Since moving into the new jail in October 2014, 99% of prisoner movement has been eliminated in favor of appearing on Polycom/Zoom videoconferencing and/or video telephones between the jail and the courtrooms/conference rooms.

The District Court Administrator is appointed by the Chief Judge, and together they create an executive leadership team necessary to manage the operation of the District Court. The District Court Administrator oversees all aspects of Court operations and administration including, but not limited to, case flow management, jury utilization, human resource management, fiscal and grant administration, intergovernmental liaison, and technology management, and is authorized to perform magisterial duties.

The Attorney Magistrate is appointed by the Chief Judge and performs certain quasi-judicial functions impacting litigants and the Court. Some of the responsibilities include, but are not limited to, informal hearings, authorizing search and arrest warrants, conducting arraignments, performing legal research, accepting guilty pleas and sentencing, establishing bonds, resolving small claims matters, and performing weddings. As a cross-assigned Circuit Court Referee under the Concurrent Jurisdiction Plan, the Attorney Magistrate may review uncontested judgments of divorce on cases with no minor children. During COVID-19, the review of uncontested judgments of divorce by the Magistrate was suspended to allow us the opportunity to focus entirely on the backlog at the District Court.

The Chief Probation Officer, under the supervision of the District Court Administrator, performs a variety of duties in supervising the activities and daily operations of probation officers and support staff as well as performing the duties of a probation officer on a regular basis.

The Chief Deputy Clerk, under the supervision of the District Court Administrator, serves as a team leader supervising, training and assisting staff; monitoring workloads; and overseeing daily operations in the Clerk's Office. The Chief Deputy Clerk also acts as a magistrate issuing misdemeanor complaint and warrants.

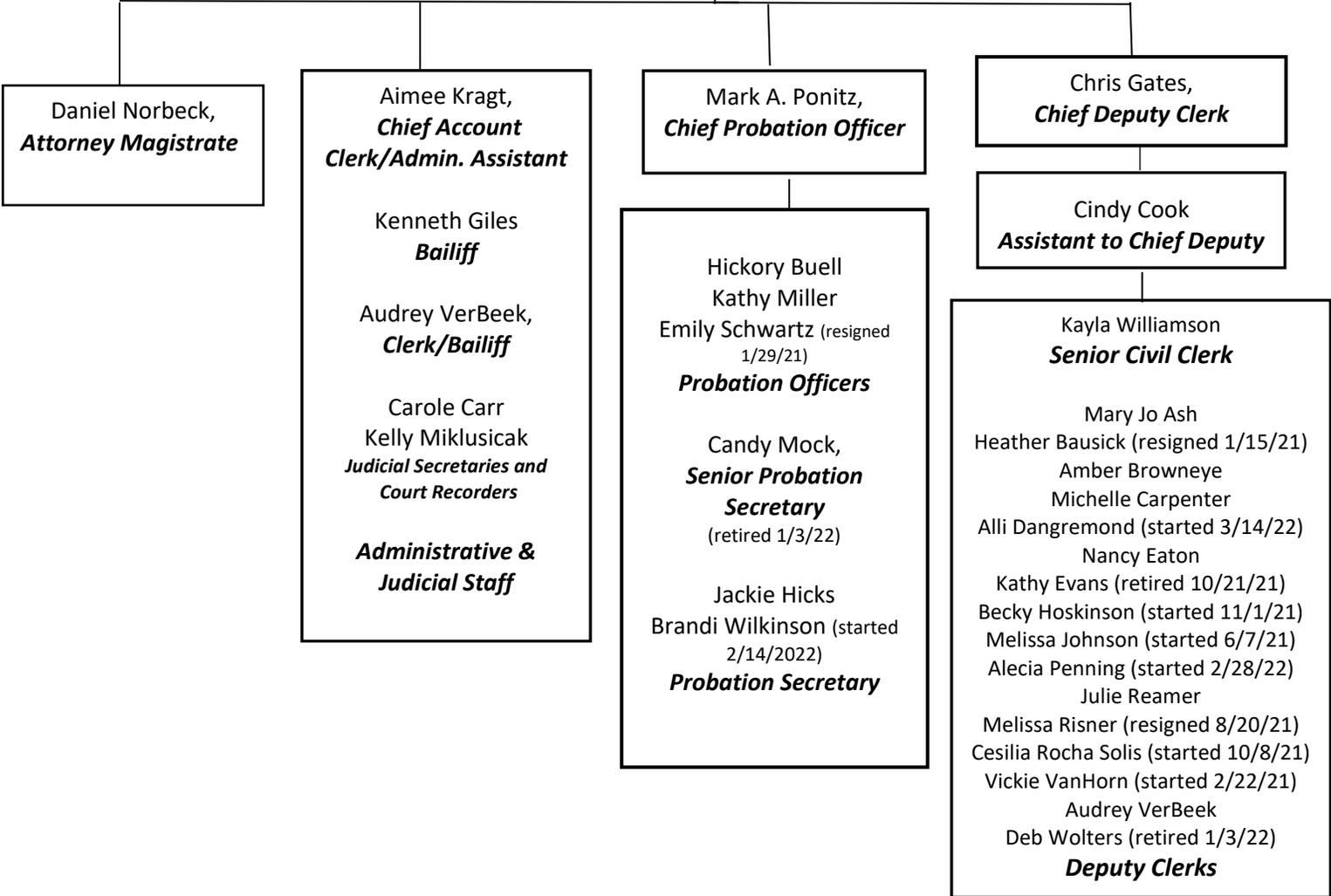
# ORGANIZATIONAL CHART

**The Public**

**HONORABLE JOSEPH S. SKOCELAS**  
*Chief Judge*

**HONORABLE WILLIAM A. BAILLARGEON**  
*Chief Judge Pro Tempore*

**LINDA L. LENAHAN**  
*Court Administrator*



# JUDICIAL STAFF



## District Court Judicial Staff

*Left to right, first row: Judge Joseph S. Skocelas, Linda Lenahan and Judge William A. Baillargeon;  
Left to right, back row: Kelly Miklusicak, Magistrate Daniel Norbeck, Aimee Kragt and Carole Carr;*

*Not pictured: Ken Giles and Audrey VerBeek*

*Digital photos by Retired Detective Craig Gardiner, ACSO*

**HONORABLE JOSEPH S. SKOCELAS**, Chief District Court Judge, was appointed by Governor Jennifer Granholm on April 26, 2006 to fill the vacancy left by the retirement of the Honorable Gary Stewart. Judge Skocelas was subsequently elected in November 2006 to complete Judge Stewart's term through 2008, then again in November of 2008, 2014 and 2020 for six-year terms.

**HONORABLE WILLIAM A. BAILLARGEON**, District Court Judge, was appointed by Governor Jennifer Granholm on March 5, 2009 to fill the vacancy left by the retirement of the Honorable Stephen Sheridan. Prior to this appointment, Judge Baillargeon served as Circuit Judge for Allegan County's 48<sup>th</sup> Circuit Court from 2007-2009. Judge Baillargeon was elected in November 2010 to complete Judge Sheridan's term through 2012, then re-elected again in November of 2012 and 2018 for six-year terms.

**LINDA L. LENAHAN**, District Court Administrator, was appointed in February 2002. Prior to her appointment, Linda worked for the State Court Administrative Office of the Michigan Supreme Court for 20 years.

**DANIEL W. NORBECK**, Attorney Magistrate, was hired on September 6, 2016. Prior to joining the District Court, Daniel was an Assistant Prosecutor in the Allegan County Prosecutor's Office.

**CAROLE A. CARR**, Court Recorder/Judicial Secretary for the Honorable William A. Baillargeon, has been with the District Court since April 1991.

**AIMEE L. KRAGT**, Chief Account Clerk/Administrative Assistant, has been with the District Court since January 1988.

**KELLY MIKLUSICAK**, Court Recorder/Judicial Secretary for the Honorable Joseph Skocelas, has been with the District Court since February 2004. On January 1, 2012 Kelly was promoted from Deputy District Court Clerk to Judge Skocelas' secretary and court recorder.

**AUDREY VERBEEK**, Deputy District Court Clerk, transferred from the Friend of the Court on February 24, 2014 to work part-time as a court clerk/bailiff in the courtrooms. Audrey splits her time between the Judicial Wing and the District Court Clerk's Office.

# CLERK'S OFFICE STAFF



## District Court Clerk's Office

**Left to right, first row:** Julie Reamer, Chris Gates and Cindy Cook;  
**Left to right, second row:** Alecia Penning, Melissa Johnson, Vickie VanHorn, Nancy Eaton and Jackie Hicks;  
**Left to right, back row:** Michelle Carpenter, Mary Jo Ash, Cesilia Rocha Solis, Amber Browneye, Kayla Williamson and Rebecca Hoskinson;  
**Not pictured:** Audrey VerBeeke  
*Digital photos by Linda Lenahan*

**MARY JO ASH**, Deputy Court Clerk in the Collections Division, has been employed with the District Court since March 25, 2013.

**HEATHER BAUSICK**, Deputy Court Clerk in the Civil Division, transferred from Facilities Management on August 13, 2018. Heather resigned from District Court effective 1/15/21 and transferred to Allegan County Parks and Recreation Department.

**AMBER BROWNEYE**, Deputy Court Clerk, transferred from the Youth Home (Detention) on December 15, 2014 to the Traffic/Criminal Division.

**MICHELLE CARPENTER**, Deputy Court Clerk in the Traffic/Criminal Division, has been employed with the District Court since January 1998.

**CINDY COOK**, Assistant to the Chief Deputy District Court Clerk, first transferred from the Friend of the Court to District Court on June 6, 2016. After transfer, Cindy worked for nearly four years in the Civil Division and then transferred into the Traffic/Criminal Division on February 24, 2020. On December 14, 2020 Cindy was promoted to the Assistant to the Deputy District Court Clerk.

**ALLI DANGREMOND**, Deputy Court Clerk in the Traffic/Criminal Division, was hired by the District Court on March 14, 2022.

**NANCY EATON**, Deputy Court Clerk in the Traffic/Criminal Division, was hired by the District Court on November 16, 2015.

**KATHLEEN EVANS**, Deputy Court Clerk in the Traffic/Criminal Division, had been employed with the District Court since January 1999. Kathleen retired from the Court on October 21, 2021.

**CHRISTINE GATES**, Chief Deputy District Court Clerk, has been employed with the District Court since September 1998. In September 2010, Christine was promoted to Chief Deputy District Court Clerk.

**REBECCA HOSKINSON**, Deputy Court Clerk in the Traffic/Criminal Division, started with the Court on November 1, 2021.

**MELISSA JOHNSON**, Deputy Court Clerk in the Traffic/Criminal Division, started with the Court on June 7, 2021.

**ALECIA PENNING**, Deputy Court Clerk in the Civil Division, started with the Court on February 28, 2022.

**JULIE REAMER**, Deputy Court Clerk in the Civil Division, transferred from Facilities Management on February 24, 2020.

**MELISSA RISNER**, Deputy Court Clerk in the Traffic/Criminal Division, transferred from the Friend of the Court to District Court on January 25, 2021. Melissa transferred back to the Friend of the Court on August 20, 2021.

**CESILIA ROCHA SOLIS**, Deputy Court Clerk in the Traffic/Criminal Division, started with the Court on October 8, 2021.

**AUDREY VERBEEK**, Deputy Court Clerk, transferred from the Friend of the Court on February 24, 2014 to work part-time as a court clerk/bailiff in the courtrooms.

**KAYLA WILLIAMSON**, Senior Civil Clerk, has been employed with the District Court since May 19, 2014. She was promoted from Deputy Court Clerk to Senior Civil Clerk on June 6, 2016.

**VICKIE VANHORN**, Deputy Court Clerk in the Traffic/Criminal Division, transferred from the Treasurer's Office to District Court on February 22, 2021.

**DEBORAH WOLTERS**, Deputy Court Clerk in the Traffic/Criminal Division, had been employed with the District Court since April 2004. Deborah retired with the Court on January 3, 2022.

# PROBATION DEPARTMENT STAFF



## District Court Probation Staff

*Left to right, first row: Brandi Wilkinson and Jackie Hicks;  
Left to right, back row: Hickory Buell, Mark Ponitz and Kathy Miller*  
*Digital photos by Linda Lenahan*

**MARK PONITZ**, Chief Probation Officer, has been employed with the District Court since May 2006. Mark was named *Interim* Chief Probation Officer in August 2012 and then appointed Chief Probation Officer January 1, 2013.

**HICKORY BUELL**, Probation Officer, has been employed with the District Court since January 28, 2013. Prior to District Court, Hickory worked as an Enforcement Officer with the Friend of the Court.

**JACQUELINE HICKS**, Secretary, has been employed with the District Court since February 2004. In 2012, she split her day between the Probation Department and the Clerk's Office. In 2013, Jackie returned to the Probation Department full-time.

**KATHLEEN MILLER**, Probation Officer, has been employed with the District Court since January 2000.

**CANDICE MOCK**, Senior Probation Secretary, had been employed with the District Court since January 1995. Candice retired on January 3, 2022.

**EMILY SCHWARTZ**, Probation Officer, has been employed with the District Court since January 16, 2017. Prior to District Court, Emily worked as a Conciliator-Investigator with the Friend of the Court. Emily resigned from District Court Probation effective 1/29/2021.

**BRANDI WILKINSON**, Secretary, has been employed with the District Court since February 14, 2022.

# JURISDICTION

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DIVISIONS	JURISDICTION	FACTS TO KNOW
<b>CIVIL</b>	<ul style="list-style-type: none"> <li>• Civil suits up to \$25,000</li> <li>• Small claim suits up to \$6,500 (effective 1/1/21)</li> <li>• Landlord tenant disputes, garnishments, and land contract summary proceedings</li> </ul>	<ul style="list-style-type: none"> <li>• Civil suits can be filed by either an individual or a business</li> <li>• Corporations must have attorney representation outside of small claims</li> <li>• Parties must represent themselves in small claims cases – attorneys may not be involved</li> </ul>
<b>CRIMINAL</b>	<ul style="list-style-type: none"> <li>• Michigan statute violations</li> <li>• City/village/township ordinances</li> </ul>	<ul style="list-style-type: none"> <li>• All felony cases such as murder and criminal sexual conduct are heard by a district judge through the preliminary exam stage only</li> <li>• Domestic violence, retail fraud, disturbing the peace are examples of misdemeanor violations</li> </ul>
<b>TRAFFIC</b>	<ul style="list-style-type: none"> <li>• Michigan statute violations</li> <li>• City/village/township ordinances</li> </ul>	<ul style="list-style-type: none"> <li>• Operating while intoxicated, reckless driving, expired operator’s license are examples of misdemeanor traffic offenses</li> <li>• Speeding, careless driving, no safety belt are examples of civil infraction violations</li> </ul>

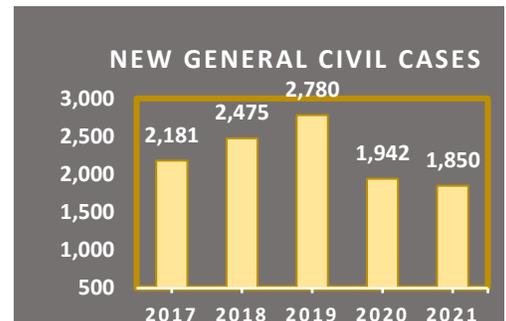
# NEW CASES FILED

## CIVIL DIVISION

The **Civil Division** consists of the following sub-divisions:

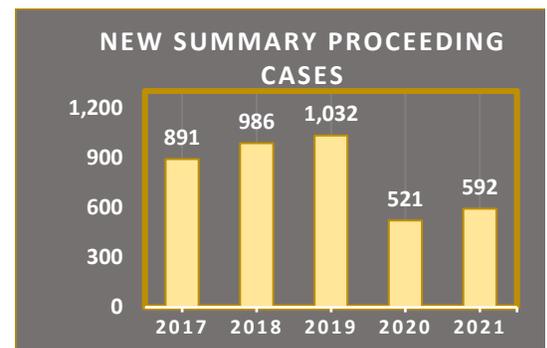
The **General Civil Division** processes all civil cases under the \$25,000 jurisdictional limit; limited claim and delivery civil actions; limited writ of attachment and garnishment; and forfeiture or seizure of certain property.

The bar chart reflects the five-year trend in general civil filings. Case filings over the five-year trend decreased 331 cases from 2017 to 2021. New case filings decreased 92 cases from 2020 to 2021.



The **Summary Proceeding Division** processes cases generally brought by a landlord to recover possession of a dwelling when a tenant fails to pay the rent or when the landlord or owner wishes to regain possession of his/her property. Summary proceedings include land contract forfeitures arising when a purchaser does not pay the amount agreed upon in a contract. A landlord may obtain an Order of Eviction to evict a tenant, or land contract vendee.

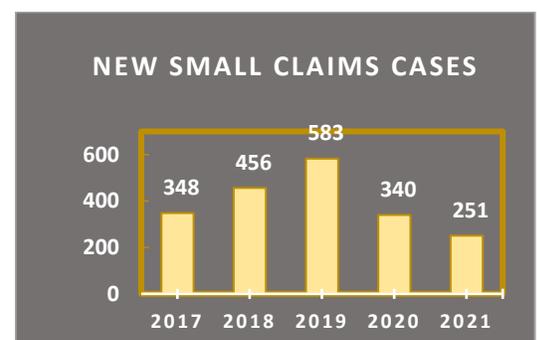
The bar chart reflects the five-year trend in summary proceeding filings. New filings over the five-year trend decreased 299 cases from 2017 to 2021. New case filings increased 71 cases from 2020 to 2021.



The **Small Claims Division** processes cases with recoverable maximum monies up to \$6,500.00 (increased from \$6,000 to \$6,500 on 1/1/21). Small claims litigants have the right to remove a case to the General Civil Division or to remove a case from magisterial jurisdiction. Actions are filed in the county in which the cause of action arose, or in which the defendant is established or resides or is employed. Small claims litigants waive their right to a jury trial and cannot be represented by an attorney.

Small claims cases are heard by the Attorney Magistrate.

The bar chart reflects the five-year year trend in small claim filings. Case filings over the five-year trend decreased 97 cases from 2017 to 2021. New case filings decreased 89 cases from 2020 to 2021.

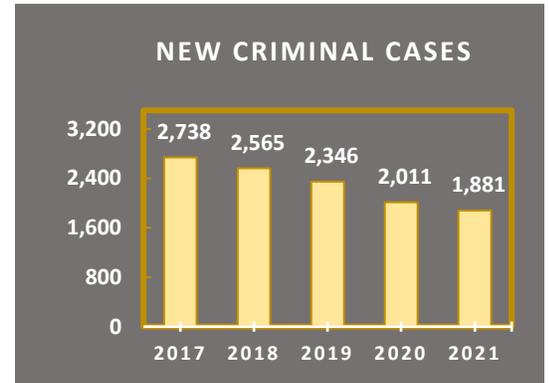


# NEW CASES FILED

## CRIMINAL DIVISION

The *Criminal Division (including Felony Traffic violations)* adjudicates cases involving violations of Michigan statute as well as violations of local ordinance. The Prosecuting Attorney’s Office, Michigan Attorney General’s Office, local police agencies, and ordinance city/township/village attorneys file felony and misdemeanor cases with the Court. District Court Judges preside over felony cases through the preliminary examination hearing stages only. Effective January 1, 2015, District Court Judges are now able to accept guilty pleas on felony charges. In 2021, nine (9) felony pleas were accepted by District Court Judges.

In 2021, the criminal division processed 1,881 new case filings. The Court conducted felony preliminary examinations and waiver hearings and bound over 833 cases to the 48<sup>th</sup> Circuit Court. This number includes traffic division bind overs, as well. The criminal division disposed of 3,329 cases.



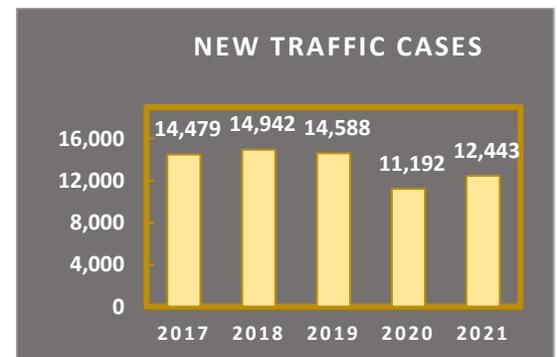
The bar chart reflects the five-year trend in criminal division filings. Case filings over the five-year trend decreased by 857 cases from 2017 to 2021. New case filings decreased 130 cases from 2020 to 2021.

## TRAFFIC DIVISION

The *Traffic Division (including non-traffic civil infractions)* adjudicates misdemeanor and civil infraction cases involving Michigan statute violations, the motor vehicle code and local ordinances.

In 2021, the traffic division accepted 12,443 new case filings. The traffic division disposed of 14,136 cases through various dispositions, i.e., guilty plea, admission of responsibility, default, dismissal, warrant, and trial/hearing verdict. In 2021, the Judges disposed of 9 cases by jury verdict (all case types) and 194 cases by bench trial, formal or informal hearing for all case types.

The bar chart reflects the five-year trend in traffic division filings. Case filings decreased by 2,036 cases from 2017 to 2021. New case filings increased 1,251 cases from 2020 to 2021.



# NEW CASES FILED



## TOTAL NEW CASE FILINGS

Each year, the District Court prepares and files with the State Court Administrative Office, a caseload report of all new cases filed, re-opened cases, warrants, and dispositions in categories of Traffic, Criminal and Civil cases. The Court uploads these numbers to the State Court Administrative Office’s web site.

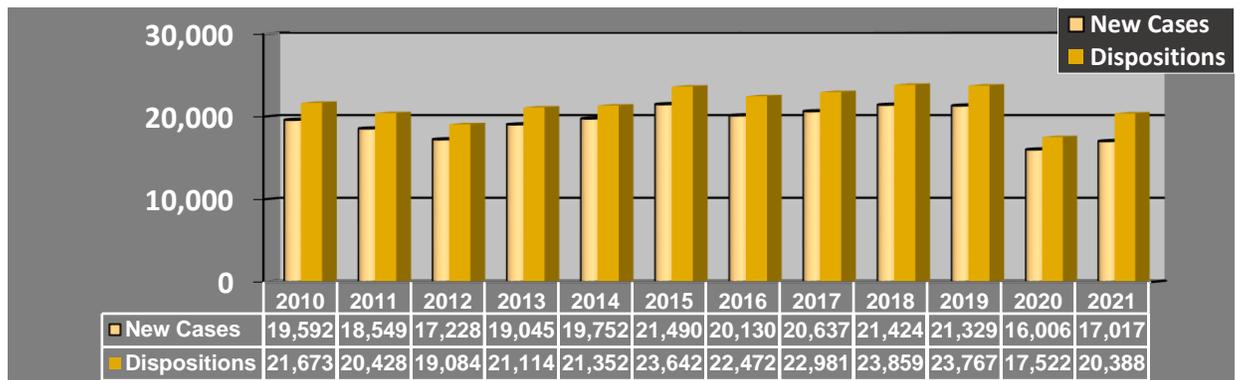
In 2002, the State Court Administrative Office significantly changed the methodology of counting cases in the District Court. The Court went from tracking 16 different case type classifications to 21 different classifications.

Previously, a multi-count criminal case was given a separate case file for each charge filed. Now, the Prosecutor’s Office is placing multiple counts on one Complaint and Warrant and the Court counts that as one case filed. This revised method of counting will cause the number of cases filed to appear to decline when other factors remain constant.

### TOTAL NEW CASES FILED

Traffic cases filed	12,443
Criminal cases filed	1,881
Civil cases filed	<u>2,693</u>
<b>Total</b> new cases filed	<b>17,017</b>

A comparison of total new case filings and dispositions from 2010 through 2021 are reflected in the graph below. The twelve-year bar graph reflects that the Court experienced a decrease of 2,575 new cases filings from 2010 through 2021. The one-year trend reflects that the Court experienced an increase of 1,011 new case filings from 2020 to 2021.



# STATISTICAL ANALYSIS



## TOTAL DISPOSITIONS

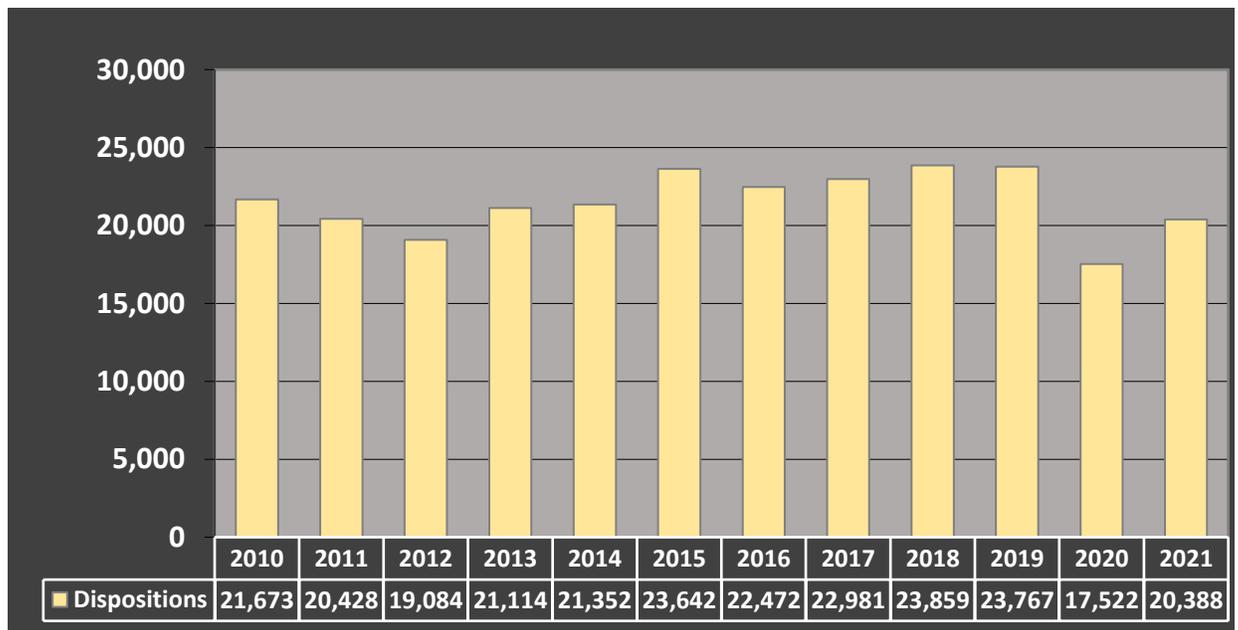
The District Court submits the number of dispositions annually to the State Court Administrative Office. Dispositions include Jury Verdicts, Bench Verdicts, Pleas, Dismissals, Defaults, Warrants Issued, and Circuit Court Felony Bindovers, etc. The Court uploads these totals into the State Court Administrative Office’s web site.



### TOTAL DISPOSITIONS

Traffic cases	14,136
Criminal cases	3,329
Civil cases	<u>2,923</u>
<b>Total dispositions</b>	<b>20,388</b>

Total dispositions for all divisions from 2010 through 2021 are reflected in the graph below. The twelve-year bar graph reflects that the Court experienced a decrease of 1,285 case dispositions from 2010 through 2021. The one-year trend reflects that the Court experienced an increase of 2,866 case dispositions from 2020 to 2021.



# STATISTICAL ANALYSIS



## TOTAL RE-OPENED CASES

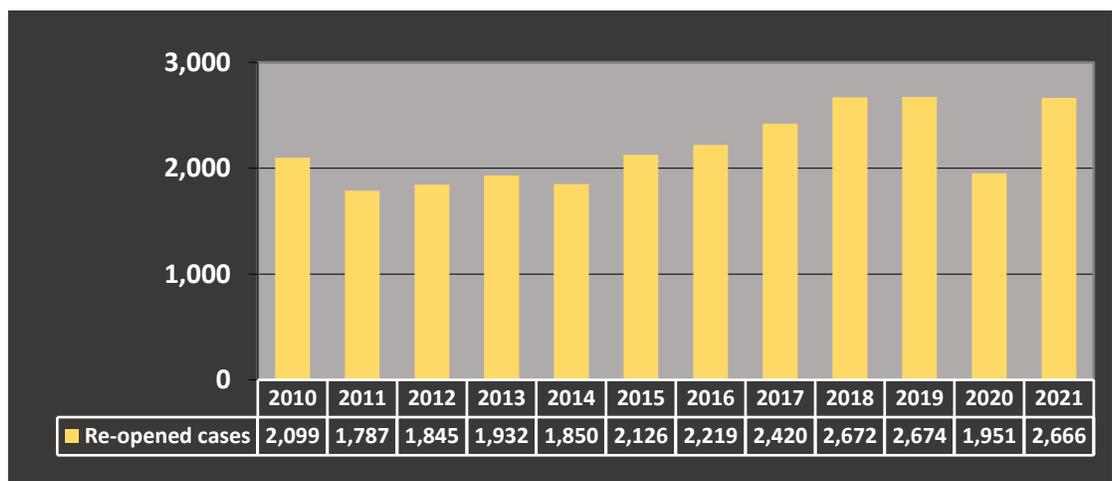
Cases are counted as re-opened when a defendant is arrested and arraigned on a warrant, a new trial is ordered by an appellate court, or a plea or judgment is set aside. The Court uploads these numbers to the State Court Administrative Office’s web site. The number of re-opened cases was not tracked prior to 2002 by the State or the Court.



### TOTAL RE-OPENED CASES FILED

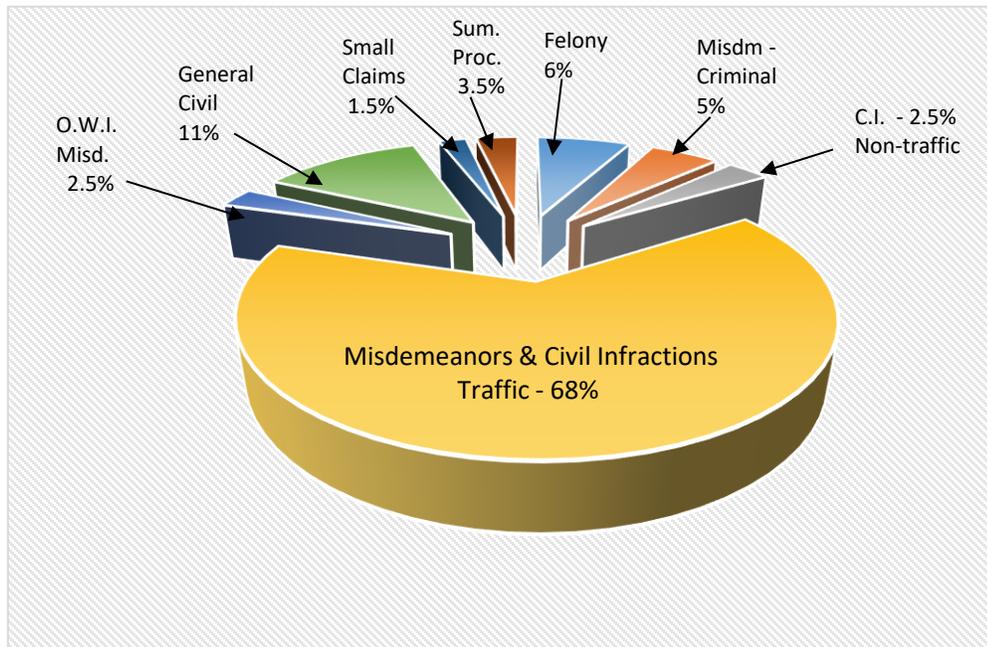
Traffic cases re-opened	1,302
Criminal cases re-opened	1,302
Civil cases filed re-opened	<u>62</u>
<b>Total</b> cases re-opened	<b>2,666</b>

Total re-opened cases for all divisions from 2010 through 2021 are reflected in the graph below. The twelve-year bar graph reflects that the Court experienced an increase of 567 re-opened cases from 2010 through 2021. The one-year trend reflects that the Court experienced an increase of 715 cases from 2020 to 2021.



# CASELOAD MIX

The pie chart reflects both the total number of cases filed and the percentages by divisions.

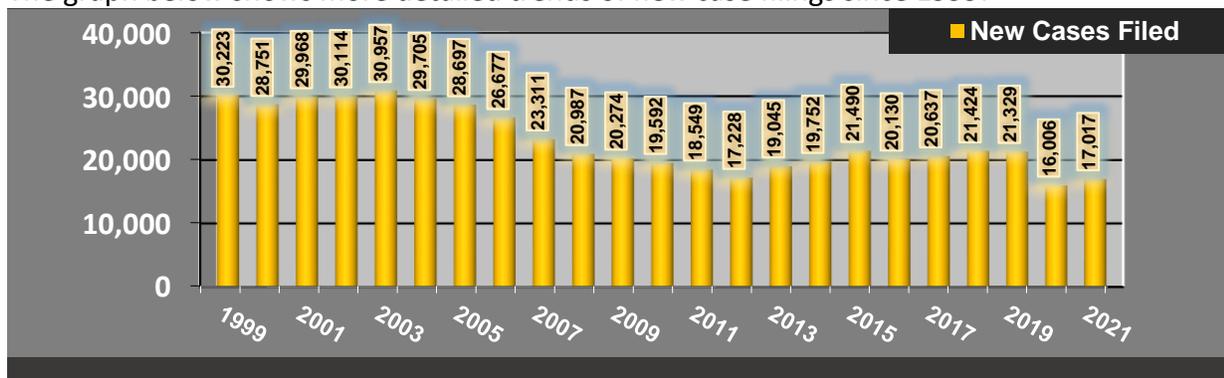


## Clearance Rate Ratio of Dispositions to New Case Filing

The ratio of dispositions to new case filings and reopened cases are reflected below.

New Case Filings and Reopened Cases	19,683
Dispositions	20,388
Ratio	104%

The graph below shows more detailed trends of new case filings since 1999.



# CASEAGE TRENDS AND CASELOAD MANAGEMENT

Supreme Court Administrative Order No. 2013-12 states: “The management of the flow of cases in the trial court is the responsibility of the judiciary. In carrying out that responsibility, the judiciary must balance the rights and interests of individual litigants, the limited resources of the judicial branch and other participants in the justice system, and the interests of the citizens of this state in having an effective, fair, and efficient system of justice.” The courts shall implement caseflow management plans that incorporate meeting established case processing time guidelines. Courts shall collect and report case age details to the Michigan Supreme Court annually. Below is information that includes data from 2020 comparing the 57<sup>th</sup> District Court to the Statewide District Court Average. In 2020, due to the Michigan Supreme Court Orders regarding COVID-19 and suspension of court hearings, all courts started experiencing significant backlog and delays. The statistics below reflect those changes in 2020.

## CASE AGE TRENDS – PERCENTAGE DISPOSED

### Felonies – Disposed within 28 Days

	2013	2014	2015	2016	2017	2018	2019	2020
Statewide Court Average	76%	77%	76%	74%	72%	70%	70%	53%
57 <sup>th</sup> District Court	76%	77%	85%	85%	82%	84%	82%	68%

### Misdemeanors – Disposed within 126 Days

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Statewide Court Average	95%	95%	96%	96%	97%	97%	97%	96%	96%	96%	92%
57 <sup>th</sup> District Court	99%	99%	99%	100%	100%	100%	100%	99%	99%	99%	91%

### Civil Infractions – Disposed within 84 Days

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Statewide Court Average	95%	95%	96%	96%	97%	97%	97%	98%	98%	98%	91%
57 <sup>th</sup> District Court	99%	99%	99%	100%	100%	100%	100%	100%	99%	99%	96%

### General Civil – Disposed within 455 Days

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Statewide Court Average	98%	98%	99%	99%	98%	99%	99%	99%	99%	94%	97%
57 <sup>th</sup> District Court	99%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

### Summary Civil without Jury Demand – Disposed within 126 Days

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Statewide Court Average	94%	94%	95%	95%	95%	95%	95%	96%	96%	96%	86%
57 <sup>th</sup> District Court	97%	98%	97%	96%	98%	96%	97%	97%	96%	94%	82%

# PROBATION

The functions of the *Probation Department* are to assist the Judges in determining an appropriate sentence and to supervise probationers ensuring that they comply with the terms and conditions of the orders of the Court. Probation Officers are responsible to refer probationers to qualified treatment personnel and to introduce them to vocational or educational resources.

The total number of defendants placed on probation during 2021 was 281. The total number of probationers being supervised by the Probation Officers for the period ending December 31, 2021 was 460 including diversion programs.

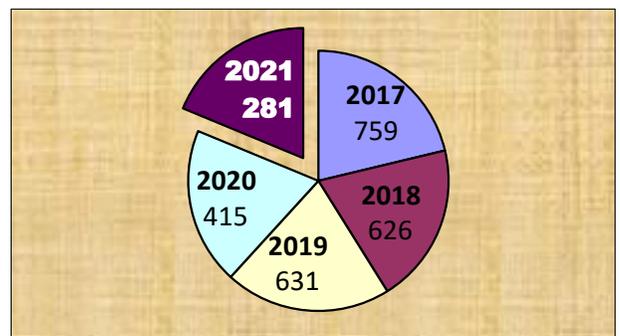
The difference between the total number placed on probation (281) and supervised (460) reflects the number of probationers who completed their terms and conditions of probation and were released. The time span of probation can generally range from a minimum of 30 days to a maximum of two years. Consequently, probationers are continually being released and new probationers added.

The table below reflects the number of probationers placed on probation during the year.

## DEFENDANTS PLACED ON PROBATION

Judge	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTALS
SKOCELAS	13	18	13	5	10	7	8	21	8	14	8	11	<b>136</b>
BAILLARGEON	23	14	16	2	13	12	10	11	21	10	12	1	<b>145</b>
NORBECK	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>TOTAL</b>	<b>36</b>	<b>32</b>	<b>29</b>	<b>7</b>	<b>23</b>	<b>19</b>	<b>18</b>	<b>32</b>	<b>29</b>	<b>24</b>	<b>20</b>	<b>12</b>	<b>281</b>

The pie chart reflects the total number of cases or individuals that were placed on probation from 2017 through 2021. For the period of 2017 through 2021, the caseload decreased 478 cases. Caseload decreased by 134 cases between 2020 and 2021.



# PROBATION

## PROBATION OFFENSE CHARGE STATISTICS

The table below reflects statistics on non-deferral offenses handled by the probation department.

### OFFENSE REPORT

OFFENSES	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
Operate while Intoxicated	12	10	0	3	13	8	6	11	13	14	9	5	104
Operate while Intoxicated – 2 <sup>nd</sup>	2	1	0	2	0	0	4	5	1	0	1	0	16
Impaired Driving	14	7	11	0	2	2	2	2	6	5	2	1	54
Assault & Battery	0	1	1	0	2	3	0	2	2	2	2	0	15
Domestic Violence	2	4	9	1	3	3	5	6	4	3	0	5	45
Larceny	1	0	0	0	0	0	0	0	0	0	0	0	1
Malicious Destruction of Property	0	2	0	0	0	1	0	0	0	0	1	0	4
Drug Offenses	1	0	0	0	0	0	0	0	0	0	0	0	1
Stalking	0	0	0	0	0	0	0	0	0	0	1	0	1
CSC – Attempted 4 <sup>th</sup> Degree/ Accosting	0	0	0	0	0	0	0	1	0	0	0	0	1
All Other Charges	4	7	0	1	3	2	1	5	3	0	4	1	31
<b>TOTAL</b>	<b>36</b>	<b>32</b>	<b>21</b>	<b>7</b>	<b>23</b>	<b>19</b>	<b>18</b>	<b>32</b>	<b>29</b>	<b>24</b>	<b>20</b>	<b>12</b>	<b>273</b>

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
Felonies reduced to misdemeanors & placed on probation	6	7	7	1	2	3	1	5	2	4	1	1	40

# PROBATION

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## DOMESTIC VIOLENCE DIVERSION PROGRAM

The Domestic Violence Diversion Program was implemented in September 1998 by the 57<sup>th</sup> District Court in cooperation with, and with the support of, the Allegan County Coordinating Council on Domestic Violence, the Allegan County Prosecutor's Office, and the Allegan County Board of Commissioners.

### FUNDING

In April of 1998, the Board of Commissioners approved funding for this program. A fourth probation officer was hired in June of 1998. Assessing the probationer a supervision/oversight cost generates funding for the program. On July 9, 2014, the supervision cost was increased to \$625.00.

### PURPOSES AND ADVANTAGES OF THE DIVERSION PROGRAM

This program offers a defendant the opportunity to avoid a criminal record upon successful completion of probation with the goal to provide the defendant with treatment, protect the victim and reduce recidivism. It eliminates the adversarial relationship between the defendant and family member victim and/or between the victim and the court, the prosecutor, and the police. These programs emphasize counseling, treatment, and behavior modification over punitive measures. The program reduces court, prosecutor, and police time by avoiding unnecessary trials and allows cases to be adjudicated more quickly.

The program is designed for qualified first time offenders charged with domestic violence. It allows a defendant to plead guilty and be placed on voluntary probation status for a period of 9 - 12 months, provided the victim consents. During this time, the defendant is required to attend Domestic Violence counseling sessions scheduled over a period of 26 weeks. If the defendant successfully completes the probation and required counseling, he/she is discharged from probation and the original charge of Domestic Violence is dismissed under MCL 769.4a. If a defendant fails to complete the counseling, or for any other reason violates the probation, he/she is required to immediately appear in Court and is sentenced.

### COUNSELING

The Court meets with various counselors and counseling agencies to review the techniques used in their programs. The effectiveness of the programs depends on the quality and content of the counseling services offered. The programs must be appropriate and consistent with accepted national standards.

### COMPLIANCE

If the Court finds that all supervision/oversight costs have been paid and all counseling has been completed, the defendant is discharged from probation without a hearing.

# PROBATION

## STATISTICS

The following statistics reflect fifteen years of the Domestic Violence Diversion Program under MCL 769.4a. Statistics are gathered, compiled and reported for the period of September 1<sup>st</sup> through August 31<sup>st</sup> of each calendar year. The statistics include all domestic violence cases charged under MCLA 750.81(2), (3) or (4).

	2006 -	2007 -	2008 -	2009 -	2010 -	2011 -	2012 -	2013 -	2014 -	2015 -	2016 -	2017 -	2018 -	2019 -	2020 -	2021 -
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	
New DV <b>charges</b> filed	423	446	489	473	500	505	462	432	387	513	486	445	433	494	<b>463</b>	
DV <b>charges</b> adjudicated	427	472	485	467	508	475	541	489	446	558	593	573	517	438	<b>579</b>	
Pled under program	112	124	135	128	140	148	156	105	128	117	147	120	120	56	<b>78</b>	
Successfully completing program	68	74	80	108	106	108	109	121	87	110	87	120	80	79	<b>43</b>	
Not completing program	24	40	46	52	39	26	30	24	32	11	28	37	30	18	<b>15</b>	
Pled guilty to DV but not under program	128	133	132	101	111	84	78	114	119	129	123	116	96	77	<b>89</b>	
Dismissed or nolle prosequi	94	96	102	97	41	90	141	116	96	110	122	149	135	129	<b>214</b>	
Bound over to Circuit Court	32	28	35	24	12	12	27	24	34	41	68	41	56	64	<b>92</b>	
Reduced DV III to miscellaneous charges	3	3	2	5	3	5	0	1	0	0	0	0	0	0	<b>0</b>	
Reduced from DV III to DV II	3	4	8	17	7	14	13	19	10	31	8	10	7	7	<b>8</b>	
Reduced from DV II to DV I	11	6	7	38	19	20	17	28	21	24	28	20	11	8	<b>23</b>	
DV-Aggravated to DV Program	0	0	0	0	0	0	0	0	0	0	0	0	1	1	<b>0</b>	
Reduced from DV to Disorderly	15	12	40	38	7	19	15	36	36	39	30	26	20	24	<b>48</b>	
Reduced from DV to Assault & Battery	22	23	15	8	3	15	9	19	17	27	19	24	29	11	<b>2</b>	
Reduced to misc. charges not included above	8	4	1	8	3	1	0	0	4	0	1	0	0	0	<b>0</b>	
Guilty as charged after bench trial	1	6	0	0	0	0	1	0	0	2	1	0	1	1	<b>0</b>	
Guilty of other offense after bench trial	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>	
Guilty as charged after jury trial	1	0	1	0	1	0	1	0	0	0	1	5	0	2	<b>1</b>	
Not guilty after bench trial	0	3	2	0	0	0	0	0	0	1	1	0	0	0	<b>0</b>	
Not guilty after jury trial	3	3	5	4	2	0	2	2	1	0	4	2	2	2	<b>6</b>	
Mental Health Court	-	-	-	6	5	4	5	3	6	2	7	10	9	5	<b>5</b>	
Recharged after successful completion of the program	16	9	12	13	15	7	16	16	23	36	18	19	18	30	<b>*30</b>	

\*\*Of the 30 new domestic violence charges filed on defendants who successfully completed the program in the past, six (6) pled guilty to the new DV charges, four (4) were dismissed by the Prosecutor, one (1) was dismissed by the Judge, seven (7) were bound over to Circuit Court, three (3) pled guilty to disturbing the peace and nine (9) are still pending.

# PROBATION

## 7411 DIVERSION PROGRAM - FIRST TIME DRUG OFFENDERS

On October 12, 2006, the Court began imposing a sentencing alternative to first time drug offenders under MCL 333.7411. This statute allows the Court to order a deferral of judgment for first time drug offenders. When an individual has not previously been convicted of a drug offense or participated in a prior 7411 diversion, with the consent of the accused, the Judge may defer further proceedings and place the individual on probation. A nonpublic record will be created for this arrest at the time of the deferral. If the person fulfills the terms and conditions of probation, they will be discharged from probation and the matter will be dismissed and the case remains nonpublic. Individuals may only use this drug deferral once in their lifetime. If an individual violates probation, the court will remove them from the deferral program and enter a conviction in its place. The case will become public and the Department of State is then notified of the conviction and licensing sanctions are ordered.

Currently, each probationer is placed on diversion for 6 months through probation. A \$500 supervision/oversight cost must be paid prior to discharge from probation.

*In November of 2018, Michigan voters approved a ballot proposal that legalized the possession and use of small amounts of marijuana for recreational purposes for adults 21 and over. Prior to this change, the majority of 7411 diversion cases involved the possession of marijuana. The Court has seen a significant decrease in program participation due to recreational marijuana's legalization.*

Judge	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
SKOCELAS	0	0	0	0	1	0	0	0	0	0	0	0	1
BAILLARGEON	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL 2021</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>						

## MINOR IN POSSESSION OF ALCOHOL

### DEFERRAL PROGRAM FOR FIRST TIME MISDEMEANOR OFFENDER

Effective September 1, 2004, Public Act 63 allows the Court to order a deferral of judgment for first time offenders of Minor in Possession of Alcohol under MCL 436.1703. When an individual has not previously been convicted or found responsible for Minor in Possession or participated in a prior MIP diversion, the Court, with the consent of the accused, may defer further proceedings and place the individual on probation. While proceedings are deferred and the individual is on probation, the court shall maintain a nonpublic record of the matter. The Court abstracts the deferred status to the Department of State (DOS) which keeps the record nonpublic. If the person fulfills the terms and conditions of probation, they are discharged from probation and the matter is dismissed. A nonpublic record will be retained for this arrest. Individuals may only use this deferral once in their lifetime. If an individual violates probation, the court will remove them from the deferral program and enter a conviction in its place. The case becomes public and Department of State is notified of the conviction.

Currently, each probationer is placed on diversion for 6 months. A \$450 supervision/oversight cost must be paid and the probationer must attend a Victim Impact Meeting as ordered.

*MCL 436.1703 was amended effective January 1, 2018 making Minor in Possession of Alcohol (first offense) a civil infraction. Second and subsequent offenses continue to be misdemeanors. Our deferral program continues to be available for the first MISDEMEANOR offenses of Minor in Possession of Alcohol as allowed by statute, however, the number of participants has dropped to zero again in 2021. In 2021, thirty-one (31) civil infraction MIP tickets were filed with the Court and one (1) misdemeanor.*

2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
<b>TOTAL</b>	<b>0</b>												

# PROBATION

## ALCOHOL ASSESSMENTS

On April 15, 1996, the Probation Officers began conducting alcohol assessments. Under MCL 257.625(b)(5), the Judge must order each defendant to undergo screening and assessment before imposing a sentence on most drunk driving offenses. A total of 131 assessments were completed during 2021. The assessment fee is \$90.00. The assessments will generate total revenues of \$11,790.00. Revenues collected for 2021 were \$22,969.91.

2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
<b>TOTAL</b>	<b>24</b>	<b>14</b>	<b>10</b>	<b>2</b>	<b>18</b>	<b>9</b>	<b>5</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>8</b>	<b>8</b>	<b>131</b>

## PROBATION SUPERVISION AND OVERSIGHT COSTS

On May 4, 1998, the Court began assessing supervision and oversight costs to all defendants placed on probation. In 2014, the Court audited the expenditures for probation services and came up with a new assessment schedule: probation terms of 3-6 months - \$200.00; 6-12 months - \$400.00; and 18-24 months \$600.00. Revenues collected in 2021 were \$123,579.26.

## ELECTRONIC HOME MONITORING PROGRAM

On June 1, 1996, the department implemented the use of the Electronic Home Monitoring Program provided by Midstate Security Company. This program, which is an alternative to physical incarceration, provides a visual contact and positive visual identification of the probationer, and allows for breath alcohol level testing for probationers with alcohol-related problems. During 2021, 81 probationers utilized this program. In 2011, the Court began using **SCRAM** alcohol monitoring systems, a state of the art system. **SOBERLINK**, a portable mobile breathalyzer with a high resolution camera, allows for a less expensive solution for the probationer, while still requiring several random breath samples per day. While less expensive, it has the ability to monitor only alcohol.

Judge	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
SKOCELAS	4	3	3	0	2	3	3	5	4	9	5	1	42
BAILLARGEON	4	2	0	2	5	2	4	8	4	2	3	3	39
<b>TOTAL</b>	<b>8</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>7</b>	<b>5</b>	<b>7</b>	<b>13</b>	<b>8</b>	<b>11</b>	<b>8</b>	<b>4</b>	<b>81</b>

# LEIN ENTRIES

The District Court implemented LEIN warrant entry in late June 2002. Since its implementation, the Clerk's Office has entered approximately 62,833 new warrants and cancelled another 52,560 warrants. In 2021 alone, 2,822 warrants were entered and 3,236 were cancelled. Prior to going paperless, all warrant transactions were entered by staff at Allegan County Central Dispatch and various Michigan State Police Posts.

In December 2002, the District Court Clerk's Office and District Court Probation Department began entering dispositions online to Michigan State Police Criminal Records Division. This allows for immediate entry and modification of a defendant's criminal history record. As of December 31, 2021, the Court has entered 60,315 criminal history transactions (2,589 in 2021). All criminal justice agencies currently are required to report electronically.

In early 2008, the Court began a collaborative effort with the Allegan County Sheriff's Department enforcing District Court arrest and bench warrants immediately upon entry into LEIN. Upon request, the Court provides the ACSO with a list of all warrants issued the prior month(s) for Allegan County residents. The report is separated by zip code to conduct efficient enforcement of these orders. Furthermore, if the warrant is for failing to pay fine and costs, the deputy is authorized to cancel the bench warrant after collecting the full payment on the road without transporting and lodging the defendant. The Court's order is enforced swiftly sending a message to all defendants that judicial orders are promptly enforced in Allegan County.

# COMMUNITY SERVICE

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In 2008, the 57<sup>th</sup> District Court began offering an alternative to paying fine and costs to the Court – community service. Many courts in Michigan have implemented a community service program managed through their Court for indigent defendants. The Court carries an insurance policy to cover accidental injury while volunteers perform community service.

Each volunteer will be responsible for contacting a non-profit agency, traveling to and from work sites, and following the directions of that organization. With the financial cut-backs to the non-profit agencies, it is a beneficial situation for everyone involved.

## **PURPOSE**

The purpose of the program is to offer an alternative sentence for defendants who are unable to pay their court ordered fine and costs. While state fees and restitution cannot be waived, the court fine and costs can be worked off with community service.

## **RULES**

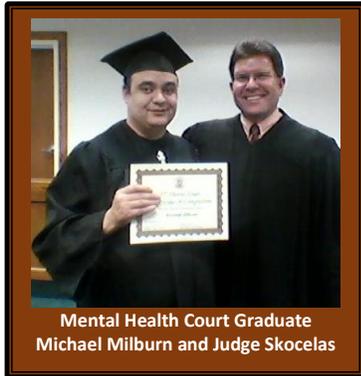
The program will be monitored by the Probation Department. The Probation Department will provide defendants with a listing of pre-approved community service non-profit agencies in Allegan County. Any non-profit agency may be used to perform community service – although agencies not on the listing must be pre-approved by the Probation Department prior to scheduling the work.

Each defendant must make the initial contact with the non-profit agency, have them complete various forms and keep the probation department abreast of each person's progress.

Community service may be performed for fine and costs only. Restitution, Driver License Reinstatement Fee, Crime Victim Fee and State Costs may not be worked off through community service. One (1) hour of community service will work off \$10.00 of fine and costs.

# MENTAL HEALTH TREATMENT COURT

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Mental Health Court Graduate  
Michael Milburn and Judge Skocelas

On September 14, 2009, Judge Skocelas and the 57<sup>th</sup> District Court, teamed with representatives of the Allegan County Sheriff's Department, Allegan City Police, Allegan County Prosecutor's Office, Allegan County Community Mental Health, Michigan State Police, local defense attorneys, and local substance abuse providers to create a Mental Health Treatment Court in Allegan County. The treatment court is fully certified by the State Court Administrative Office as a Mental Health Treatment Court in Michigan. The court operates on grant funding also awarded by the State Court Administrative Office. The program accepts both felony and misdemeanor cases.

Since its inception, 464 defendants have been referred to the program. Of those, 199 were accepted into the program and 265 were rejected. Of the 199 who were accepted, 131 have successfully graduated, and 4 are currently in the program – 1 in Phase I and 3 in Phase II. After acceptance into the program, 64 were discharged unsuccessfully – 51 for cause and 13 for other reasons.

**Mental Health Treatment Court** is a two-phase program designed for adult offenders charged with one or more criminal offenses and who are having difficulty with mental health issues, are developmentally disabled, or mentally ill defendants with co-occurring disorders (mental health/substance abuse). It involves frequent court appearances and active participation by the participant towards their recovery. It also includes frequent random drug/alcohol screens. The court provides incentives for progress and sanctions for negative behaviors. If the participant fails to follow certain rules, they may be required to report more often to the Court, spend time in jail, or face serious sanctions such as termination from the Mental Health Treatment Court. This court is voluntary; the defendant must consent to participation before he/she can be placed into the court program. The mental health courts share the objective of preventing the jailing of the mentally ill and/or of securing their release from jail to appropriate services and support in the community. In addition, each court gives a high priority to concerns for public safety when arranging for the care of mentally ill offenders.

During the pandemic from 2020 until the present time, the Mental Health Court Treatment Team continued to conduct virtual or telephone review hearings to check in with all of our participants every other week. Very few new cases were referred to the program during this time as the vast majority of new criminal cases stopped coming into the court system for a substantial period of time. It is expected that the more cases will be referred to the program as the courts fully reopen.

# WEST MICHIGAN REGIONAL VETERANS' TREATMENT COURT

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The West Michigan Regional Veterans' Treatment Court began operation on February 7, 2014, and was the first fully regionalized Veteran Treatment Court in the State of Michigan. The jurisdiction of the Veterans' Treatment Court is that of both the district and circuit courts of Allegan, Van Buren and Ottawa counties but it also accepts veterans from surrounding counties. It was developed and organized by Judge Baillargeon and the treatment court team to help veteran participants address underlying service related issues that bring them in contact with the criminal justice system. The court currently has 9 veterans participating with new applicants being reviewed by the team for admission as they arise. The court makes sure that veterans are provided proper mental and physical health care and follows up to ensure that they maintain their treatment protocol as well as a complete abstinence from drugs and/or alcohol. Common issues addressed by the treatment court include Post Traumatic Brain Injury, Post-Traumatic Stress Injury and issues related to substance abuse. The goal of the court is to divert veterans from prison or jail, to help them have a more satisfying productive law abiding life by addressing the underlying conditions impacting them and thereby assisting them to restore their sense of honor and integrity. The court has participants from Van Buren County, Kent County, Ottawa County, and Allegan County. We are proud to report that our regional court has already recognized 41 veterans for successfully completing the treatment court program. Many of these veterans continue to visit and support the efforts of their fellow veterans that continue to make up our veteran participant corps.

Partnering with the court from all three counties are county commissioners, judges, prosecutors, probation, law enforcement, mentors, community supervision providers, treatment providers, the Veterans Health Administration, Veterans Benefit Administration, veteran employment representatives and veterans service organizations service officers. Attorney Magistrate Daniel W. Norbeck is the Administrator/Case Manager for the Veterans Treatment Court. Magistrate Norbeck directs our field agents, Troy McCabe, who performs the remote supervision and substance abuse testing.

As required by statute, this court achieved certification in 2019 from the State Court Administrative Office. COVID-19 has prevented us from having the formal, well attended graduations of the past, but we are moving forward nonetheless.

# SOBRIETY TREATMENT COURT

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In May of 2017, the 57<sup>th</sup> District Court created a new treatment court specifically designed to address Operate while Intoxicated (OWI) - 2<sup>nd</sup> offenses. The goals of this new treatment court are to:

- Goal One: Divert offenders from jail.
- Goal Two: Eliminate substance use among substance abusers.
- Goal Three: Reduce OWI Recidivism.

The target population criteria includes:

1. Allegan County resident or residing within the Court's jurisdiction.
2. No history of serious violent behavior or felony weapon charges.
3. Alcohol and/or drug addicted or serious substance abuse pattern.
4. Repeat OWI offender.



The mission of the 57th District Court Sobriety Treatment Program is to promote community safety and reduce alcohol and drug abuse through a coordinated program involving intensive supervision, judicial interaction, treatment, incentives, sanctions and accountability.

The program is now at full capacity with twenty-three (23) current participants both male and female. To date, we have graduated fifty-eight (58) participants and helped seventy (70) participants gain a restricted driver's license. As required by statute, this court achieved certification in 2019 from the State Court Administrative Office.

The program was developed and presided over by Judge Baillargeon. Attorney Magistrate Daniel W. Norbeck is the Administrator/Case Manager for the Sobriety Court and the probation for the participants is overseen by both the 57<sup>th</sup> District and 48<sup>th</sup> Circuit Court Probation Department.

# ADULT DRUG TREATMENT COURT

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MCL 600.1060(c) defines drug treatment courts as ". . . a court supervised treatment program for individuals who abuse or are dependent upon any controlled substance or alcohol." These courts are specially designed to reduce recidivism and substance abuse among nonviolent substance-abusing offenders and to increase the offenders' likelihood of successful habilitation through early, continuous, and intense judicial supervised treatment, mandatory periodic drug testing, and use of appropriate sanctions, incentives, and rehabilitation services.

Drug treatment courts evolved to address the revolving-door cycle in which drug and alcohol offenders moved in and out of the justice system. Drug treatment courts treat addiction as a complex disease and provide a comprehensive, sustained continuum of therapeutic interventions, treatment, and other services to increase a participant's periods of abstinence and reduce the rate of relapse, re-arrest, and incarceration. Michigan has been a pioneer in the drug treatment court movement.

The Allegan drug treatment court is a minimum 18 month program (up to 60 months) for non-violent felony substance abuse offenders including probation violations. The participant must be a resident of Allegan County. The program is comprised of five phases:

- Phase 1 – 60 day minimum (mandatory jail incarceration)
- Phase 2 – 4 month minimum (initial release from incarceration)
- Phase 3 – 4 month minimum (stabilization)
- Phase 4 – 4 month minimum (maintenance)
- Phase 5 – 4 month minimum (pre-graduate)



The drug court's first participant was admitted on June 30, 2011. Since then, six (6) additional participants were admitted in 2011, three (3) in 2012, thirteen (13) in 2013, seven (7) in 2014, six (6) in 2015, twelve (12) in 2016, ten (10) in 2017, and twelve (12) in 2018, nine (9) in 2019, and two (2) in 2020 totaling eighty (80) participants since inception.

The cumulative total over the past ten years is forty-nine (49) participants successfully completing the drug court. The Drug Court Program ceased operations in September 2021. All the active participants at that time were successfully transferred to the Swift and Sure Sanctions Probation Program.

While the adult drug treatment court was made up of cases of the 48th Circuit Court, it was developed and presided over by Judge Baillargeon. The administration of the court was carried out by Attorney Magistrate Daniel Norbeck.

# REVENUES & EXPENSES

Revenue is generated as a by-product of the fines, costs, and fees imposed by the Judges and Attorney Magistrate. State Constitution and statutes determine how the money is distributed.

The Court maintains and monitors two expense and revenue budgets: the District Court budget and the District Court Probation Department budget. Revenues collected from the District Court Probation Department for alcohol assessments and supervision/oversight costs are combined with the District Court's general fund revenues that are deposited on a monthly basis with the County Treasurer.

## REVENUES

AGENCY OR FUND	AMOUNT
Drug Case Reimbursement Fund	\$1,428.42
Drunk Driving Reimbursement Fund	22,931.02
Court Costs	991,500.75
Appointed Attorney Fees	44,572.41
10% Bond Costs	50.00
Crime Victims' Rights Fund	15,326.26
Civil Filing Fees	143,919.00
Miscellaneous Fees	9,985.75
Driver's License Reinstatement Fees	35,066.64
Motion Fees	8,200.00
NSF Fees	150.00
Bond Forfeitures	64,440.00
DNA Sample Fee (Court)	111.00
Ordinance Fine and Costs	64,408.84
Jury Reimbursement	3,795.70
Insurance Fee	4,966.00
Probation Alcohol Assessments	22,969.91
Probation Oversight Costs	123,579.26
Cities, Townships, Villages	27,527.70
DNA fee – Sheriff's Department	277.50
State Treasury – Trust and Agencies	814,651.08
Libraries	510,809.94
Veterans' Court Participant Fees	2,959.00
Mental Health Court Participant Fees	400.00
Sobriety Court Participant Fees	15,703.00
48 <sup>th</sup> Circuit Court Drug Court Participant Fees	3,971.82
Interest Earned	277.79
Cash Over/Short	150.00
Credit Card Fees	(-3,650.57)

# EXPENSES

EXPENDITURE	DISTRICT COURT	PROBATION DEPT.
Salary and wages	\$1,010,780.88	\$321,325.15
Employee benefits	403,861.45	121,522.92
Office supplies	10,920.67	2,694.00
Printing and binding	15,557.89	0
Books and maps	741.00	0
Probation Assessment Fees	0	2,675.00
Jury	6,823.20	0
Witnesses	0	0
Interpreter fees	3,812.44	0
Court appointed attorney fees	0	0
Memberships and subscriptions	3,703.37	0
Other Contractual Services	5,315.05	0
Travel Expense – routine	82.28	0
Education – miscellaneous	109.63	839.76
Education – travel	0	0
Education – registration	0	0
Travel – visiting judge	0	0
Repairs and maintenance	13,467.00	0
Software lease	37,049.60	0
Equipment	2,925.79	0
<b>TOTAL</b>	<b>\$1,515,150.25</b>	<b>\$449,056.83</b>

# CUMULATIVE TOTALS

## REVENUES

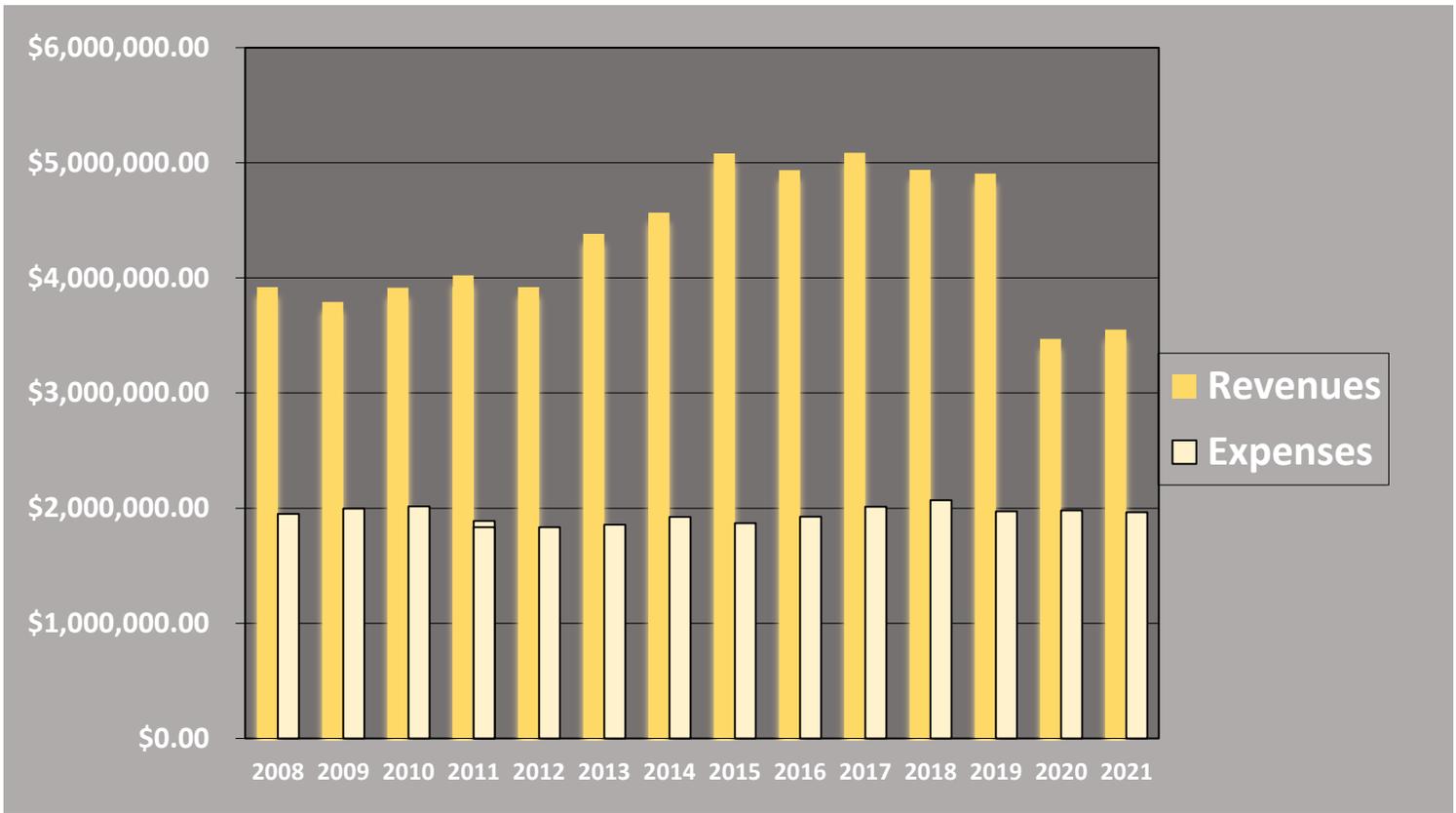
General fund	\$1,553,882.76	
Jury Reimbursement	3,795.70	
Interest	277.79	
Credit Card Fees/Cash over/short	(3,500.57)	
Trust and Agencies	842,178.78	
Libraries	510,809.94	
Grant Specialty Courts	23,033.82	
Problem Solving Court Transfer to Another Court	2,881.00	
Restitution Payable	61,385.33	
Bonds Payable	556,504.46	
	<b>TOTAL</b>	<b>\$3,551,249.01</b>

## EXPENDITURES

Court	\$ 1,515,150.25	
Probation	449,056.83	
	<b>TOTAL</b>	<b>\$1,964,207.08</b>

# HISTORICAL REVIEW

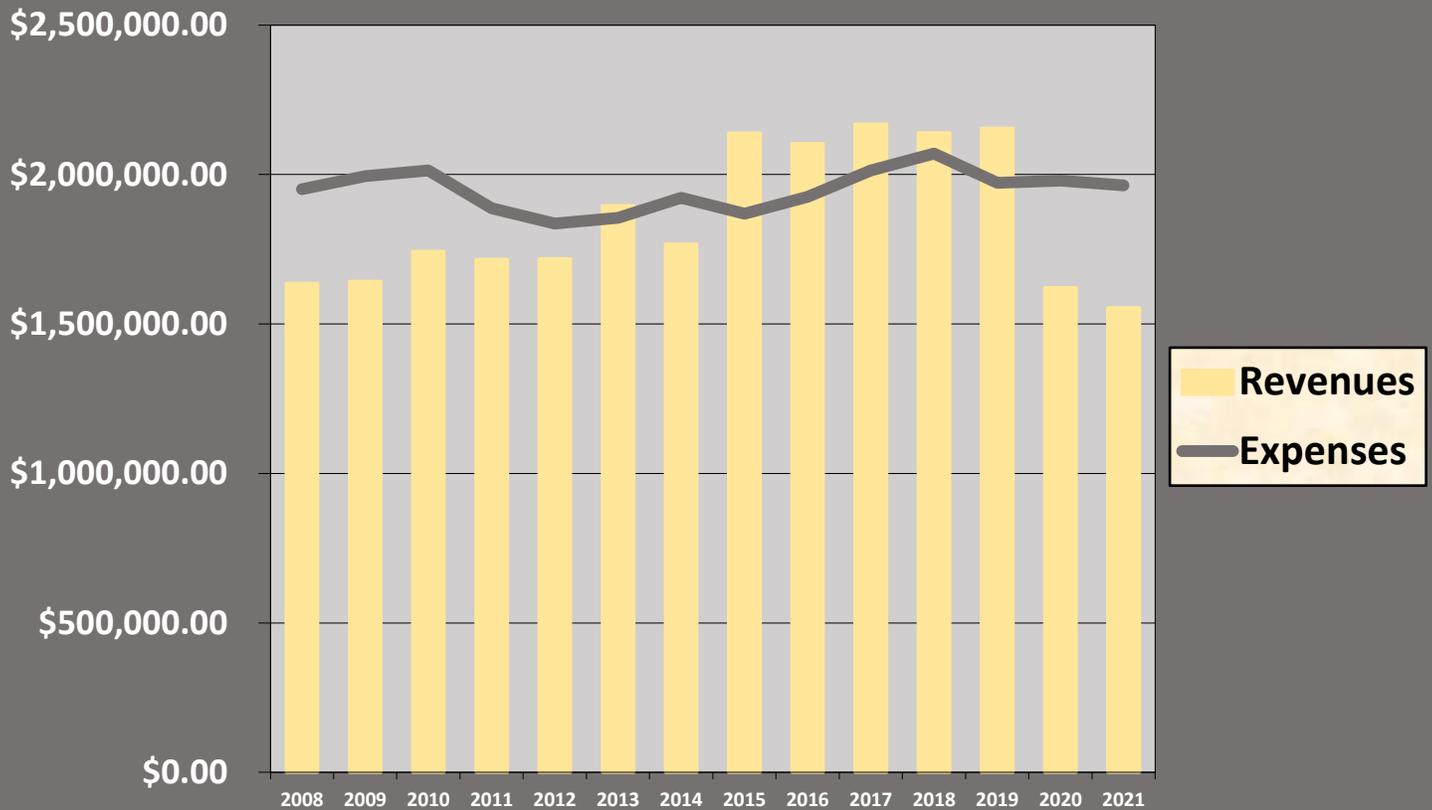
## TOTAL REVENUES AND EXPENSES



YEAR	2008	2009	2010	2011	2012	2013	2014
<b>REVENUES</b>	\$3,920,655	\$3,790,152	\$3,915,994	\$4,023,172	\$3,921,085	\$4,382,490	\$4,567,811
<b>EXPENDITURES</b>	\$1,950,950	\$1,994,908	\$2,013,918	\$1,887,212	\$1,835,615	\$1,855,130	\$1,922,152

YEAR	2015	2016	2017	2018	2019	2020	2021
<b>REVENUES</b>	\$5,080,615	\$4,935,447	\$5,085,965	\$4,939,267	\$4,905,995	\$3,471,079	\$3,551,249
<b>EXPENDITURES</b>	\$1,868,794	\$1,925,358	\$2,013,421	\$2,069,860	\$1,972,562	\$1,980,213	\$1,964,207

# HISTORICAL REVIEW GENERAL FUND REVENUES & EXPENSES



YEAR	2008	2009	2010	2011	2012	2013	2014
<b>REVENUES</b>	\$1,636,257	\$1,642,388	\$1,742,456	\$1,716,273	\$1,718,525	\$1,896,170	\$1,767,422
<b>EXPENDITURES</b>	\$1,950,950	\$1,994,908	\$2,013,918	\$1,887,212	\$1,835,615	\$1,855,130	\$1,922,152

YEAR	2015	2016	2017	2018	2019	2020	2021
<b>REVENUES</b>	\$2,139,375	\$2,104,122	\$2,168,337	\$2,139,909	\$2,155,262	\$1,621,086	\$1,554,456
<b>EXPENDITURES</b>	\$1,868,795	\$1,925,358	\$2,013,421	\$2,069,860	\$1,972,562	\$1,980,213	\$1,964,207

# OUTSTANDING RECEIVABLES

## Outstanding Receivables as of December 31, 2021

Probation	Non-Probation	TOTAL
\$517,541.37	\$7,246,879.39	\$7,764,420.76

AGE	Probation	Non-Probation	TOTAL
1-15 days	\$600.00	\$11,390.70	\$11,990.70
16-30 days	1,469.00	49,315.00	50,784.00
31-60 days	11,315.00	107,116.40	118,431.40
61-90 days	28,409.50	82,187.60	110,597.10
91-180 days	72,980.00	255,531.94	328,511.94
181-360 days	68,277.95	459,360.59	527,638.54
361-540 days	52,474.45	342,107.14	394,581.59
541-720 days	4,635.00	268,214.39	272,849.39
Over 720 days	277,380.47	5,671,655.63	5,949,036.10
<b>COURT TOTALS</b>	<b>\$517,541.37</b>	<b>\$7,246,879.39</b>	<b>\$7,764,420.76</b>

# STATE REIMBURSED FUNDS

## DRUNK DRIVING FUNDS

1991 PA 98 (MCL 257.625h) created the drunk driving case flow assistance fund for the express purpose of defraying costs associated with the processing of drunk driving cases charged as violations under MCL 257.625 or 257.625m, 324.80176, 324.81134 or 324.82127 or substantially corresponding local ordinances. This Act requires the State Court Administrative Office to distribute a portion of these funds to every District Court. The funds are not intended for any other general fund purpose and are not intended to supplant any portion of the District Court's current appropriation. For the year 2021, the District Court received reimbursement funds in the amount of \$22,931.02.

## DRUG CASE INFORMATION MANAGEMENT FUND

The Drug Case Information Management Fund [MCL 257.323d; MSA 9.2023(4)] was created to promote the timely disposition and reporting of cases in which the defendant is charged with a violation of 333.7401 through 333.7417 and 333.7453 through 333.7455 of the Michigan Compiled Laws, or a local ordinance substantially corresponding to those sections. The State Court Administrative Office is responsible for disbursement of the funds collected under this Act. For the year 2021, the District Court received reimbursement funds in the amount of \$1,428.42.

## COURT EQUITY FUNDS

The Court Equity Fund, established by 1996 PA 374, MCL 600.151b, is a state fund created to provide funding to trial court funding units. The fund creation was effective with the state fiscal year beginning October 1, 1996, and funds are distributed to county trial court funding units. The formula for distribution is primarily based on caseload, but includes a county's portion of statewide judgeships as a factor. For the state fiscal year 2021, the Allegan County Funding Unit received a total of \$438,989. Funding trends are listed below.

FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY2020	FY2021
\$442,188	\$421,968	\$398,795	\$411,353	\$403,095	\$427,380	\$427,229	\$434,003	\$429,872	\$438,578	\$388,800	\$438,989

## JURY REIMBURSEMENT FUNDS

The Jury Reimbursement Fund, [MCL 600.151e] was established to reimburse the funding unit the added expense of the October 1, 2003 implementation of MCL 600.1344 which increased juror fees. Fees were increased again April 1, 2018 by 2017 PA 51. The public act also increased juror mileage reimbursement from 10 cents per mile to 20 cents per mile. Jurors are now compensated \$30.00 for their first day (\$15.00 for a half day) of jury service and \$45.00 for each subsequent day (\$22.50 for a half day) of jury service. The reimbursement is semi-annual covering the periods October 1 – March 31 and April 1 – September 30.

FY 2012 / 2013	FY2013 / 2014	FY2014 / 2015	FY2015 / 2016	FY2016 / 2017	FY2017 / 2018	FY2018 / 2019	FY2019 / 2020	FY2020 / 2021
10/1/12 – 9/30/13	10/1/13 – 9/30/14	10/1/14 – 9/30/15	10/1/15 – 9/30/16	10/1/16 – 9/30/17	10/1/17 – 9/30/18	10/1/18 – 9/30/19	10/1/19 – 9/30/20	10/1/20 – 9/30/21
\$4,017.50	\$3,067.50	\$1,125.00	\$1,025.00	\$4,072.50	\$2,891.60	\$4,645.40	\$2,872.70	\$3,795.70

# COLLECTIONS

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Pursuant to MCR 1.110 adopted January 1, 2002, fines, costs and other financial obligations imposed by the Court must be paid at the time of assessment, except when the Court allows otherwise, for good cause shown. The implementation of this court rule along with a desire to collect the Court's outstanding receivables helped the 57<sup>th</sup> District Court implement a Collections Policy. Under the Court's policy, notices of non-payment, bench warrants, and orders to show cause will be promptly generated by the Collections Clerk in cases where fines remain past due for more than 60 days.

In hardship cases, upon showing of good cause, the Collections Clerk may arrange a payment schedule with the defendant. The need for additional time, however, will have to be documented with proof of employment and financial records provided to the Clerk. The Court now spends a significant amount of time updating current addresses, verifying financial records, and tracking down defendants who are delinquent in their payments.

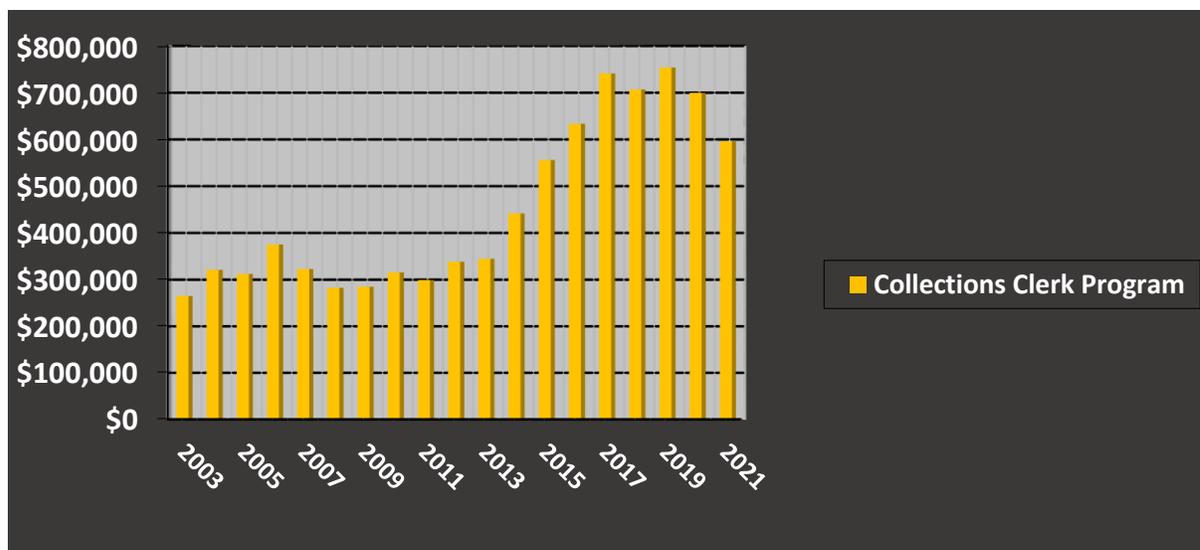
In 1997, the District Court purchased a software package that works in conjunction with the primary court case management software (supplied by the Supreme Court) to assist in tracking outstanding receivables at the District Court. The package was only fully implemented in September 2001. Since its implementation, the Court has been successful in bringing in revenues of \$8,335,384.28. In 2020 alone, the collections program was responsible for \$699,804.91 of the District Court revenues. Our Collections Clerk is assigned the responsibility of monitoring outstanding receivables and payment plans within the Court. Initially, the monthly results were very lucrative to the Court. Collections have maintained a steady pace at the Court. As of December 31, 2021, outstanding receivables amounted to \$7,764,420.76. Of that amount, \$1,428,225.80 is less than 2-years old while \$3,896,870.82 is between 2 – 7 years old. Of the total outstanding receivables, over 2.7 million dollars is due for criminal restitution.

## PAST YEARS' COLLECTIONS HISTORY

2003	265,121.93		2012	338,331.35
2004	321,049.15		2013	344,857.23
2005	312,206.41		2014	441,423.06
2006	375,230.98		2015	555,905.75
2007	322,899.69		2016	633,453.78
2008	282,599.76		2017	741,162.01
2009	284,906.20		2018	706,956.14
2010	315,308.17		2019	753,911.11
2011	299,194.54		2020	699,804.91

## COLLECTIONS TOTAL FOR 2021

JANUARY	\$57,203.52
FEBRUARY	\$54,468.17
MARCH	\$91,573.64
APRIL	\$78,838.61
MAY	\$37,759.60
JUNE	\$39,989.66
JULY	\$42,153.30
AUGUST	\$43,963.83
SEPTEMBER	\$40,986.62
OCTOBER	\$38,062.50
NOVEMBER	\$38,396.87
DECEMBER	\$32,344.92
<b>YEAR END TOTAL:</b>	<b>\$595,741.24</b>



# Programs and Panels

## COURT APPOINTED ATTORNEYS

The right to assistance of counsel to any person charged with a crime is a fundamental right made applicable to State Court proceedings by the Sixth Amendment of the Constitution. At the time of arraignment on the warrant or complaint, the Court advises the defendant of entitlement to an attorney's assistance at all subsequent Court proceedings. The Court will appoint an attorney at public expense after completion of a written financial statement completed by the defendant indicating that the defendant is financially unable to retain an attorney.

## MICHIGAN INDIGENT DEFENSE COMMISSION

The commission was created as a result of efforts to improve legal representation for indigent criminal defendants. In October 2011, Governor Snyder issued Executive Order 2011-12, establishing the Indigent Defense Advisory Commission, which was responsible for recommending improvements to the state's legal system. These recommendations served as the basis for legislation to address this need and called for the creation of a 15-member Indigent Defense Commission that the governor signed into law in July 2013.

The Michigan Indigent Defense Commission is charged with developing and overseeing the implementation, enforcement, and modification of minimum standards, rules, and procedures to ensure that indigent criminal defense services providing effective assistance of counsel are delivered to all indigent adults in this state consistent with the safeguards of the United States constitution, the state constitution of 1963, and with the Michigan Indigent Defense Commission Act. They will identify and encourage best practices for delivering the effective assistance of counsel to indigent defendants charged with crimes. They will collect data, support compliance and administer grants to achieve these goals. They will accomplish their mission through collaboration, transparency and accessibility to all partners in the criminal justice community.

Grant funding is available to court funding units to assist in reimbursing for the costs of implementing these standards. Allegan and Van Buren County are collaborating in a regional effort to provide legal representation to indigent criminal defendants in both counties. The Regional Office will employ a hybrid solution utilizing both staff attorney(s) and contractual attorneys to provide representation. In mid-2019, the Public Defender began accepting cases in Allegan County replacing our prior system.

## VICTIM IMPACT PANEL

Allegan County's first Victim Impact Panel Meeting held in April of 1992, was a coordinated effort by Mothers Against Drunk Driving (MADD), the Allegan County Prosecutor's Office, and the Judges of the 57th District Court. The Victim Impact Panel is a creative sentencing option available to Judges for persons convicted of alcohol/drug driving offenses. In 2021, due to the continuing COVID-19 pandemic, 207 defendants attended either an in-person or virtual session.

## MARRIAGES

In March 2020, all in-person wedding ceremonies were suspended due to COVID-19. No marriage ceremonies were conducted in 2021 due to social distancing limitations in place.

## 2021 Highlights

- January 1, 2021 – Jurisdiction limit increases to \$6,500 in small claims matters.
- January 15, 2021 – Heather Bausick resigns from the District Court Clerk’s Office. She transfers to the County Parks, Recreation and Tourism Department.
- January 29, 2021 – Emily Schwartz resigns from the District Court Probation Department.
- February 2, 2021 – Vickie VanHorn transfers from the Treasurer’s Office into the Clerk’s Office.
- March – 26<sup>th</sup> Annual Report for the year 2020 completed and distributed.
- **April 1, 2021 - Criminal Justice Reform: 2020 Jail Task Force Legislation on Court Proceedings – Part 1 of legislative changes implemented involving appearance citations, summons, changes to arrest warrant and bench warrant waiting period, limiting placement on probation, early release of probation, limiting jail terms and changes to probation technical violations.**
- April 7, 2021 – Linda Lenahan and Kayla Williamson provide training to the Legal Assistance Center on Landlord Tenant cases in District Court.
- April 8, 2021 – Judge Skocelas and Linda Lenahan made annual “*State of the Court*” presentation to Board of Commissioners virtually via Zoom.
- **April 11, 2021 – Clean Slate Legislation becomes effective. Group of bills collectively known as the “Clean Slate” package includes rules and procedures in Michigan courts to allow an individual to have a prior conviction set aside. In addition to make several changes to existing paper applications, it starts a two-year development of an automatic set aside process.**
- Spring/Summer 2021 - Completed records retention and disposal pursuant *STATE OF MICHIGAN RETENTION AND DISPOSAL SCHEDULE - GENERAL SCHEDULE #13 - DISTRICT COURTS*.
- May 26, 2021 – All LEIN operators re-certified for another two year period per audit requirements.
- Spring/Summer/Fall 2021 – Court applies for and is awarded grant funds for the Mental Health Court, Regional Veterans’ Treatment Court and the Sobriety Court.
- June 7, 2021 – Melissa Johnson hired into the District Court Clerk’s Office – Traffic and Criminal.
- **June 9, 2021 – Jury trials resume in District Court for the first time since the start of the pandemic in March 2020.**
- June 21, 2021 – All Michigan Courts are advanced to the final Phase 4 of the COVID-19 Return to Full Capacity Guidelines by State Court Administrator Tom Boyd.
- June 24, 2021 – All Allegan Courts move to a multi-tenant AS400 with Judicial Information Systems (JIS) for their case management system needs.
- July 1, 2021 – Court amends access to Juror Personal History Questionnaires though LAO 2021-13 expanding access electronically to these questionnaires.
- July/August 2021 – Court administrators complete review of prior wage study contacting comparable counties utilized to gain updated wage information.
- **August 10, 2021 – Jury trials suspended due to rise in the Delta variant of COVID-19. Suspension in place until April 1, 2022.**
- August 20, 2021 – Melissa Risner transfers from the Clerk’s Office back to the Friend of the Court.
- September 14, 2021 – Stakeholder’s Meeting Regarding Effectiveness of the Michigan Supreme Court’s Emergency Measures conducted.
- September 30, 2021 – 48<sup>th</sup> Circuit Court Drug Court ends. Existing participants are transferred into the 48<sup>th</sup> Circuit Court’s Swift and Sure Sanctions Program.
- **October 1, 2021 – Raise the Age legislation goes into effect – 17 year olds are no longer treated like adults in the criminal justice system. Cases are now filed in the Circuit Court (Family Division).**

## 2021 Highlights - continued

- **October 1, 2021 - Criminal Justice Reform: 2020 Jail Task Force Legislation on Court Proceedings – Part 2 of changes implemented. Several Motor Vehicle Code offenses are decriminalized to civil infractions. Statute sections of 257.907(11) are repealed that required suspension of a driver's license pursuant to 257.321a if a person failed to comply with an order or judgment issued. Secretary of State immediately reinstated licenses that were suspended, revoked, or restricted for reasons no longer eligible under the act. This impacted 3,000 existing cases in our court and severely impacts and limits enforcement efforts of the court.**
- October 8, 2021 – Cesilia Rocha Solis hired into the District Court Clerk's Office.
- October 11, 2021 – TCF bank merged into Huntington Bank – all court accounts changed.
- October 21, 2021 – Kathy Evans retires from the District Court Clerk's Office after 22 years of service.
- **Fall 2021 – Board of Commissioners approve the addition of a new deputy district court clerk position for 2022.**
- Fall 2021 – Courts contract with Tyler Jury Management Solution to provide a state of the art jury solution.
- November 2, 2021 – Linda Lenahan is re-certified as a TAC for the Court during LEIN training.
- End of November – new and improved county website (including the courts) released to the public.
- November 10, 2021 – Courts apply for and receive supplemental grant funding for COVID-19.
- November 29, 2021 – Courts complete two weeks of public satisfaction surveys distributed in conjunction with the State Court Administrative Office.
- End of the Year – Court bargaining groups approve agreement with the County to move from 17 step to 9 step wage table over the next five years. Five year agreement also includes double-step increase annually for most employees and .25% wage adjustment annually.
- End of the Year – New front entrance and sally port construction is completed. County prepares to open to the public in early 2022.
- January 3, 2022 – Candy Mock retires from the District Court Probation Department after 27 years of service to the court and 29 years to the county.
- January 3, 2022 – Deb Wolters retires from the District Court Clerk's Office after 17 years of service.

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 4/1/22, 4/8/22 & 4/15/22; 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 2022 Claims folder of the Commissioners' Record of Claims.

April 1, 2022

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 101	192,172.01	192,172.01	
Parks/Recreation Fund - 208	211.37	211.37	
Friend of the Court - Cooperative Reimb. - 215	159.62	159.62	
Health Department Fund - 221	25,222.60	25,222.60	
Multi-Agency Collab Committee - 245	523.83	523.83	
Animal Shelter - 254	6,631.00	6,631.00	
Register of Deeds Automation Fund - 256	333.59	333.59	
Central Dispatch Fund - 261	36,432.42	36,432.42	
Local Corrections Officers Training Fund - 264	3,100.00	3,100.00	
Grants - 279	1,419.89	1,419.89	
Crime Victims Rights Grant - 280	133.87	133.87	
Transportation Fund - 288	2,329.53	2,329.53	
Child Care Fund - 292	35,969.84	35,969.84	
Veterans Relief Fund - 293	1,402.13	1,402.13	
Senior Services Fund - 298	99,579.89	99,579.89	
Delinquent Tax Revolving Fund - 516	5,447.63	5,447.63	
Self-Insurance Fund - 677	1,519.79	1,519.79	
Drain Fund - 801	15,260.18	15,260.18	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$427,849.19</b>	<b>\$427,849.19</b>	

April 8, 2022

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 101	93,354.89	93,354.89	

Friend of the Court - Cooperative Reimb. - 215	221.19	221.19	
Health Department Fund - 221	27,521.06	27,521.06	
Solid Waste/Recycling - 226	6,820.90	6,820.90	
Register of Deeds Automation Fund - 256	409.73	409.73	
Indigent Defense Fund - 260	28,363.97	28,363.97	
Central Dispatch Fund - 261	29.23	29.23	
Concealed Pistol Licensing Fund - 263	616.80	616.80	
Grants - 279	6,160.33	6,160.33	
Transportation Fund - 288	21,098.31	21,098.31	
Child Care Fund - 292	8,983.80	8,983.80	
Senior Services Fund - 298	6,634.40	6,634.40	
Radio Debt Fund - 367	271,463.00	271,463.00	
Capital Improvement Fund - 401	1,617.50	1,617.50	
Delinquent Tax Revolving Fund - 516	5,665.89	5,665.89	
Delinq. Tax Revolving Fund 2021 Taxes - 521	5,993,711.34	5,993,711.34	
Fleet Management/Motor Pool - 661	151.03	151.03	
Self-Insurance Fund - 677	398,969.96	398,969.96	
Drain Fund - 801	4,251.32	4,251.32	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$6,876,044.65</b>	<b>\$6,876,044.65</b>	

April 15, 2022

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 101	148,486.63	148,486.63	
County Road Fund - 201	19.56	19.56	
Parks/Recreation Fund - 208	1,520.61	1,520.61	
Friend of the Court - Cooperative Reimb. - 215	453.76	453.76	
Health Department Fund - 221	24,136.63	24,136.63	
Solid Waste/Recycling - 226	1,794.50	1,794.50	
Register of Deeds Automation Fund - 256	72.62	72.62	
Palisades Fund - 257	951.02	951.02	
Indigent Defense Fund - 260	397,668.11	397,668.11	
Central Dispatch Fund - 261	1,052.96	1,052.96	
Law Library Fund - 269	2,272.12	2,272.12	

Grants - 279	15,810.02	15,810.02	
Sheriffs Contract - Wayland Twp - 286	1,572.32	1,572.32	
Transportation Fund - 288	6,102.49	6,102.49	
Child Care Fund - 292	13,204.32	13,204.32	
Veterans Relief Fund -293	1,425.29	1,425.29	
Senior Services Fund - 298	43,386.74	43,386.74	
Capital Improvement Fund - 401	296,946.00	296,946.00	
Medical Care Facility Fund - 512	7.96	7.96	
Delinquent Tax Revolving Fund - 516	11,046.47	11,046.47	
Delinq. Tax Revolving Fund 2021 Taxes - 521	3,459.46	3,459.46	
Revolving Drain Maintenance Fund - 639	464.54	464.54	
Fleet Management/Motor Pool - 661	651.46	651.46	
Self-Insurance Fund - 677	1,150.77	1,150.77	
Drain Fund - 801	6,830.57	6,830.57	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$980,486.93</b>	<b>\$980,486.93</b>	

**THEREFORE BE IT RESOLVED** that the Board of Commissioners adopts the report of claims for 4/1/22, 4/8/22, 4/15/22 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

**SHERIFF DEPT - APPLY/ACCEPT FY2023 MDOC COMPREHENSIVE COMMUNITY CORRECTIONS GRANT**

**BE IT RESOLVED** that the Allegan County Board of Commissioners hereby approves to apply and accept when awarded the Michigan Department of Corrections, Office of Community Correction Grant for FY2023 (October 1, 2022 through September 30, 2023), 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

## Request for Action (RFA) Form - Application

### Section I - General Information

Name of Grant	Grant Period / Term
<b>Community Corrections Advisory Board (CCAB) Grant</b>	10/1/2022 - 9/30/2023
Source of Grant Funding - Agency Name	Federal, State, Local
Michigan Dept of Corrections	State
Submitted by and/or Program Manager	Service Area Requesting
Lt. Charity Cummins	Sheriffs
Brief summary of Grant program	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

Request Type	Renewal Grant	Work Order No.	210835
Specific Action Requested	BOC Approval	Request Date	3/21/2022
Request Submission Deadline (Date)	5/1/2022	Approval Date	
Grant request approved by BOC with Budget	Yes		
Signatures Needed	NA, Resolution needed		
<b>Funding Sources</b>	<b>Estimated amounts approved with Grant Renewal list</b>	<b>Application Amount</b>	
Grant Funding	\$ 174,684.00	\$	144,268.30
County Funding	\$ -	\$	-
<b>TOTAL</b>	<b>\$ 174,684.00</b>	<b>\$</b>	<b>144,268.30</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.

# MICHIGAN DEPARTMENT OF CORRECTIONS

*“Committed to Protect, Dedicated to Success”*



## Office of Community Corrections

Community Corrections Plan and Application  
Fiscal Year 2023

**CCAB Name:** Allegan

Email the application to:

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

**DUE DATE: May 1, 2022**

SECTION I: COMMUNITY CORRECTIONS ADVISORY BOARD INFORMATION				
Name of CCAB: Allegan County			Federal I.D. Number: 38-1914307	
<b>A: General Contact Information:</b>				
	CCAB Manager	CCAB Manager's Direct Supervisor	CCAB Chairperson	Agency Serving as Fiduciary of Award & Contact Person
Name:	Charity Cummins	Scott Matice	Matthew Antkoviak	Allegan County Board of Commissioners-Rob Sarro
Title:	Co-Jail Administrator	Captain	Defence Attorney	County Administrator
Addresses:	640 River Street	640 River Street	416 Hubbard Street	3282 122 <sup>nd</sup> Avenue
City:	Allegan	Allegan	Allegan	Allegan
State:	MI	MI	MI	MI
Zip:	49010	49010	49010	49010
Phone:	269-686-5392	269-673-0500 ext. 4479	269-673-8468	269-673-0239
Fax:	269-673-0273	269-673-0406	269-686-0712	269-673-0367
Email:	ccummins@allegancounty.org	smatice@allegancounty.org	antkoviak43@gmail.com	rsarro@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: April 21, 2022
Date application was approved by county board(s) of commissioners and/or city council: April 28, 2022
Date application was submitted to OCC: April 29, 2022

B: CCAB Membership <i>(please enter "vacant" for any vacant membership position)</i>		
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:	Dan Norbeck	dnorbeck@allegancounty.org
Probate Court Judge:	Jonathan Blair	jblair@allegancounty.org
County Commissioner(s):	Rick Cain	rcain@allegancounty.org
Service Area (Up to 3):	Angelique Joynes	ajoynes@allegancounty.org
County Prosecutor:	Myrene Koch	mkoch@allegancounty.org
Criminal Defense:	Matt Antkoviak	antkoviak43@gmail.com
Business Community:	Tyler Carpenter	tyler@rfactorinc.com
Communications Media:	Garyle Voss	gari749@gmail.com
Circuit/District Probation:	Lindsey Meyer	meyerl@michigan.gov
City Councilperson:	NA	NA
Workforce Development:	Emily Gary	egary@westmiworks.org
<p>1. Does your CCAB have Bylaws? Yes If yes, have they been revised within the last 2 years? Yes</p> <p>2. What steps does your CCAB take to orientate new CCAB members ensuring the understanding of their roles and responsibilities? <b>The CCAB Manager meets with the new members and provides informational material to them in regards to what the CCAB is and the roles that they play on the board. Also, the manager speaks to them frequently, asking if there are any questions about their role on this board. In addition, the manager is working on a power point to further explain their roles.</b></p>		

3. What steps are your CCAB taking to fill vacant membership positions (enter N/A if you have no vacant positions)? **N/A**

## SECTION II: ANALYSES & COMPREHENSIVE CORRECTIONS PLAN

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

Michigan Public Act 511, also known as the Community Corrections Act, was established in 1988 in an effort to improve the State's prison commitment rates (PCR) through the development and utilization of evidence-based, community corrections programming that targets moderate to high risk/needs offenders. 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, key performance measures, as well as minimum program eligibility and utilization requirements.

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

- **State Board Priority Populations** – CCABs requesting funding must target at least one of the following State Board Priority Populations:
  - Sentenced Felons assessed as having moderate to high risk/needs when using a State approved actuarial, objective validated risk and need assessment
  - Pretrial Population
- **Key Objectives** – CCABs requesting funding must identify at least one Key Objective for each of the following applicable categories:
  - **Reduction of Statewide Overall PCR** – *This is required for all CCABs requesting funding for any services/programming that targets sentenced felons.* This may include local objectives that impact Overall PCR, Group 2 Straddle PCR, OUIL 3<sup>rd</sup> PCR, PVT or PVNS Recidivism, or other categories that impact the State's Overall PCR.
  - **Increase of Statewide Appearance and Public Safety Rates for Pretrial Defendants** – *This is required for all CCABs requesting funding for any pretrial services and/or programming that targets pretrial defendants.* – This must include local objectives addressing appearance rates and public safety rates of pretrial defendants.

Your CCAB may identify other objectives in addition to these required objectives.

- **Supportive Strategies** – Proposed OCC funded programming and/or services, identified by CCIS Code and Local Program Name, that are intended to support the objectives identified.
- **Key Performance Measures** – Identified in each proposed program description, these are the specific methods your CCAB will utilize to measure outcomes of programming and their impact on State Board Priorities.

**Felony Data Analyses:**

OCC will provide CCABs with relevant felony dispositional and recidivism 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 year
- Review your past OCC funding proposals for ideas
- 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 data analyses form the basis of your objectives and strategies. A weak link between them may result in denial of, or conditional revisions to, your Comprehensive Corrections Plan. Therefore, it is important to demonstrate a solid connection between your data, objectives, and supportive strategies.**

Your CCAB must then determine its proposed PCR category/categories 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 PCR category/categories. **All strategies that you are requesting funding for must also be listed on the Budget Cost Description and have a completed Program Description.** If you request funding for a program or service that is not identified as a strategy impacting any objective, it will not be considered for funding.

Example #1: State Board Priority Target Population: Sentenced Felons.  
Objective: To reduce the County’s Overall Prison Commitment Rate (PCR) to 16% or less.  
Supportive Strategy: C01 Thinking Matters, G18 Intensive Outpatient Group, & B15 Employment Skills.

Example #2: State Board Priority Target Population: Pretrial Population  
Objective: To increase the County’s current Appearance Rate from 87% to 90%.  
Supportive Strategy: F22 PRAXIS and F23 Pretrial Supervision Services.

Example #3: State Board Priority Target Population: Pretrial Population  
Objective: To increase the County’s current Public Safety Rate from 80% to 89%.  
Supportive Strategy: F22 PRAXIS and F23 Pretrial Supervision Services.

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

1. Are overall felony dispositions increasing, decreasing, or stable?    Decreasing
2. In the two charts below, please fill in the rates and number of dispositions for the ***previous two fiscal years***. For CCABs with correctional facilities, please remove those dispositions with prisoner status (OMNI Report 3). Describe changes within Sentencing Guideline (SGL) categories identified below, including prison and non-prison dispositions, for State Board Target Populations. Any additional pertinent information necessary to establish a trend beyond 2 years must be included. If requesting programming for other specific populations (examples: OUIL-3rds, prison diversion, pretrial, etc.) then supportive data analyses for these populations must also be included here: **The Overall Prison Commitment Rate (PCR) for Allegan County has decreased by 0.2**

percentage points from FY 2020 (13.1%) to FY 2021 (12.9%). During this period, total felony dispositions decreased by 202 (FY-2020-904; FY 2021-702), while Allegan County's prison dispositions decreased by twenty seven (27). The Straddle Cell PCR experienced a decrease from FY 2020 (10.3%) to FY 2021 (8%). During this period, Straddle Cell Group 1 decreased from FY 2020 (17.5%) to FY 2021 (11.4%) which states that in FY 2020 there were 10 prison dispositions, and in FY 2021 there were 7. The total prison dispositions of OUIL 3rd's decreased from FY 2020 (5) to FY 2021 (3). The percentage of OUIL 3<sup>rd</sup> Prison Commitment rates decreased by 3% from FY 2020 to FY 2021, due to the number of total OUIL 3rd dispositions (FY 2020-47; FY 2021-39). In FY 2020, there were 22 out of 118 prison dispositions that were Probation Violator Technical (PVT) but in FY 2021 there were 22 out of 91. There was a 5.5% increase from FY 2020, (FY 2020-18.6%; FY 2021-24.1%). The Probation Violator New Sentence (PVNS) in FY 2020 was 8.4% (10 out of 118 prison dispositions), and in FY 2021 it increased 14.2% (13 out of 91 prison dispositions), which is an increase of 5.8 percentage point.

<b>FY 2020 State PCR:</b>	<b>19.2%</b>	<b>Group 2 Rate:</b>	<b>13.4%</b>	<b>Straddle Cell Rate:</b>	<b>22.9%</b>	<b>Group 2 Straddle Rate:</b>	<b>21.7%</b>
Overall PCR:	<b>13.1% - 118 prison dispositions out of 904 felony dispositions</b>						
Group 1:	<b>25.2% - 65 prison dispositions out of 258 felony dispositions</b>						
Group 2:	<b>8.2% - 53 prison dispositions out of 646 felony dispositions</b>						
Straddle PCR:	<b>10.3% - 24 prison dispositions out of 232 felony dispositions</b>						
Group 1:	<b>17.5% - 10 prison dispositions out of 57 felony dispositions</b>						
Group 2:	<b>8.0% - 14 prison dispositions out of 175 felony dispositions</b>						
<b>FY 2021 State PCR:</b>	<b>16.5%</b>	<b>Group 2 Rate:</b>	<b>11.6%</b>	<b>Straddle Cell Rate:</b>	<b>19.7%</b>	<b>Group 2 Straddle Rate:</b>	<b>18.6%</b>
Overall PCR:	<b>12.9% - 91 prison dispositions out of 702 felony dispositions</b>						
Group 1:	<b>20.1% - 49 prison dispositions out of 243 felony dispositions</b>						
Group 2:	<b>9.1% - 42 prison dispositions out of 459 felony dispositions</b>						
Straddle PCR:	<b>8% - 14 prison dispositions out of 175 felony dispositions</b>						
Group 1:	<b>11.4% - 7 prison dispositions out of 61 felony dispositions</b>						
Group 2:	<b>6.1% - 7 prison dispositions out of 114 felony dispositions</b>						
<p>3. Provide information regarding policies, procedures, program operations, pertinent issues or opportunities which emerged, or other factors which have positively/negatively affected the achievement of objectives--for example, local changes regarding early jail release, implementation of required program fees, stakeholders--CCAB manager or staff, judges, magistrates, prosecutor, sheriff, contractor/service providers. Briefly describe the impact and, if negative, how it was addressed. <b>In FY 2021, the biggest challenge that we faced in Allegan County was COVID and how to continue with programming while trying to reduce the risk of exposure and the spread of the virus. This challenge began in March, 2020, and it blind sided us, as we have never seen a virus impact so many things. When it was decided to shut down all programming for the safety of the Corrections Center, inmates and visitors, the CCAB Manager spent time researching alternative options. After suspending programming for approximately 14 days, on 2 separate occasions, additional plans were put in place to get the programming up and running. Although the programming was up and running, the additional planning included having much smaller group sizes to reflect the CDC guidelines while keeping the participants safe. Unfortunately, smaller group sizes resulted in lower utilization numbers. In addition to reduced projected enrollments, we experienced a decreased of successful completions, because the enrollments were lower.</b></p>							

**A-2: Using OMNI Felony Recidivism data supplied by OCC for the previous two fiscal years:**  
Public Act 511 mandates that CCABs "Provide improved local services for individuals involved in the criminal justice system with the goal of reducing the occurrence of repeat criminal offenses that result in a term of incarceration or

detention in jail or prison.” As such, CCABs are required to address recidivism within their comprehensive plan, with a specific emphasis on how the plan is intended to impact the local recidivism rates.

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

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

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

FY 2021 Recidivism Rates							
County Name	Allegan	NA	NA	NA	NA	NA	Totals for Region:
<b>FY 2021 Probation Violation - New Sentence to Prison</b>							
Total	13	NA	NA	NA	NA	NA	NA
<b>FY 2021 Probation Violation – Technical to Prison</b>							
Total	22	NA	NA	NA	Na	NA	NA

1. Are overall felony Probation Violations dispositions (prison and non-prison combined) increasing, decreasing, or stable? Increasing
2. Describe changes within the Probation Violation disposition data for the previous two fiscal years, including prison and non-prison dispositions. Report rates with detailed explanation: **In FY 2020, PVNS were 10 out of 118 prison dispositions, however in FY 2021, there were 13 out of 91 prison dispositions, which resulted in a 5.8 percentage point increase. In FY 2020, the PVT's were 22 out of 118 prison dispositions, however in FY 2021, there were 22 out of 91 prison dispositions. This is a 5.5 percentage point increase. In FY 2020, the PVNS Straddle Offense Group 2 had 1 prison disposition, however in FY 2020, there was 0. In FY 2020, the PVT SGL Offense Group 2 had 1 prison disposition and in FY 2021 there were none. This reflects 1 less prison disposition for FY 2021 in this category. In FY 2020, PVNS were 51 out of 787 non prison dispositions, however in FY 2021, there were 63 out of 611 non-prison dispositions, which resulted in a 3.9 percentage point increase. In FY 2020, the PVT's were 133 out of 787 non prison dispositions, and in FY 2021, there were 109 out of 702, which is a 1.3 percentage point decrease .**
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. **There isn't any notable factors that resulted in us not meeting the objective, other than the greater increase of PVT's and PVNS's within our county. As the data reflects, we had less total prison dispositions, but more individuals with a PVT or PVNS sent to prison.**

**A-3: Impacting State Board Priorities- Target Populations, Key Objectives, and Strategies**

**NOTE:**

- Target Populations include Sentenced Felons and Pretrial Population.
- CCABs applying for funding targeting Sentenced Felons must have at least one Sentenced Felons Key Objective.
- CCABs applying for funding targeting Pretrial Population must have BOTH Pretrial Population Key Objectives (Appearance Rate and Public Safety Rate).
- CCABs may identify additional Key Objectives that support proposed programming.
- Key Objectives should be measurable and provide sufficient detail so progress can be monitored.

- Strategies are the local programs that will be used to impact your Key Objectives.
- Only proposed programs that impact at least one Key Objective will be considered for funding.

**1. Key Objective #1 is intended to impact Sentenced Felons**

**Please state the Objective: To reduce the Overall Prison Commitment Rate (PCR) to 11.5%.**

List OCC Programs in support of Objective #1 (include CCIS Code and Local Name of Program *as they appear on the program descriptions*):

- 1). C-01 MRT
- 2). F23-Allegan County Pretrial Supervision Services
- 3). F-22-Allegan County Pretrial Assessments
- 4). G17-Substance Abuse Testing
- 5). G18-Trauma for women
- 6). B15-Career Readiness

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

- 1). Mental Health Court
- 2). Sobriety Court
- 3). Veteran's Court
- 4). GED
- 5). Inmate worker
- 6). Work Release
- 7). Debt's Crew
- 8). AA/NA while in jail
- 9). Community Re-entry Unit
- 10). Anger Management
- 11). Bible Study
- 12). Families Victorious
- 13). Parenting Classes
- 14). Swift and Sure

**2. Key Objective #2 is intended to impact Pretrial Population**

**Please state the Objective: The objective is to increase the Public Safety Rate.**

List OCC Programs in support of Objective #2 (include CCIS Code and Local Name of Program *as they appear on the program descriptions*):

- 1). F23-Allegan County Pretrial Supervision Services
- 2). F-22-Allegan County Pretrial Assessments
- 3). G17-Substance Abuse testing
- 4). D08-Electronic Monitoring

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

NA

**3. Key Objective #3 is intended to impact Pretrial Population**

**Please state the Objective: The objective is to increase the Appearance Rate.**

List OCC Programs in support of Objective #3 (include CCIS Code and Local Name of Program *as they appear on the program descriptions*):

- 1). F23-Allegan County Pretrial Supervision Services
- 2). F-22-Allegan County Pretrial Assessments
- 3). G17-Substance Abuse testing
- 4). D08-Electronic Monitoring

List Non-OCC funded Programs in support of Objective #3:

NA

<p><b>4. Key Objective #4 is intended to impact</b> Choose an item.  <b>Please state the Objective: NA</b></p>
<p><b>List</b> OCC Programs in support of Objective #4 (include CCIS Code and Local Name of Program <i>as they appear on the program descriptions</i>):</p>
<p><b>NA</b></p>
<p>List Non-OCC funded Programs in support of Objective #4:</p>
<p><b>NA</b></p>

<p><b>B: COMPAS Criminogenic Needs Profile</b></p>
<p>1. Please list the top 3 needs scales (medium/probable and high/highly probable combined) as identified within the COMPAS Criminogenic Needs and Risk Profile for <b>all probationers</b> provided by OCC. Additionally, identify both the local and OCC strategies that will impact the identified needs scales. <i>OCC funded strategies must be identified by CCIS Code and Local Name of Program as it appears on the program descriptions: <b>The top 3 needs as identified within the COMPAS Criminogenic Needs and Risk Profiling data reports for is substance abuse at 84% (which is a 8% increase from last year), Criminal Personality at 68% (which is a 15% increase from last year), and Cognitive Behavioral at 57%, for the male population. The Female Criminogenic needs are identified as Substance Abuse at 89%, Criminal Personality at 70%, and Cognitive Behavioral at 68%. Local and OCC Strategies that will impact the identified needs scales will be to complete the following:</b></i></p> <p>2. <b>Continue to provide Substance Abuse Programming that assists those individuals who are non incarcerated and incarcerated.</b></p> <p>3. <b>Enroll females in the proposed trauma group.</b></p> <p>4. <b>Continue providing the MRT program.</b></p> <p>5. <b>Create Pretrial Supervision Services to assist with and reduce additional criminal involvement.</b></p> <p>6. <b>Continue providing Career Readiness services which provide employment opportunities upon release of custody.</b></p> <p>7. <b>Continue utilizing the Allegan County Speciality Courts.</b></p> <p>8. <b>Restarting the Allegan County Community Reentry Units within the Correctional Facility.</b></p> <p>9. 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. <b>In FY 2020, the biggest challenge that we faced in Allegan County was COVID and how to continue with programming while trying to reduce risk of exposure and the spread of the virus. This event began in March, 2020, and it blind sided us, as we have never seen a virus impact so many things. When it was decided to shut down all programming for the safety of the Corrections Center, inmates and visitors, the CCAB Manager spent much time researching alternative options. The negative impact resulted in a reduction of total projected enrollments, total successful participants and the dramatic loss of needed program for those individuals who were currently participating. Programming offers individuals a variety of tools to remain substance free, which usually results in a decrease of additional criminal involvement along with a higher rate of compliance with the Probation Orders that are in place. Programming can also create accountability to these individuals to more than 1 source, given them an opportunity to report a relapse or bad decision, before a new crime is committed. Lastly, when a participant successfully completes a program, it produces self pride, and encourages them to follow through with the other programming successfully that they are enrolled in. It builds self confidence, which promotes a positive outcome, which can reduce the amount of violations resulting in prison dispositions.</b></p>

<p><b>C: Local Practices to Address Probation Violators</b></p>
<p>Please explain in detail how the CCAB is targeting the needs of felony probation violators, both new sentence and technical. Include both local and OCC funded practices. <b>The needs of this target population starts with the referral</b></p>

process. That referral may come directly from the Allegan County Probation/Parole Department or it could come through a jail referral obtained by the Allegan County CCAB Manager. Once eligibility is established, then the Allegan County CCAB Manager will forward the referral to the appropriate facilitator for an assessment. The programs that are available in Allegan County for the felony probation violators are as followed:

- 1). MRT
- 2). Career Readiness
- 3). Trauma for women
- 4). GED
- 5). Inmate worker
- 6). Work Release
- 7). Debt's Crew
- 8). AA/NA while in jail
- 9). Community Re-entry Unit
- 10). Anger Management
- 11). Bible Study
- 12). Families Victorious
- 13). Parenting Classes

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

Please explain in detail what is being done locally to address the local vocational/employment needs of offenders. Remember to consider trade schools, community colleges or universities who offer training to our offenders. Include both local and OCC funded practices. **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. It, also, provides services to those that have and IEP, and continues their plan throughout their incarceration. In addition, if they are eligible, they are enrolled into 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 college applications while incarcerated (if they are interested) and provides assistance to them to apply for financial aid. Also, the offenders are taught how to use the 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 seeking future education opportunities such as a trade school or college. Using technology has provided us the opportunity to allow inmates who are currently attending the Career Readiness Program to participate in employment interviews and have had successful outcomes with individuals who are released from custody with a full time job, their portfolio, and their GED. Also, there are other locations such as the Allegan Public Schools and the Outlook Academy to follow up with offenders once they have been released from the Corrections Center. A positive result that has come from the COVID lockdown, is the increased use of Zoom meetings.**

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

1. How do defendants and offenders get screened for substance use services in your area (regardless of funding source)? **Defendants and Offenders who are in custody will get screened through the Pretrial Assessment process using the Praxis. If a defendant /offender is not covered under OCC funding, the Praxis is still used for screening by the CCAB Manager and will utilize other funding sources to complete this task. If the defendant/offender is not in custody, then a Substance Abuse Screening can occur at our local CMH.**
2. How do defendants and offenders get referred for a substance use assessment in your area (regardless of funding source)? **Once the PRAXIS is complete and a need is identified, then a referral will be sent from the CCAB Manager to the vendor for a substance use assessment.**
3. After screening, how do defendants and offenders get referred to appropriate ASAM level of care treatment in your area? **The CCAB Manager will send over all referrals for those individuals that are obtained while in custody.**

4. Are there any barriers or gaps in service to obtaining an assessment and treatment that your CCAB is requesting OCC funding to fill? **No** If so, please describe in detail: **NA**
5. What non-PA 511 funded services are available in your area? Be sure to include treatment court services. **All county residents may contact the Allegan County CMH for SUD services and they will meet with a master's level staff member that will determine if they need a HLOC screen or be referred to an open door provider for outpatient, Intensive Outpatient, Recovery Management, or MAT services. In addition, the Allegan County Sheriff's Office is working closely with the Allegan County CMH, and Arbor Circle, which is our only local provider, to be enrolled in our new SUD program that we are anticipating on starting on July 1, 2022. Allegan County also offers a variety of treatment court service affiliated with our Swift and Sure Program, Mental Health and Veteran's Courts.**

## **F: Comprehensive Corrections Plan Summary**

1. Please explain how the Comprehensive Corrections Plan, in coordination with the local practices, will impact the State Board Priorities, and ultimately offender success: This Comprehensive Corrections Plan along with local practices will impact the State Board Priorities by continuing to provide services needed to the targeted populations of sentenced felons and our pretrial population. Without funding to continue with programming, the residents of Allegan County will be underserved for the necessary tools needed to be successful. The programs offered in Allegan County, along with those proposed in our comprehensive correction plan will focus on those individuals who are eligible for Pretrial releases, or is sentenced. Programming has proven to be a benefit to our community inside and outside of the our Corrections Center. To date, our programming has allowed us to share success stories that include an inmate who was able to obtain employment as a sentenced offender. This individual has maintained successful employment since his last day of incarceration until now. This secured employment has boosted his confidence and has allowed him to faithfully pay child support for his son, which he reported to be the first time he has ever been able to do since his son's birth. In addition, this individual has not committed any criminal activity that has resulted in a re-arrest. 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. Allegan County has proven that programming works and has been successful in keeping our PCR lower than the State's average for many years, consistently. It is the belief of our County's CCAB that programming encourages individual change. Positive change results in creating productive members of society, and not just warehousing inmates within our Corrections Center until their day of release. Our Comprehensive Plan provides us the services and resources needed to obtain our goal, while giving our community the benefits of an increased productive population within the community.
2. What steps will you take if you find that you are not meeting your objectives, or your strategies are not being implemented as planned? **The CCAB will take several steps if they are not meeting the objectives or strategies set out in this plan. Those steps include the CCAB Manager monitoring the data for the progress of the programming offered, and comparing that data with the objectives and strategies set in place by the Allegan County CCAB and the Strategic Planning Committee. If a deficiency is noted, then the CCAB Manager will reach out to our CCAB and request a meeting to discuss the short comings and request guidance on how they would like to proceed to get it back on track. The CCAB Manager will be in continued contact with the Community Corrections State Grant Coordinator with updates and seeking guidance to get those objectives back on track. The CCAB Manager will provide extra training to the CCAB, if needed, to gain support to correct any issues that are causing the Objectives to not be met.**
3. Program eligibility overrides may be requested in writing to the assigned OCC Specialist. Please document any additional override procedures your CCAB has approved. **The Allegan County CCAB has not established any additional documents for an override procedure. If there is an override needed, the CCAB Manager will contact the Community Corrections Specialist for approval.**



# Program Description

## Administration

**FY:** FY 2023  
**CCAB:** Allegan County

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

**NOTE:**

- No more than one hour may be billed for each eligibility screening under Administration.
- A **SUPPLY** has a life expectancy of less than a year (paper, toner, folders, drug testing supplies, etc.) while **EQUIPMENT** has a life expectancy of more than a year (fax machine, PBT, computer).

1. Local/other contributions to Administrative functions per fiscal year: \$ 52,896 <i>*this amount must be reflected in your budget documents within the OCC Funding Application.</i>
2. How frequently are CCAB meetings held? quarterly What is included on CCAB meeting agendas? The meeting is called to order. Then the following items are on the agenda: Roll call, Introductions, Program Utilization updates, Financial Updates, Strategic planning information, updated business (Bylaws Review), necessary voting that is needed, roundtable and date for next meeting.
3. Describe how expenditure reports are processed and verified then forwarded to OCC in Lansing: The expenditure reports are completed by the CCAB Manager and forwarded to the County's Finance Officer who reviews it and approves it. Once it is approved, the Finance Officer sends it to MDOC. Once it is approved by the Finance Officer, the CCAB Manager sends the report to the CCAB for review.
4. When and how are utilization and expenditures monitored? The Utilization and Expenditures reports are completed by the CCAB Manager. The Utilization report is then sent to the State OCC Specialist and a copy is sent to the CCAB for review. In addition, both reports are discussed at the quarterly CCAB meetings.
5. As a contractual requirement, how often does the CCAB manager meet with, visit, and evaluate contracted programs? The CCAB manager meets with the program facilitators weekly, and more often if needed, and will evaluate the contracted programs on a regular basis, which usually occurs at least 1 time per month.
6. How often does the CCAB manager meet with program referral sources? (probation supervisors/agents, prosecutor, defense attorney, judges, etc.)? Quarterly, or more frequent, if needed. Explain: The CCAB Manager meets with the referral source quarterly during at our CCAB Meetings and has discussions with the referral via email when the referrals are sent.



# Program Description

## Administration

<p>7. How often is program utilization reviewed? Explain: Program Utilization is reviewed by the CCAB Manager on a monthly basis, sometimes bi-monthly, if needed. If there is a program that is low on utilization, that utilization is monitored weekly.</p>
<p>8. What actions are taken when programs are under or over-utilized? An action plan is put in place and is discussed with our CCAB and the program facilitators to get that program back on track.</p>
<p>9. Describe when and how the comprehensive corrections plan is developed: The Comprehensive Corrections Plan is developed throughout the year during our Strategic planning meetings and our quarterly meetings.</p>
<p>10. Describe the involvement of other stakeholders or subcommittees in data analysis or comprehensive corrections plan/program development. We have a Strategic Planning committee that is a subcommittee of our CCAB. This committee meets quarterly, usually just prior to our CCAB meeting.</p>
<p>11. What is your plan to provide orientation and to educate all stakeholders? Explain: The CCAB manager reaches out to all new stakeholders and explain their roles on the CCAB Board. There is a pamphlet that is sent to the new stakeholders which explain our current programs. In addition, the CCAB manager is working on creating a training power point to share with the stakeholders.</p>



# Program Description

## Supervision Services

CCAB: Allegan County	FY: 2023
Local Program Name: Electronic Monitoring	
Service Provider: Allegan County Sheriff's Office	
CCIS Service Type: D08 - Electronic Monitoring	
Total Projected New Enrollment: 20	
For Regional CCABs, total projected new enrollment by member county: NA	
Projected Length of Stay in Days: 120	
Program Location (select all that apply): Jail: <input checked="" type="checkbox"/> Residential: <input type="checkbox"/> Community: <input checked="" type="checkbox"/>	
Program Status: New Initiative	
If modification, describe here: NA	

**SUPERVISION SERVICES –**

- Supervision programs include Electronic Monitoring (EM) and Intensive Supervision (IS).
- PA511 funds cannot be used to provide Electronic Monitoring Services for MDOC probationers unless it is for pretrial supervision of a probationer with a new charge (call your Community Corrections Specialist for exceptions).
- You are required to complete a G17 Substance Abuse Testing program description if you are requesting funds for pretrial substance abuse testing, as part of your supervision services.

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

<p>1. Supervision is an expected function of MDOC Probation. Please explain how this existing service is inadequate for your Comprehensive Corrections Plan and why Supervision Services are needed: This program will not be a function for MDOC Probation Department because the participants will be participants that are on Pretrial Services and have not been convicted of their current criminal charges.</p>
<p>2. Based on your objective(s), what is your target population?</p>
<p><input type="checkbox"/> Sentenced Felons      <input checked="" type="checkbox"/> Pretrial (EM only)      <input type="checkbox"/> Other: NA</p>

<p>3. Describe the program:</p>
<p>a. What is the referral process to this service/program? <b>The referral process will begin with the PRAXIS results to determine if electronic monitoring is needed. If it is determined that electronic monitoring is needed, a referral will be completed by the Pretrial Services staff, and an email will be submitted to the Judge, Prosecutor, the Public Defender's Office, and the Defense attorney noting Pretrial Eligibility along with a recommendation for electronic monitoring.</b></p>
<p>b. P.A. 511 states eligibility for programming <b>must include moderate to high risk.</b> Please select which needs the program will impact for your target population(s).</p> <p><b>Sentenced Felons:</b> A minimum of 4 scales are required for <b>D23 Intensive Supervision</b> eligibility.</p> <p><input checked="" type="checkbox"/> Vocational/Education      <input checked="" type="checkbox"/> Social Environment      <input checked="" type="checkbox"/> Criminal Association</p>



# Program Description

## Supervision Services

<input checked="" type="checkbox"/> Substance Abuse <input checked="" type="checkbox"/> Cognitive Behavioral <input checked="" type="checkbox"/> Criminal Personality <input type="checkbox"/> Leisure & Recreation	<input checked="" type="checkbox"/> Residential Instability <input checked="" type="checkbox"/> Family Criminality <input type="checkbox"/> Social Isolation <input checked="" type="checkbox"/> Criminal Opportunity
<p><b>Gender Responsive Scales:</b></p> <input type="checkbox"/> Experiences of Abuse as an Adult <input type="checkbox"/> Experiences of Abuse as a Child <input checked="" type="checkbox"/> Relationship Dysfunction <input type="checkbox"/> Parental Stress	
<p><b>D08 Electronic Monitoring Pretrial Only:</b></p> <input checked="" type="checkbox"/> Risk of Non-appearance <input checked="" type="checkbox"/> Risk of Re-arrest	
<p>c. If different from the COMPAS assessment, identify the name of the assessment used to determine eligibility and provide eligibility criteria: <b>The PRAXIS will be the assessment tool used.</b></p>	
<p>d. Are offenders supervised through (select all that apply):</p> <p>Office Visits: <input checked="" type="checkbox"/>      EMS: <input checked="" type="checkbox"/>      TX Reporting: <input checked="" type="checkbox"/>      TX System (e.g. OffenderLink): <input checked="" type="checkbox"/></p> <p>Field Contacts: <input type="checkbox"/>      Other (describe): <b>NA</b></p>	
<p>e. If using electronic monitoring or other technology (including phone <i>systems</i>) answer and clearly explain the following (use NA if not applicable to your program):</p>	
<p>i. What kind of equipment/system: <b>GPS/Scram</b></p>	
<p>ii. Vendor for equipment/service: <b>Attenti</b></p>	
<p>iii. Cost assessed by the vendor per unit/participant/day (clearly describe): <b>GPS unit per day is \$10, and a \$25 installation fee per unit.</b></p>	
<p>iv. Who does the equipment installation/retrieval? <b>Deputy MaryTheresa Spohn employed by the Allegan County Sheriff's Office will install/retrieve the equipment.</b></p>	
<p>v. Who sets up schedules and/or monitors compliance? <b>Deputy MaryTheresa Spohn employed by the Allegan County Sheriff's Office will monitor compliance and schedules for the participant.</b></p>	
<p>f. What is the frequency of reporting/contact with the participant? <b>It will vary based on the risk and needs of the participant.</b> How is frequency of reporting/contact determined? <b>The frequency is determined by the results from the PRAXIS.</b></p>	
<p>g. What happens during a typical "report?" <b>A typical report will consist of any concerns about location points, or Scram reports. Additional questions will consist of court date information, police contact information, address verification, and any tether equipment concerns or questions that the participant may have.</b> How long is it estimated to take? <b>15</b></p>	



# Program Description

## Supervision Services

<p>h. What does this program provide that is different from MDOC Probation Supervision? <b>This program enables a participant to be released from jail as a Pretrial Detainee, and continue with current employment, raising a family, and having the ability to seek and attend treatment while waiting for the court process to be completed.</b></p>
<p>i. This program uses PA-511 funds for drug/alcohol testing. <b><i>If you select “uses PA-511 funds” you are required to complete a G17 Substance Abuse Testing program description.</i></b></p>
<p>j. How are delivered services and individual progress and participation documented by the service provider and provided to the probation agents and/or referral source? (i.e., progress notes, case notes and/or group notes) <b>The information obtained will not be shared with the MDOC Probation Agents, as these participants have not been convicted of a crime and are not on Probation Supervision. Progress reports and termination reports will be submitted to the Defense Attorney, the Prosecutor and the PSI writer.</b></p>
<p>k. Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: <b>Electronic Monitoring is tailored to a defendant's assessed risk levels and geared to promoting court appearance and public safety.</b></p>
<p>4. Evaluation is part of evidence-based principles which you <b>must</b> identify in section (a). You are <b>required</b> to develop <b>at least one key performance measure</b> for this program in section (b). Be sure to include the data source, how its tracked and measured.</p>
<p><b>a. Describe how this program meets each of the following Evidence Based Principles:</b></p> <ol style="list-style-type: none"><li><b>1. Assess Actuarial Risk/Needs</b> - This program meets the evidence based principles by utilizing the PRAXIS for the screening and needs assessments. The PRAXIS is a reliable tool used to determine the level of risk and needs for participant and it will determine how intense the level of supervision is needed based on the risks identified in the PRAXIS to be effective in meeting the objective, while providing the least restrictive services for the participant.</li><li><b>2. Enhance Intrinsic Motivation</b> - Staff will relate to the participants of this program with sensitivity and interpersonally, while using constructive ways to enhance intrinsic motivation in offenders. Motivation to change is the dynamic and the probability that change may occur through interpersonal interactions. The facilitator will encourage and promote change to occur internally by enhancing intrinsic motivations.</li><li><b>3. Target Interventions (indicate all that apply)</b><ol style="list-style-type: none"><li><b>a. Risk Principle: Prioritize supervision and treatment resources for higher risk offenders</b> -The Risk Principle will be applied by identifying the participants who are at a higher risk to re-offend, as well as identifying their Public Safety Risk.</li><li><b>b. Need Principle: Target interventions to criminogenic needs</b> –The participants that are placed in this program will have their needs identified along with their risk assessments completed and placed on the level of supervision that is determined by the PRAXIS. This program can service participants that the Judicial system may</li></ol></li></ol>



# Program Description

## Supervision Services

hesitate to allow out of custody for public safety reasons, but with electronic monitoring, it can assist in keeping the public safe, while allowing a higher risk offender out of custody while they wait for the court process to be completed.

- c. **Responsivity Principle:** Be responsive to temperament, learning style, motivation, culture, and gender when assigning programs -This program will identify and address the needs of the participants to include an individuals characteristics to include but not limited to culture, motivational stages, developmental stages, and learning styles. If additional services are identified while in this program, those referrals will be made to reflect the needs of the participant.
- d. **Dosage:** Structure 40-70% of high-risk offenders' time for 3-9 months -NA
- e. **Treatment Principle:** Integrate treatment into the full sentence/sanction requirements -NA

4. **Skill Train with Directed Practice** - NA

5. **Increase Positive Reinforcement** – Increased positive reinforcement is vital in this program and will be utilized to promote the participant is being compliant with their GPS schedule/locations, as well as no positive alcohol detections.

6. **Engage Ongoing Support in Natural Communities** - NA

7. **Measure Relevant Processes/Practices** - The facilitator will measure relevant practices by documenting case notes, progress reports and termination reports.

8. **Provide Measurement Feedback** - The facilitator will provide measurable feedback throughout the program.

b. **Program Key Performance Measure (required)** - 85% of participants enrolled in pretrial supervision will not engage in additional criminal behavior while in the program.

**Data Element (required)** - The data that will be retrieved from the Jail Management System and the Judicial Data system.

**Tracking Source (required)** - The CCAB Manager will obtain and track this information.

**Additional Program Key Performance Measure** - 85% of defendants enrolled in pretrial electronic monitoring while on pretrial services will successfully complete this program.

**Data Element** – The GPS/SCRAM reports will be the data used.

**Tracking Source** - The CCAB Manager will obtain and track this information.

**Additional Program Key Performance Measure** - 85% of participants enrolled in this program will have less than 3 GPS violations while in the program.

**Data Element** – The GPS/SCRAM reports will be the data used.

**Tracking Source** - The CCAB Manager will obtain and track this information for statistical purposes.



# Program Description

## Supervision Services

**Additional Program Key Performance Measure - NA**

**Data Element - NA**

**Tracking Source - NA**



# Program Description

## Group Programming

CCAB: Allegan County	FY: 2023
Local Program Name: MRT	
Service Provider: Allegan County Sheriff's Office	
CCIS Service Type: C01 - Cognitive	
Total projected number of new enrollments: 50	
For Regional CCABs, projected number of new enrollments per member county: NA	
Program Location (select all that apply): Jail: <input type="checkbox"/> Residential: <input type="checkbox"/> Community: <input checked="" type="checkbox"/>	
Program status: Continuation	
If modification, describe here: NAThe	

**GROUP/CLASS DELIVERED PROGRAMMING –**

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

**ANSWER ALL QUESTIONS USING “N/A” IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.**

<b>1. What is your target population?</b>
<input checked="" type="checkbox"/> Sentenced Felons <input type="checkbox"/> Other (include eligibility criteria): NA

<b>2. Describe the program:</b>
<p>a. What is your referral process to this program? <b>The CCAB Manager will interview the sentenced felons and determine eligibility based on their COMPAS scores, which will be retrieved from the MDOC Probation Department. Referrals from the courts and the MDOC Probation Department will be accepted, as well.</b></p>
<p>b. What assessment is used, identify the tool: <b>The COMPAS Score is the assessment tool used for program eligibility.</b></p>
<p>c. Who completes the assessment? <b>The assessment is completed by the MDOC Probation Agents prior to enrollment in the program by completing a COMPAS..</b></p>
<p>d. P.A. 511 states eligibility for programming <b>must include moderate to high risk.</b> Please select which needs the program will impact for your target population(s).</p> <p style="margin-left: 20px;"><b>Sentenced Felons:</b></p>



# Program Description

## Group Programming

You must identify the number of scales required for eligibility here: 1

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Vocational/Education            | <input checked="" type="checkbox"/> Social Environment      | <input checked="" type="checkbox"/> Criminal Association |
| <input checked="" type="checkbox"/> Substance Abuse      | <input checked="" type="checkbox"/> Residential Instability |  |
| <input checked="" type="checkbox"/> Cognitive Behavioral | <input checked="" type="checkbox"/> Family Criminality      |  |
| <input checked="" type="checkbox"/> Criminal Personality | <input checked="" type="checkbox"/> Social Isolation        |  |
| <input type="checkbox"/> Leisure & Recreation            | <input checked="" type="checkbox"/> Criminal Opportunity    |  |

**Gender Responsive Scales:**

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

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

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

i. Name of curriculum: **MRT/How to Escape Your Prison"**

ii. Identify what skills are taught in this program: **The skills taught in this program are as followed:**

- iii. **Commitment to change**
- iv. **Honesty**
- v. **Trust**
- vi. **Long and short term Goal setting**
- vii. **Keeping Moral Commitments**
- viii. **Healing damaged relationships**
- ix. **Raising Awareness**
- x. **Helping Others**
- xi. **Acceptance**
- xii. **Maintaing a positive change**

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

xiv. What is the minimum/maximum number of participants per group, as identified in the curriculum? **The minimum number of participants is 3 and the maximum is 10.**

xv. Minimum number of group sessions attended for successful completion: **The minimum number of group sessions attended for a successful completion is 8.**

xvi. If the group occurs in various locations, (jail/residential/community) identify how participants transition between them: **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. If appropriate, zoom calls may be used to continue with groups.**



# Program Description

## Group Programming

f. Identify the training or credentials held by your service provider qualifying him/her to provide this service: **The MRT service provider is a certified MRT Instructor. The instructor has completed an MRT refresher course 4 years ago and then the county paid for the instructor to attend the Advanced MRT Course 3 years ago. In addition, the county has paid for an additional person to become a certified MRT Instructor, to utilize as a back up instructor, when needed. Refresher training will be utilized, when appropriate.**

g. How are delivered services and individual progress and participation documented by the service provider and provided to the probation agents and/or referral source? (i.e., progress notes, case notes and/or group notes) **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 CCAB Manager. The CCAB Manager sends monthly updates to the Probation Department, regarding attendance and progress reports, also.**

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

3. Evaluation is part of evidence-based principles which you **must** identify in section (a.). You are also **required** to develop **at least one key performance measure** for this program in section (b.). Be sure to include the data source, how its tracked and measured. **NOTE:** Successful completion of programming, if listed as the only key performance measure, is not sufficient.

**a. Describe how this program meets each of the following Evidence Based Principles:**

- 1. Assess Actuarial Risk/Needs** – The potential participants are screened based on their COMPAS results.
- 2. Enhance Intrinsic Motivation** – This program is centered around internal change, which begins with the curriculum that is used. "How to Escape Your Prison", focus' on lasting change.
- 3. Target Interventions (indicate all that apply)**
  - a. Risk Principle: Prioritize supervision and treatment resources for higher risk offenders** –This program targets medium to high risk offenders to promote change. This curriculum addresses the needs of the participants who present multiple criminogenic needs.
  - b. Need Principle: Target interventions to criminogenic needs** –MRT addresses the criminogenic needs identified in their assessment. These needs are dynamic risk factors and are addressed throughout the several week program.
  - c. Responsivity Principle: Be responsive to temperament, learning style, motivation, culture, and gender when assigning programs** –This program addresses cultural differences/needs, gender needs, developmental stages and learning styles. Although this group is conducted in a group environment, one on one time is offered to each participant during each step of completion.
  - d. Dosage: Structure 40-70% of high-risk offenders' time for 3-9 months** –MRT participants are given homework weekly and it is due the following week. Part of



# Program Description

## Group Programming

the curriculum is to participate and complete community service. In addition, this program requires the participants to attend group weekly. It creates a structured environment for them while attending the program.

e. **Treatment Principle: Integrate treatment into the full sentence/sanction requirements -NA**

**4. Skill Train with Directed Practice** – This program provides evidence-based programming that emphasizes cognitive-behavioral strategies and is delivered by well trained staff. The skills taught to the participant are practiced and role played which results in pro-social attitudes and behaviors are positively reinforced by the facilitator.

**5. Increase Positive Reinforcement** – The participants are required to role play and participate in the group exercises by providing testimonies in different portions of the curriculum. Positive reinforcements are used by the facilitator and their peers of this group to encourage the participant to continue moving forward in the curriculum.

**6. Engage Ongoing Support in Natural Communities** – MRT does engage in pro-social supports for the participants and their communities. There are 2 different sections of the curriculum where community service are required before moving on to the next chapter of the book.

**7. Measure Relevant Processes/Practices** – Case information is provided weekly to the CCAB Manager which enables the ability to determine successful completions. Once that information is obtained, the data is analyzed to determine whether our goal was met.

**8. Provide Measurement Feedback** – Once a participant completes each step, measurement feedback is given when appropriate. If not appropriate at each step, once the participants presents their last step, feedback is given to promote longlasting change.

b. **Program Key Performance Measure (required)** – 85% of participants who successfully complete the program will not receive a probation violation within 12 months of program completion.

**Data Element (required)** – Judicial Data Warehouse and Jail Management system data will be used to retrieve that data.

**Tracking Source (required)** – The CCAB Manager will obtain and review this data quarterly.

**Additional Program Key Performance Measure** – 80% of the participants will successfully complete the program.

**Data Element** – The provider evaluation/completion notes will be used to obtain this data.

**Tracking Source** – The CCAB Manager will obtain and review this data quarterly.

**Additional Program Key Performance Measure - NA**

**Data Element - NA**

**Tracking Source - NA**

**Additional Program Key Performance Measure - NA**



# Program Description

## Group Programming

**Data Element - NA**

**Tracking Source - NA**



# Program Description

## Pretrial Supervision Services

CCAB: Allegan County	FY: 2023
Local Program Name: Pretrial Supervision	
Service Provider: Allegan County Sheriff's Office	
CCIS Service Type: F23 – Pretrial Supervision Services	
Total Projected New Enrollment: 40	
For Regional CCABs, total projected new enrollment by member county: NA	
Projected Length of Stay in Days: 120	
Program Location (select all that apply): Jail: <input checked="" type="checkbox"/> Residential: <input type="checkbox"/> Community: <input type="checkbox"/>	
Program Status: Continuation	
If modification, describe here: NA	

**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, serious 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.
- You are required to complete a G17 Substance Abuse Testing program description if you are requesting funds for pretrial substance abuse testing, as part of your pretrial supervision plan.
- 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. Based on your objective(s), what is your target population?</b>
<input checked="" type="checkbox"/> Pretrial

<b>2. Describe the program:</b>
<p>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. Defendants eligible for F23 Pretrial Supervision are defendants charged with an OUIL III, defendants charged with a felony who score at least a 3 on the PRAXIS. Defendants who are currently charged with a FTA will be ineligible for this service.</b></p>
<p>b. If using electronic monitoring (GPS and/or SCRAM) answer and clearly explain the following questions (use NA if not applicable to your program):</p> <p><b>**Refer to the first page for information on pretrial EM eligibility information.</b></p>
<p style="margin-left: 40px;">i. What kind of equipment/system: <b>GPS monitoring.</b></p>
<p style="margin-left: 40px;">ii. Vendor for equipment/service: <b>Attenti</b></p>



# Program Description

## Pretrial Supervision Services

iii. Cost assessed by the vendor per unit/defendant/day (clearly describe): <b>GPS unit per day is \$10, and a \$25 installation fee per unit.</b>
iv. Who does the equipment installation/retrieval? <b>Deputy MaryTheresa Spohn employed by the Allegan County Sheriff's Office will install/retrieve the equipment.</b>
v. Who sets up schedules and/or monitors compliance? <b>Deputy MaryTheresa Spohn employed by the Allegan County Sheriff's Office will monitor compliance and schedules for the participant.</b>
c. What are your supervision reporting requirements, i.e. frequency and type of reporting? <b>Phone reporting and in person reporting will be utilized in this program. Frequency of reporting requirements are determined by the PRAXIS. The least restrictive will be the best practice, to align with the NAPSA guidelines. Phone reporting will be the most frequently used form of contact.</b>
d. What is your average daily caseload per full time equivalent position (FTE) for pretrial supervision? <b>10</b>
e. 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>Verification of any other court ordered pretrial supervision requirements not addressed above, as well as drug testing during these check ins, if required by the pretrial bond conditions.</b>  Time per check in (including the time to complete compliance report documentation) <b>15 minutes</b>
f. Does the program design include collateral contacts with family, employer, school, treatment provider, etc.? <b>No</b>
g. This program uses PA-511 funds for drug/alcohol testing. <b><i>If you select "uses PA-511 funds" then you are required to complete a G17 Substance Abuse Testing program description.</i></b>
h. 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 for positive drug tests will be to refer the defendant to the treatment provider for a substance abuse assessment or treatment.</b>
i. How is the County's plan mentioned in (h.) documented per defendant? <b>Progress reports will be completed and submitted to the Defense Attorney, the Prosecutor, and the PSI writer for each defendant.</b>
j. Are compliance reports shared with MDOC PSI writers? <b>Yes, they will be shared with the MDOC PSI Writer.</b>
k. Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: <b>Pretrial Supervision is tailored and individualized to a defendant's assessed risk levels and geared to promoting court appearance and public safety.</b>



# Program Description

## Pretrial Supervision Services

**3. Provide the following information:**

*(For CCABs requesting a new initiative, provide the expected or current appearance and public safety rates as defined below)*

a. **What is the appearance rate? 100% at the end of the first quarter of our program beginning. (The percentage of released defendants on OCC-funded supervision who attend all scheduled court appearances.)**

b. **What is the public safety rate? 100% at the end of the first quarter of our program beginning. (The percentage of released defendants on OCC-funded supervision who are not charged with a new criminal offense before adjudication.)**

c. **What is the success/compliance rate? 100% at the end of the first quarter of our program beginning. (The percentage of released defendants on OCC-funded supervision who appear for all scheduled court appearances and remain arrest-free.)**

4. Evaluation is part of evidence-based principles which you **must** identify in section (a). Required key performance measures for this program are identified in section (b). You may identify additional key performance measures as well. Be sure to include the data source, how its tracked and measured.

**a. Describe how this program meets each of the following Evidence Based Principles:**

**1. Assess Actuarial Risk/Needs – This program meets the evidence based principles by utilizing the PRAXIS for the screening and needs assessments. The PRAXIS is a reliable tool used to determine the level of risk and needs for participant and it will instruct how intense the level of supervision is needed based on the risks identified in the PRAXIS to be effective in meeting the objective, while providing the least restrictive services for the participant.**

**2. Enhance Intrinsic Motivation - Staff will relate to the participants of this program with sensitivity and interpersonally, while using constructive ways to enhance intrinsic motivation in offenders. Motivation to change is the dynamic and the probability that change may occur through interpersonal interactions. The facilitator will encourage and promote change to occur internally by enhancing intrinsic motivations.**

**3. Target Interventions (indicate all that apply)**

a. **Risk Principle: Prioritize supervision and treatment resources for higher risk offenders -The Risk Principle will be applied by identifying the participants who are at a higher risk to re-offend, as well as identifying their Public Safety Risk.**

b. **Need Principle: Target interventions to criminogenic needs – NA**

c. **Responsivity Principle: Be responsive to temperament, learning style, motivation, culture, and gender when assigning programs –This program will identify and address the needs of the participants to include an individuals characteristics to include but not limited to culture, motivational stages, developmental stages, and learning styles. If additional services are identified while in this program, those referrals will be made to reflect the needs of the participant.**

d. **Dosage: Structure 40-70% of high-risk offenders' time for 3-9 months -NA**



# Program Description

## Pretrial Supervision Services

e. **Treatment Principle: Integrate treatment into the full sentence/sanction requirements -NA**

4. **Skill Train with Directed Practice - NA**

5. **Increase Positive Reinforcement** - Increased positive reinforcement is vital in this program and will be utilized to promote continued success with negative drug screens and no missed court dates.

6. **Engage Ongoing Support in Natural Communities - NA**

7. **Measure Relevant Processes/Practices** - The facilitator will measure relevant practices by documenting case notes, progress reports and termination reports.

8. **Provide Measurement Feedback** - The facilitator will provide measurable feedback throughout the program.

b. **Program Key Performance Measure – Appearance Rate (required) – 85% of defendants enrolled in pretrial supervision will attend all scheduled court appearances while in the program.**

**Data Element (required) – Court data for Failure to Appear information.**

**Tracking Source (required) – The CCAB Manager will obtain and track this information for statistical purposes.**

**Program Key Performance Measure – Public Safety Rate (required) – 85% of participants enrolled in pretrial supervision will not engage in additional criminal behavior while in the program.**

**Data Element (required) – The Jail Management Data will be used to obtain this data.**

**Tracking Source (required) – The CCAB Manager will obtain and track this information for statistical purposes.**

**Program Key Performance Measure – Success/Compliance Rate (required) – 85% of participants enrolled in this program will successfully complete the program with no additional arrests and will have appeared for all of their scheduled court appearances.**

**Data Element (required) – Data located in the Court system and Jail system will be used.**

**Tracking Source (required) – The CCAB Manager will obtain and track this information for statistical purposes.**

**Additional Program Key Performance Measure - NA**

**Data Element - NA**

**Tracking Source - NA**

**Additional Program Key Performance Measure - NA**

**Data Element - NA**

**Tracking Source - NA**



# Program Description

## Pretrial Supervision Services



# Program Description

## Pretrial Risk Assessment Services

CCAB: Allegan County	FY: 2023
Local Program Name: Pretrial Assessments	
Service Provider: Allegan County Sheriff's Office	
CCIS Service Type: F22 - Pretrial Assessment	
Total Projected Number of New Assessments (enrollment): 50	
For Regional CCABs, total projected number of new assessments by member county: NA	
Program Location (select all that apply): Jail: <input checked="" type="checkbox"/> Community: <input type="checkbox"/>	
Program Status: Continuation	
If modification, describe here: 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.

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

1. Based on your objective(s), what is your target population?
<input checked="" type="checkbox"/> Pretrial

2. Describe the program:
a. Describe eligibility criteria, including exclusionary criteria, for an assessment: <b>Eligibility criteria will include pretrial defendants, charged with a felony, and housed in jail awaiting arraignment. Exclusionary criteria will include a defendants who are currently under MDOC supervision, currently being charged with an assaultive felony, pose a danger to society, or has a hold for another county.</b>
b. What programs (PA511 and/or locally funded) require this assessment to determine eligibility? <b>Pretrial Supervision</b>
c. What assessment instrument is proposed? <b>The Praxis</b>
d. 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>
e. Is the assessment completed prior to arraignment? Choose an item.
f. 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 CCAB Manager has received training to complete the Praxis. In addition, the CCAB Manager has reviewed the "Praxis Instruction Manual 2017- A Michigan Pretrial Risk Assessment Tool" and "The Standards on Pretrial Release: 2020" by NAPSA, that resulted in additional knowledge used to complete the PRAXIS.</b>



# Program Description

## Pretrial Risk Assessment Services

g.	How much time is anticipated to score one pretrial risk assessment ( <b>not including subsequent development of a recommendation or plan</b> )? <b>10 minutes.</b>
h.	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>
i.	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>
j.	How much time is estimated to verify interview information? <b>10</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>
k.	How much time is estimated to complete the subsequent report, including the presentation at arraignment/court? <b>20</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>
l.	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 of time it is estimated to take per individual is 1 hour.</b>
m.	Is subsequent verification of information attempted prior to making a recommendation or determining eligibility? <b>Yes</b>
n.	Is the recommendation written? <b>Yes</b>
o.	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 or during the Pretrial Conference in Circuit Court to attempt Judges approval if appropriate.</b>
p.	Is information about the number of completed assessments entered in COMPAS Case Manager and tracked for CCIS purposes? <b>Yes, it will be entered monthly, and more frequently if needed.</b>
q.	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 assess pretrial defendants for eligibility into the Pretrial Supervision Program. The assessment must occur to provide adequate documentation, such as the completion of the PRAXIS to determine eligibility requirements and levels of supervision.</b>
3. Evaluation is part of evidence-based principles which you <b>must</b> identify in section (a). Required key performance measures for this program are identified in section (b). You may include additional key performance measures as well. Be sure to include the data source, how its tracked and measured. <b>NOTE:</b> Successful completion of programming, if listed as the only key performance measure, is not sufficient.	
<b>a. Describe how this program meets each of the following Evidence Based Principles:</b>	



# Program Description

## Pretrial Risk Assessment Services

1. **Assess Actuarial Risk/Needs** - This program meets the evidence based principles by utilizing the PRAXIS for the screening and needs assessments. The PRAXIS is a reliable tool used to determine the level of risk and needs for participant and it will instruct how intense the level of supervision is needed based on the risks identified in the PRAXIS to be effective in meeting the objective, while providing the least restrictive services for the participant.
  2. **Enhance Intrinsic Motivation** - Staff will relate to the participants of this program with sensitivity and interpersonally, while using constructive ways to enhance intrinsic motivation in offenders. Motivation to change is the dynamic and the probability that change may occur through interpersonal interactions. The facilitator will encourage and promote change to occur internally by enhancing intrinsic motivations.
  3. **Target Interventions (indicate all that apply)**
    - a. **Risk Principle: Prioritize supervision and treatment resources for higher risk offenders** -The Risk Principle will be applied by identifying the participants who are at a higher risk to re-offend, as well as identifying their Public Safety Risk.
    - b. **Need Principle: Target interventions to criminogenic needs** -NA
    - c. **Responsivity Principle: Be responsive to temperament, learning style, motivation, culture, and gender when assigning programs** -This program will identify and address the needs of the participants to include an individuals characteristics to include but not limited to culture, motivational stages, developmental stages, and learning styles. If additional services are identified while in this program, those referrals will be made to reflect the needs of the participant.
    - d. **Dosage: Structure 40-70% of high-risk offenders' time for 3-9 months** -NA
    - e. **Treatment Principle: Integrate treatment into the full sentence/sanction requirements** -NA
  4. **Skill Train with Directed Practice** - NA
  5. **Increase Positive Reinforcement** - Increased positive reinforcement is vital in this program and will be utilized to promote continued success regarding reporting as scheduled and appearing for all court dates.
  6. **Engage Ongoing Support in Natural Communities** - NA
  7. **Measure Relevant Processes/Practices** - The facilitator will measure relevant practices by documenting case notes, progress reports and termination reports.
  8. **Provide Measurement Feedback** - The facilitator will provide measurable feedback throughout the program.
- b. **Program Key Performance Measure – Concurrence Rate (required) – 85% of all referred participants will be accepted into the program in conjunction with the bond request and at the level referred.**



# Program Description

## Pretrial Risk Assessment Services

**Data Element (required)** – The Data used will consist of a comparison of the referrals sent, the risk level authorized and the bond amount requested, to those that are placed in the program.

**Tracking Source (required)** – The CCAB Manager will track this on a monthly basis by using that data.

**Program Key Performance Measure – Release Rate (required)** – 85% of the participants will be released from custody, as a reflection of the referral being sent and will be placed into the program.

**Data Element (required)** – The data will be retrieved using the jail information to determine if the release occurred post referral, along with any additional information retrieved from the courts about acceptance or denial into the program.

**Tracking Source (required)** – The CCAB Manager will track this on a monthly basis by using that data.

**Additional Program Key Performance Measure - NA**

**Data Element - NA**

**Tracking Source - NA**

**Additional Program Key Performance Measure - NA**

**Data Element - NA**

**Tracking Source - NA**



# Program Description

## Substance Abuse Testing

CCAB: Allegan County	FY: 2023
Local Program Name: Pretrial Substance Abuse Testing	
Service Provider: Allegan County Sheriff's Office	
CCIS Service Type: G17 - Substance Abuse Testing	
Total Projected New Enrollment: 20	
Projected Length of Stay in Days: 180	
Program Location (select all that apply): Jail: <input type="checkbox"/> Residential: <input type="checkbox"/> Community: <input checked="" type="checkbox"/>	
Program Status: Continuation	
If modification, describe here: NA	

**Drug and Alcohol Testing –**

- Substance abuse testing must not be used as a stand-alone program. Participants must have a documented need; therefore, 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 and best practice standards must be followed.

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

<p>1. Substance Abuse Testing is an expected function of MDOC Probation Supervision. Please explain how this existing service is inadequate for your Comprehensive Corrections Plan and why Substance Abuse Testing Services are needed: This program is needed because it will service those in need, who have a history of a substance abuse conviction, and is currently on our Pretrial Supervision program. This service is for pretrial participants that have not been convicted or placed on probation supervision.</p>
<p>2. Based on your objective(s), what is your target population?</p> <p style="text-align: center;"> <input type="checkbox"/> Sentenced Felons              <input checked="" type="checkbox"/> Pretrial              <input type="checkbox"/> Other: <b>NA</b> </p>

<p>3. Describe the program:</p> <p>a. P.A. 511 states eligibility for programming <b>must include moderate to high risk.</b> Please select which needs the program will impact for each target population.</p> <p><b>Sentenced Felons:</b>          You must identify the number of scales required for eligibility here: Choose an item.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Vocational/Education</td> <td style="width: 33%;"><input type="checkbox"/> Social Environment</td> <td style="width: 33%;"><input type="checkbox"/> Criminal Association</td> </tr> <tr> <td><input type="checkbox"/> Substance Abuse</td> <td><input type="checkbox"/> Residential Instability</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Cognitive Behavioral</td> <td><input type="checkbox"/> Family Criminality</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Criminal Personality</td> <td><input type="checkbox"/> Social Isolation</td> <td></td> </tr> </table>	<input type="checkbox"/> Vocational/Education	<input type="checkbox"/> Social Environment	<input type="checkbox"/> Criminal Association	<input type="checkbox"/> Substance Abuse	<input type="checkbox"/> Residential Instability		<input type="checkbox"/> Cognitive Behavioral	<input type="checkbox"/> Family Criminality		<input type="checkbox"/> Criminal Personality	<input type="checkbox"/> Social Isolation	
<input type="checkbox"/> Vocational/Education	<input type="checkbox"/> Social Environment	<input type="checkbox"/> Criminal Association										
<input type="checkbox"/> Substance Abuse	<input type="checkbox"/> Residential Instability											
<input type="checkbox"/> Cognitive Behavioral	<input type="checkbox"/> Family Criminality											
<input type="checkbox"/> Criminal Personality	<input type="checkbox"/> Social Isolation											



# Program Description

## Substance Abuse Testing

- Leisure & Recreation                      Criminal Opportunity

**Gender Responsive Scales:**

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

- Felony Probation Violator with a documented need

**Pretrial Only:**

- Risk of Non-appearance  
Risk of Re-arrest

- b. Substance abuse testing is not a stand-alone service. List all programs (both PA 511 funded and non-PA 511 funded) this testing service supports: **Pretrial Supervision**
- c. How do you determine the frequency of testing? **The frequency is determined by the information obtained in the PRAXIS, while using the Pretrial Best Practices standards.** Who determines the frequency of testing? **The provider will complete the PRAXIS and the frequency will be determined by the results obtained from the PRAXIS.**
- d. Identify the type of substance abuse testing provided (urinalysis, breath, multi panel, instant, lab confirmation, etc.) **The substance abuse tests being provided will be a mouth swab or a breath test.**
- e. Provide the itemized cost for testing supplies and equipment: **Currently, the cost for the mouth pieces and PBT is \$300. The cost for the Mouth Swabs have already been covered.**
- f. Is OCC-funded drug testing staff/provider billed hourly or per test? **The OCC funded drug testing will be billed hourly.**
- g. Describe how best practices standards are followed (same gender-observed testing, random testing, chain of custody, etc.): **Best practices standards will be utilized. Some of those practices include random testing. Gender testing will be preferred but not required because swab testing will be utilized. The chain of custody will occur starting with the test being administered, collected, then submitted all by the same individual with the results of that test being documented.**
- h. How are delivered services and participant progress and participation documented by the staff/provider? **The provider will document the testing and provide a written report to the Defense Attorney, Prosecutor, and PSI writer for any positive tests.**
- i. How is participant progress/participation reported to the probation agent, the court or referral source? Include frequency of reporting positive and negative tests and types of reports provided such as intake, monthly, termination, etc. **A compiled report will be created monthly with all positive and negative drug test results. on a monthly basis, or sooner, if the need arises. Intake and termination reports will be created and forwarded to the Defense attorney, the Prosecutor and the PSI writer**



# Program Description

## Substance Abuse Testing

j. toward the end of their program participation prior to being sentenced. The same parties will be notified within 1 week of any violations or positive drug screens while the participant is in the program.

k. Review your answers above. Summarize other aspects of this program not specifically identified above that you feel are critical to understanding this program: **A substance abuse testing program is vital for the Allegan County community. As the COMPAS Needs reflect, substance abuse for both male and females is displayed as our largest criminogenic need of our offenders. It is important to explain that this program will not be used to service everyone out on bond, but it will be utilized for those who are receiving Pretrial Services, the PRAXIS indicates a need to monitor drug use behavior, and there is a prior drug conviction. The goal for this program is to assist offenders to remain sober so they can attend their court hearings as scheduled, while providing the least restrictive services as discussed by the Pretrial Services Task Force.**

4. Evaluation is part of evidence-based principles which you **must** identify in section (a). You are **required** to develop **at least one key performance measure** for this program in section (b). Be sure to include the data source, how its tracked and measured. **NOTE:** Successful completion of programming, if listed as the only key performance measure, is not sufficient.

a. Describe how this program meets each of the following Evidence Based Principles:

1. **Assess Actuarial Risk/Needs – The PRAXIS will be used during the Pretrial Assessment process to determine if the participant qualifies for this program. The PRAXIS will identify the Risk, the Need, and the intensity level needed for the participants. Our Criminogenic Needs indicate that Substance Abuse remains an issue in our county. The PRAXIS will be used to identify the needs, the risk level and the frequency of this program, while providing this program to rest on the foundation of evidenced based principles.**
2. **Enhance Intrinsic Motivation – Staff will relate to the participants of this program with sensitivity and interpersonally, while using constructive ways to enhance intrinsic motivation in offenders. Motivation to change is the dynamic and the probability that change may occur through interpersonal interactions. The facilitator will encourage and promote change to occur internally by enhancing intrinsic motivations**
3. **Target Interventions (indicate all that apply)**
  - a. **Risk Principle: Prioritize supervision and treatment resources for higher risk offenders –The Risk Principle will be applied by identifying the participants who are at a higher risk to re-offend.**
  - b. **Need Principle: Target interventions to criminogenic needs –The Needs principle will focus on the participants' greatest needs which will be identified in the PRAXIS, which reflects a substance abuse issue.**
  - c. **Responsivity Principle: Be responsive to temperament, learning style, motivation, culture, and gender when assigning programs –NA.**
  - d. **Dosage: Structure 40-70% of high-risk offenders' time for 3-9 months -NA**



# Program Description

## Substance Abuse Testing

e. **Treatment Principle: Integrate treatment into the full sentence/sanction requirements -NA**

4. **Skill Train with Directed Practice - NA**

5. **Increase Positive Reinforcement – Increased positive reinforcement is vital in this program and will be utilized to promote continued success with negative drug screens and no missed court dates.**

6. **Engage Ongoing Support in Natural Communities - NA**

7. **Measure Relevant Processes/Practices – The facilitator will measure relevant practices by documenting case notes, progress reports and termination reports.**

8. **Provide Measurement Feedback – The facilitator will provide measurable feedback throughout the program.**

b. **Program Key Performance Measure (required) - A key performance measure will be used to monitor those in the Substance Abuse testing program along with monitoring those who are being charged with Failure to Appear and see if the same individuals who are failing to appear are testing positive for Substance Abuse while out of custody awaiting a trial or hearing.**

**Data Element (required) – The Judicial Data will be used.**

**Tracking Source (required) – The CCAB Manager will track this information on a quarterly basis.**

**Additional Program Key Performance Measure - Another key performance measure that will be used is to monitor the recidivism rate of those successfully completing the substance abuse programming and any new incarcerations within the first 12 months of a successful completion.**

**Data Element – The Judicial Data and Jail Management Data will be used to obtain this information.**

**Tracking Source – The CCAB Manager will track this information on a quarterly basis.**

**Additional Program Key Performance Measure - NA**

**Data Element - NA**

**Tracking Source - NA**

**Additional Program Key Performance Measure - NA**

**Data Element - NA**

**Tracking Source - NA**



# Program Description

## Outpatient Treatment Programming

CCAB: Allegan	FY: 2023
Local Program Name: Women's Trauma Group	
Service Provider: Cognitive Consultants	
CCIS Service Type: G18 – Outpatient Treatment Services	
Total Projected New Enrollment: 40	
For Regional CCABs, total projected new enrollment by member county: NA	
Projected Length of Stay in Days: 150	
Program Location (select all that apply): Jail: <input type="checkbox"/> Residential: <input type="checkbox"/> Community: <input checked="" type="checkbox"/>	
Program Status: New Initiative	
If modification, describe here: NA	

**GROUP/CLASS DELIVERED PROGRAMMING –**

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

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

<b>1. Based on your objective(s), what is your target population?</b>
<input checked="" type="checkbox"/> Sentenced Felons <input type="checkbox"/> Pretrial <input type="checkbox"/> Other: NA

<b>2. Describe the program:</b>															
<p>a. The COMPAS assessment is considered a screening tool for outpatient treatment and DOES NOT replace the required actuarial assessment.</p> <p>P.A. 511 states eligibility for programming <b>must include moderate to high risk.</b> Please select which needs the program will impact for your target population(s).</p> <p><b>Sentenced Felons:</b> You must identify the number of scales required for referral here: 1</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Vocational/Education</td> <td style="width: 33%;"><input checked="" type="checkbox"/> Social Environment</td> <td style="width: 33%;"><input checked="" type="checkbox"/> Criminal Association</td> </tr> <tr> <td><input checked="" type="checkbox"/> Substance Abuse</td> <td><input checked="" type="checkbox"/> Residential Instability</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Cognitive Behavioral</td> <td><input checked="" type="checkbox"/> Family Criminality</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Criminal Personality</td> <td><input type="checkbox"/> Social Isolation</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Leisure &amp; Recreation</td> <td><input checked="" type="checkbox"/> Criminal Opportunity</td> <td></td> </tr> </table> <p><b>Gender Responsive Scales:</b> <input checked="" type="checkbox"/> Experiences of Abuse as an Adult</p>	<input type="checkbox"/> Vocational/Education	<input checked="" type="checkbox"/> Social Environment	<input checked="" type="checkbox"/> Criminal Association	<input checked="" type="checkbox"/> Substance Abuse	<input checked="" type="checkbox"/> Residential Instability		<input checked="" type="checkbox"/> Cognitive Behavioral	<input checked="" type="checkbox"/> Family Criminality		<input checked="" type="checkbox"/> Criminal Personality	<input type="checkbox"/> Social Isolation		<input type="checkbox"/> Leisure & Recreation	<input checked="" type="checkbox"/> Criminal Opportunity	
<input type="checkbox"/> Vocational/Education	<input checked="" type="checkbox"/> Social Environment	<input checked="" type="checkbox"/> Criminal Association													
<input checked="" type="checkbox"/> Substance Abuse	<input checked="" type="checkbox"/> Residential Instability														
<input checked="" type="checkbox"/> Cognitive Behavioral	<input checked="" type="checkbox"/> Family Criminality														
<input checked="" type="checkbox"/> Criminal Personality	<input type="checkbox"/> Social Isolation														
<input type="checkbox"/> Leisure & Recreation	<input checked="" type="checkbox"/> Criminal Opportunity														



# Program Description

## Outpatient Treatment Programming

<input checked="" type="checkbox"/> Experiences of Abuse as a Child <input checked="" type="checkbox"/> Relationship Dysfunction <input checked="" type="checkbox"/> Parental Stress  <input checked="" type="checkbox"/> <b>Felony Probation Violators, regardless of COMPAS Assessment Score</b>  <input type="checkbox"/> <b>Pretrial Defendants – list referral criteria here: NA</b>
<p>b. Assessment is the foundation of evidence-based practices. Enrollments in treatment programs should be based upon assessed needs by a licensed or credentialed professional. Please describe your assessment practices below:</p>
<p style="padding-left: 40px;">i. What assessment is used, identify the tool: <b>The COMPAS assessment tool will be used for this program.</b></p>
<p style="padding-left: 40px;">ii. Who completes the assessment? <b>The CCAB Manager will interview the sentenced felons and determine eligibility based on their COMPAS scores, which will be retrieved from the MDOC Probation Department. Referrals from the courts and the Probation Department will be accepted, as well.</b></p>
<p style="padding-left: 40px;">iii. Does the assessment result in a recommended level of treatment per American Society of Addiction Medicine (ASAM) criteria? <b>No</b></p>
<p>c. Identify who is responsible for confirming eligibility and describe the process. <b>The CCAB Manager will confirm eligibility.</b></p>
<p>d. Describe the program design:</p>
<p style="padding-left: 40px;">i. Name of curriculum or treatment model: <b>Seeking Safety</b></p>
<p style="padding-left: 40px;">ii. Identify what skills are addressed within the treatment program: <b>Safe coping skills, what does recovery look like, stages of healing, noticing your strengths, safety above all, show up no matter what, honesty, and free yourself from substance abuse are some of the skills taught in this program.</b></p>
<p style="padding-left: 40px;">iii. Is the group open or closed? <b>Open</b></p>
<p style="padding-left: 40px;">iv. What is the minimum/maximum number of participants per group, as identified in the curriculum? <b>3</b></p>
<p style="padding-left: 40px;">v. How many sessions does this group curriculum provide? <b>20</b></p>
<p style="padding-left: 40px;">vi. Minimum number of group sessions attended for successful completion: <b>18</b></p>
<p style="padding-left: 40px;">vii. If the group occurs in various locations, (jail/residential/community) identify how participants transition between them: <b>This program will be offered virtually for individuals that are not currently in custody.</b></p>
<p style="padding-left: 40px;">viii. If individual sessions are part of the program and billed separately, how many individual sessions are anticipated per participant? <b>5</b></p>
<p style="padding-left: 40px;">ix. On what basis would individual sessions be used? <b>Individual sessions would be used if there is not enough participants to conduct a group.</b></p>
<p>e. Identify the license and/or credentials held by your service provider qualifying him/her to provide this service: <b>The facilitator will have a BA or MA/MSW with Seeking Safety training.</b></p>
<p>f. How are delivered services and individual progress and participation documented by the service provider and provided to the probation agents and/or referral source?</p>



# Program Description

## Outpatient Treatment Programming

(i.e., progress notes, case notes and/or group notes) Services will be delivered virtually through a subcontractor. The facilitator will provide weekly reports documenting attendance, participation and progress of each participant. The CCAB Manager will update the MDOC Probation Department on a monthly basis with progress updates for each individual, unless there is a need to update them more frequently.

- g. Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: **Our Criminogenic data reflects the need to offer a Women's Trauma Group in Allegan County. Although, we are not able to locate a current provider, we have been able to obtain a provider out of Ionia County who is willing to partner with us to provide the much needed services to their community and ours, virtually. This program will address the needs of our female population.**

3. Evaluation is part of evidence-based principles which you **must** identify in section (a). You are **required** to develop **at least one key performance measure** for this program in section (b). Be sure to include the data source, how its tracked and measured. **NOTE:** Successful completion of programming, if listed as the only key performance measure, is not sufficient.

**a. Describe how this program meets each of the following Evidence Based Principles:**

1. **Assess Actuarial Risk/Needs** - The potential participants are screened based on their COMPAS results.
2. **Enhance Intrinsic Motivation** – Enhanced intrinsic motivation is used in this program to encourage interpersonal change.
3. **Target Interventions (minimum of 1 required; indicate all that apply)**
  - a. **Risk Principle:** Prioritize supervision and treatment resources for higher risk offenders -This program targets medium to high risk offenders to promote change. This curriculum addresses the needs of the participants who present multiple criminogenic needs.
  - b. **Need Principle:** Target interventions to criminogenic needs –This program addresses the criminogenic needs identified in their assessment. These needs are dynamic risk factors and are addressed throughout the several week program.
  - c. **Responsivity Principle:** Be responsive to temperament, learning style, motivation, culture, and gender when assigning programs -This program addresses cultural differences/needs, gender focused, developmental stages and learning styles.
  - d. **Dosage:** Structure 40-70% of high-risk offenders' time for 3-9 months -NA
  - e. **Treatment Principle:** Integrate treatment into the full sentence/sanction requirements -NA
4. **Skill Train with Directed Practice** – Some of the strategies and skills used in this program are: Stay safe Respect yourself, Use coping—not substances—to escape the pain, Make the present and future better than the past Learn to trust, Take good care of your body, Get help from safe people, To heal fully from PTSD, become substance-free, If one method doesn't work, try something else, and Never, never, never, never, never, never, never, never give up!



# Program Description

## Outpatient Treatment Programming

**5. Increase Positive Reinforcement** - Positive reinforcements are used by the facilitator and the peers of this group to encourage the participants to continue moving forward in the curriculum and to never give up.

**6. Engage Ongoing Support in Natural Communities** - NA

**7. Measure Relevant Processes/Practices** - Case information is provided weekly to the CCAB Manager which enables the ability to determine successful completions. Once that information is obtained, the data is analyzed to determine whether our goal was met.

**8. Provide Measurement Feedback** – Measurement feedback is given to the participants during the program to include making the right choices, choosing the "new way" vs. the "old way" of doing things, as well as reporting successful accomplishments when goals are met.

**b. Program Key Performance Measure (required)** - 85% of participants who successfully complete the program will not receive a probation violation within 12 months of program completion.

**Data Element (required)** - Judicial Data Warehouse and Jail Management system data will be used to retrieve that data.

**Tracking Source (required)** - The CCAB Manager will obtain and review this data quarterly.

**Additional Program Key Performance Measure** - 80% of the participants will successfully complete the program.

**Data Element** - The provider evaluation/completion notes will be used to obtain this data.

**Tracking Source** - The CCAB Manager will obtain and review this data quarterly.

**Additional Program Key Performance Measure** - NA

**Data Element** - NA

**Tracking Source** - NA

**Additional Program Key Performance Measure** - NA

**Data Element** - NA

**Tracking Source** - NA



# Program Description

## Group Programming

CCAB: Allegan	FY: 2023
Local Program Name: Career Readiness	
Service Provider: Outlook Academy	
CCIS Service Type: B15- Employment Skills	
Total projected number of new enrollments: 45	
For Regional CCABs, projected number of new enrollments per member county: NA	
Program Location (select all that apply): Jail: <input checked="" type="checkbox"/> Residential: <input type="checkbox"/> Community: <input type="checkbox"/>	
Program status: Continuation	
If modification, describe here: 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, 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 assigned Community Corrections Specialist first).
- Pretrial defendants who are not convicted are not an eligible Target Population on this form. For exceptions, please discuss with assigned Community Corrections Specialist first.

**ANSWER ALL QUESTIONS USING “N/A” IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.**

<b>1. What is your target population?</b>
<input checked="" type="checkbox"/> Sentenced Felons <input type="checkbox"/> Other (include eligibility criteria): NA

<b>2. Describe the program:</b>
a. What is your referral process to this program? <b>The CCAB Manager will screen all potential participants, then reach out to the MDOC Probation Department to obtain their COMPAS results to confirm eligibility.</b>
b. What assessment is used, identify the tool: <b>COMPAS</b>
c. Who completes the assessment? <b>The MDOC Probation Agents will complete the COMPAS.</b>
d. P.A. 511 states eligibility for programming <b>must include moderate to high risk.</b> Please select which needs the program will impact for your target population(s).  <b>Sentenced Felons:</b> <i>You must identify the number of scales required for eligibility here: 1</i>



# Program Description

## Group Programming

<input checked="" type="checkbox"/> Vocational/Education <input checked="" type="checkbox"/> Substance Abuse <input type="checkbox"/> Cognitive Behavioral <input type="checkbox"/> Criminal Personality <input type="checkbox"/> Leisure & Recreation	<input type="checkbox"/> Social Environment <input checked="" type="checkbox"/> Residential Instability <input checked="" type="checkbox"/> Family Criminality <input type="checkbox"/> Social Isolation <input checked="" type="checkbox"/> Criminal Opportunity	<input checked="" type="checkbox"/> Criminal Association
<p><b>Gender Responsive Scales:</b></p> <input type="checkbox"/> Experiences of Abuse as an Adult <input type="checkbox"/> Experiences of Abuse as a Child <input type="checkbox"/> Relationship Dysfunction <input type="checkbox"/> Parental Stress		
<input checked="" type="checkbox"/> <b>Felony Probation Violator, regardless of COMPAS Assessment Score</b>		
<p>e. Describe the program design (programs using this description form should be delivered through a group or class structure):</p>		
<p>i. Name of curriculum: <b>Career Readiness</b></p>		
<p>ii. Identify what skills are taught in this program: <b>The skills taught in this program include the completion of Work Keys, completing a career interest inventory, developing a resume and cover letter, keyboarding skills, career coaching (O*NET Program), Computer Literacy, Job interviews, and TRIO (college applications, college exploration, academic advising, financial aid, FASFA application).</b></p>		
<p>iii. Is the group open or closed? <b>Open</b></p>		
<p>iv. What is the minimum/maximum number of participants per group, as identified in the curriculum? <b>The minimum number of group is 3 and the maximum of group 10.</b></p>		
<p>v. Minimum number of group sessions attended for successful completion: <b>25</b></p>		
<p>vi. If the group occurs in various locations, (jail/residential/community) identify how participants transition between them: <b>NA</b></p>		
<p>f. 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. In addition, 1 facilitator has a Career Coaching Certification.</b></p>		
<p>g. How are delivered services and individual progress and participation documented by the service provider and provided to the probation agents and/or referral source? (i.e., progress notes, case notes and/or group notes) <b>The facilitator provides attendance reports and progress reports on a monthly basis, but they can provide them sooner if requested by the CCAB Manager.</b></p>		
<p>h. Provide any other pertinent information you feel is necessary: <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, complete zoom interviews, complete</b></p>		



# Program Description

## Group Programming

financial documents for college, and complete Work Keys, while in custody. It, also, teaches the participants computer literacy skills and interviewing skills all while incarcerated, preparing them for a positive transition into the community. Statistics show that those who leave our facility with a job prior to release, are less likely to return to jail on a new charge.

3. Evaluation is part of evidence-based principles which you **must** identify in section (a.). You are also **required** to develop **at least one key performance measure** for this program in section (b.). Be sure to include the data source, how its tracked and measured. **NOTE:** Successful completion of programming, if listed as the only key performance measure, is not sufficient.

### a. Describe how this program meets each of the following Evidence Based Principles:

1. **Assess Actuarial Risk/Needs** - The potential participants are screened based on their COMPAS results.
2. **Enhance Intrinsic Motivation** – The facilitator uses constructive ways to enhance intrinsic motivations for the participants.
3. **Target Interventions (indicate all that apply)**
  - a. **Risk Principle:** Prioritize supervision and treatment resources for higher risk offenders -NA
  - b. **Need Principle:** Target interventions to criminogenic needs -NA
  - c. **Responsivity Principle:** Be responsive to temperament, learning style, motivation, culture, and gender when assigning programs -This program addresses cultural differences/needs, gender needs, developmental stages and learning styles. Although this group is conducted in a group environment, one on one time is offered to each participant during each step of completion.
  - d. **Dosage:** Structure 40-70% of high-risk offenders' time for 3-9 months -NA
  - e. **Treatment Principle:** Integrate treatment into the full sentence/sanction requirements -NA
4. **Skill Train with Directed Practice** - NA
5. **Increase Positive Reinforcement** - Positive reinforcements are used by the facilitator and the peers of this group to encourage the participant to continue moving forward in the curriculum.
6. **Engage Ongoing Support in Natural Communities** - NA
7. **Measure Relevant Processes/Practices** – This program is monitored by the CCAB Manager. Documentation is created and shared with the Stakeholders when a participant successfully completes the program and/or take additional steps that allow continual change and growth. personally and within the community. For example, this program enables the participants to interview for jobs prior to being released from custody and we currently have had 2 participants who obtained employment while in custody and are still working at that same place of employment after being released from custody.
8. **Provide Measurement Feedback** - Once a participant completes each step, measurement feedback is given when appropriate. Positive feedback is given to promote longlasting change, along with encouragement to the other participants.



# Program Description

## Group Programming

b. **Program Key Performance Measure (required) - 85% of enrolled offenders who successfully completed the program obtain part/full time employment within the first 6 months upon release from jail.**

**Data Element (required) – Case notes will be provided on monthly for review.**

**Tracking Source (required) – The CCAB Manager will obtain and review this data monthly.**

**Additional Program Key Performance Measure - NA**

**Data Element - NA**

**Tracking Source - NA**

**Additional Program Key Performance Measure - NA**

**Data Element - NA**

**Tracking Source - NA**

**Additional Program Key Performance Measure - NA**

**Data Element - NA**

**Tracking Source - NA**

## Program Cost Descriptions FY2023

### Allegan County

#### Salary & Wage Costs

##### Position 1

Title: CCAB Manager      Name of Individual: Lt. Charity Cummins

Number of Hours Worked Per Year. (Full Time is 2,080)      2080.00      FTE Equivalent:      1.00

##### Funding Sources & Cost Allocation

Program Code/Name	CPS	Local/Other	Fee Revenue	Totals	Duties and Terms of Reimbursement
Administration	32,720	54,534		87,254	\$52.44 hourly wage/benefits for 30% of the time are terms of reimbursement. Duties include entering all data required into COMPAS, screening appropriate clients for program participation, training, monthly expenditure and utilization reports.
F23 - Pretrial Supervision	10,907			10,907	\$52.44 hourly wage/benefits for 10% of the time are terms of reimbursement. Duties include conducting supervision reporting, creating reports for the courts prior to sentencing or necessary updates. Document reporting information, looking up court information for client an assisting with referrals to additional services when appropriate.
F22 - Pretrial Services	10,907			10,907	\$52.44 hourly wage/benefits for 10% of the time are terms of reimbursement. Duties include printing off jail arraignment sheets daily, screening those who preliminary qualify for the program, completing the Praxis and interview the potential participants. Send emails to the courts for those who are eligible to participate in the program, along with bond recommendations to reflect their risk level, determined by the PRAXIS
				-	
				-	
				-	
				-	
<b>Totals</b>	54,534	54,534	-	109,067	

Position 2					
Title:	MRT	Name of Individual:		Deputy MaryTheresa Spohn	
Number of Hours Worked Per Year. (Full Time is 2,080)	2080.00	FTE Equivalent:		1.00	
Funding Sources & Cost Allocation					
Program Code	CPS	Local/Other	Fee Revenue	Totals	Duties and Terms of Reimbursement
C01 - MRT	18,237	54,712		72,950	\$41.75 hourly wage/benefits for 20% of the time are terms of reimbursement. Duties include assessing the potential participant who was referred into the program fro eligibility requirements and dedication to completion. Providing release of information to participants for signature, supply that individual with a attend regular training, facilitate MRT classes, and provide weekly updates to the CCAB Manager.
G17 - Pretrial Substance Abuse testing	9,119			9,119	\$41.75 hourly wage/benefits for 10% of the time are terms of reimbursement. Duties include maintaining a list of those who are in the program, present the participant with a manual utilizing best practice information, administering the drug tests, documenting the results, and notifying Lt. Cummins with weekly updates for Pretrial Supervision.
D08 - Pretrial Electronic Monitoring	9,119			9,119	\$41.75 hourly/wage benefits for 10% of the time are terms of reimbursement. Duties include maintaining a list of those participants who are in the program. Applying the electronic monitoring GPS/SCRAM tether units onto participants, and monitoring the data retrieved from thos monitor. Create progress reports monthly, or sooner if needed.
<b>Totals</b>	36,475	54,712	-	91,187	
Salary & Wage Totals	91,008	109,246	-	200,254	

## Contractual Services

### Contract 1

Name of Provider:	Outlook Academy
Services Provided:	Career Readiness material, career coaching (O*Net Program), college application and financial aid assistance, Work Keys
Terms of Reimbursement:	Invoiced monthly for services, at a group rate of \$83 per group.

#### Funding Sources & Cost Allocation

Program Code	CPS	Local/Other	Fee Revenue	Totals
B15 - Career Readiness	23,330			23,330
				-
Sub - Total	23,330	-	-	23,330

### Contract 2

Name of Provider:	Trauma for Women
Services Provided:	Cognitive Consultants Trauma group teaching Seeking Safety to women
Terms of Reimbursement:	Invoiced monthly for services,

#### Funding Sources & Cost Allocation

Program Code	CPS	Local/Other	Fee Revenue	Totals
G18 - Allegan County Trauma	24,000			24,000
				-
Sub - Total	24,000	-	-	24,000

<b>Total</b>	47,330	-	-	47,330
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Equipment					
Program Code	CPS	Local/Other	Fee Revenue	Totals	Description
B15 - Career Readiness	1,500			1,500	2 additional computers to complete applications and resumes
C01 - MRT	1,875			1,875	75 MRT books at \$25 per book
D08 - Pretrial Electronic Monitoring	2,300			2,300	PBT and GPS tethers. GPS tethers are \$10 per day per unit. PBT unit costs \$270.00 one time fee.
				-	
<b>Total</b>	5,675	-	-	5,675	

Supplies					
Program Code	CPS	Local/Other	Fee Revenue	Totals	Description
B15 - Career Readiness	100			100	1. Case of Clorox wipes to continue to keep the participants safe
G17 - Pretrial Substance Abuse testing	30			30	PBT Mouth pieces
				-	
<b>Total</b>	130	-	-	130	

Travel					
Program Code	CPS	Local/Other	Fee Revenue	Totals	Description
Administration	125			125	OCC Training, if it occurs in person.
				-	
<b>Total</b>	125	-	-	125	

Training					
Program Code	CPS	Local/Other	Fee Revenue	Totals	Description
				-	
<b>Total</b>	-	-	-	-	

Board Expenses					
Program Code	CPS	Local/Other	Fee Revenue	Totals	Description
				-	
<b>Total</b>	-	-	-	-	

Other					
Program Code	CPS	Local/Other	Fee Revenue	Totals	Description
				-	
<b>Total</b>	-	-	-	-	

**MICHIGAN DEPARTMENT OF CORRECTIONS  
OFFICE OF COMMUNITY CORRECTIONS  
FY 2023 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	24,930			-
Cognitive	C01	20,112			-
Domestic Violence	C05	-			-
Sex Offender	C06	-			-
Outpatient Services	G18	24,000			-
Other Group Services	G00	-			-
<b>Sub-Total</b>		<b>69,042</b>	-	-	-
<b>Supervision Programs</b>					
Intensive Supervision	D23	-			-
Electronic Monitoring	D08	11,419			-
Pretrial Supervision	F23	10,907			-
<b>Sub-Total</b>		<b>22,325</b>	-	-	-
<b>Assessment Services</b>					
Actuarial Assessment	I22	-			-
Pretrial Assessment	F22	10,907			-
<b>Sub-Total</b>		<b>10,907</b>	-	-	-
<b>Case Management</b>	I24	-			-
<b>Substance Abuse Testing</b>	G17	9,149			-
<b>Other</b>	Z00	-			-
<b>5 Day Housing</b>	Z02	-			-
<b>Program Total</b>		<b>111,423</b>	-	-	-
<b>Administration</b>					
Salary & Wages		32,720.10			-
Contractual Services		-			-
Equipment		-			-
Supplies		-			-
Travel		125.00			-
Training		-			-
Board Expenses		-			-
Other		-			-
<b>Administration Total</b>		<b>32,845</b>	-	-	-
<b>Total Comprehensive Plans &amp; Services</b>		<b>144,268</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

## BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**FACILITIES MANAGEMENT – AWARD COURTHOUSE AIR HANDLER  
REPLACEMENT BID**

**WHEREAS**, the Board of Commissioners (Board) appropriated \$200,000 in 2022 from the #401 - CIP Public Improvements Fund to fund the replacement of two air handler units; and

**WHEREAS**, consistent with the County's Purchasing Policy, a Request for Proposal process was used to solicit competitive bids of which the lowest bid with a satisfactory proposal received was for \$116,925.00.

**THEREFORE BE IT RESOLVED** that the Board awards the bid to replace the Courthouse air handlers (Project #1130-22A) to Kalamazoo Mechanical, Inc. of 5507 E. Cork St., Kalamazoo, MI 49048 for the not to exceed cost of \$116,925.00; 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.

**REQUEST FOR ACTION - PROCUREMENT OF GOODS AND/OR SERVICES**

RFA #: 211-658 RFA Date: 3/24/2022 RFA Submitted By: Kristin VanAtter

**PROJECT/SERVICE:** Courthouse Air Handler Replacements  
Project/Service: Replace two large air handler units on the Courthouse roof that are well past their life  
Description: expectancy  
Project/Contract #: 1130-22A Contact Name: Carl Chapman  
Department: Facilities Contact Info: [cchapman@allegancounty.org](mailto:cchapman@allegancounty.org)

**PROCUREMENT METHOD:** Public Solicitation / RFP  
12 Firms invited to bid and bidding opportunity posted to County Website. 3 Bids Received

**CONTRACT AWARD:** \$116,925.00  
Parties - County and: Kalamazoo Mechanical  
Contract Duration: Until scope of work is completed  
Evaluation Team: Carl Chapman and Valdis Kalnins  
References Checked: No - Current or previous vendor with satisfactory performance Debarred: No

**FUNDING SOURCE:** #401 Capital Improvement Fund  
\$ 200,000.00 Approved Appropriations to Date  
\$ - Additional Appropriation Requested through this RFA  
\$ 200,000.00 Total Funding available if this RFA is approved  
\$ - Expenditures to Date  
\$ 116,925.00 Award Amount  
\$ 83,075.00 Funds Remaining

**AWARD THRESHOLD:** BOC - Budgeted Capital Procurement over \$50,001

**BID PRESENTATION FOR PROJECT #:****1130-22A**

Date: 3/24/2022

Project Name:

**Courthouse Air Handler Replacements**

Service Area:

**Facilities Management**

Award Recommendation:

Kalamazoo Mechanical

Award Criteria:

Lowest bid with satisfactory proposal and past performance

<b>VENDOR TABLE</b>	<b>Vendor 1</b>	<b>Vendor 2</b>	<b>Vendor 3</b>
Company Name	<b>Kalamazoo Mechanical</b>	<b>Allied Mechanical Services, Inc.</b>	<b>Advantage Mechanical Refrigeration</b>
Company Address1	5507 E Cork St.	5688 East ML Ave.	4870 W River Dr NE # F
City, State, Zip	Kalamazoo, MI 49048	Kalamazoo, MI 49048	Comstock Park, MI 49321

**COST TABLE**

Equipment (Two Air Handlers)	\$ 88,250.00	\$ 91,775.00	\$ 88,524.00
Other Materials & Supplies	\$ 1,000.00	\$ 960.00	\$ 11,372.00
Total Labor	\$ 9,500.00	\$ 5,880.00	\$ 10,000.00
Roofing	\$ 5,500.00	\$ 9,640.00	\$ -
Crane Service	\$ 4,000.00	\$ 9,580.00	\$ 8,400.00
Performance & Payment Bond	\$ 784.00	\$ 1,350.00	\$ 3,282.00
Other Costs	\$ 7,891.00	\$ 5,900.00	\$ 1,800.00
<b>TOTAL</b>	<b>\$ 116,925.00</b>	<b>\$ 125,085.00</b>	<b>\$ 123,378.00</b>



## CONTRACT PACKET

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

### **Courthouse Roof-top Air Handler Replacement Services Contract #1130-22A**

This contract packet incorporates the following documents:

<b>Courthouse Roof-top Air Handler Replacement Services Agreement .....</b>	<b>2</b>
<b>Agreement and Scope of Work Clarifications.....</b>	<b>8</b>
<b>Attachment A – Scope of Work .....</b>	<b>9</b>
<b>Attachment B – Cost Proposal.....</b>	<b>15</b>
<b>Attachment C – Contractor’s Proposal .....</b>	<b>17</b>

## **Courthouse Roof-top Air Handler Replacement Services Agreement**

This Agreement (“Agreement”) is made by and between the **County of Allegan**, 3283 122<sup>nd</sup> Avenue, Allegan, Michigan 49010 (“County”) and

**Contractor Name:** Kalamazoo Mechanical, Inc.

**Contractor Address:** 5507 E. Cork St., Kalamazoo, MI 49048

(“Contractor”). The parties agree as follows:

### **1. Contractor Services**

Contractor shall provide the County with the services, products and supplies described in Attachment A subject to the terms and conditions set forth in this Agreement.

Contractor warrants to the County that the services to be provided under this Agreement shall be of the kind and quality that meet generally accepted standards and shall be performed by qualified personnel. Contractor further warrants to the County that all products and supplies used in conjunction with the services provided under this Agreement shall be new and of acceptable quality and quantity to the County.

### **2. Payment**

The County shall pay Contractor for the services described in Attachment A based on the pricing provided by Contractor in Attachment B. Any additional work must be mutually agreed upon in writing and costs known before that work may commence. Payment shall be provided within thirty (30) days following receipt of invoice commensurate with progress towards Scope of Work completion and satisfactory performance.

### **3. Term of Agreement**

The term of this Agreement shall begin upon signature by both parties and end upon Scope of Work completion and expiration of all warranties and guarantees provided by the Contractor on the work performed, unless terminated earlier in accordance with Section 4 of this Agreement.

### **4. Termination of Agreement**

The County may terminate this Agreement for any or no reason prior to the expiration date set forth in Section 3 of this Agreement by giving thirty (30) days’ written notice to Contractor.

### **5. Insurance Requirements**

Contractor, and any and all of its subcontractors, shall not commence any services or perform any of its other obligations under this Agreement until Contractor obtains the insurance required under this Section. Contractor shall then maintain the required insurance for the full duration of this Agreement. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with insurance carriers acceptable to the County.

Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to the County. Contractor shall be responsible to the County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. The specified limits of liability do not limit the liability of Contractor. All deductibles and self-insured retentions are the responsibility of Contractor.

A. Worker's Compensation Insurance: Contractor shall procure and maintain during the life of this Agreement, Worker's Compensation Insurance, including Employers' Liability Coverage either in accordance with all applicable statutes of the State of Michigan or have the State of Michigan listed under Section 3 - Other States Insurance in the Contractor's insurance policy.

B. Commercial General Liability Insurance: Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability of not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included ; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.

C. Motor Vehicle Liability Insurance: Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability not less than \$1,000,000 per occurrence combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

D. Additional Insured: Commercial General Liability Insurance as described above, shall include an endorsement stating the following shall be additional insureds: "Allegan County, all elected and appointed officials, all employees and volunteers, agents, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof." It is understood and agreed that, by naming Allegan County as additional insured, coverage afforded is considered to be primary and any other insurance the County may have in effect shall be considered secondary and/or excess.

E. Cancellation Notice: Worker's Compensation Insurance, Commercial General Liability Insurance, and Motor Vehicle Liability Insurance, as described above, shall be endorsed to state the following: "It is understood and agreed thirty days, ten days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: Allegan County Administrator, 3283 122nd Avenue, Allegan, MI 49010." If any required insurance expires or is canceled during the term of this Agreement, services and related payments will be suspended and the County may terminate this Agreement immediately.

F. Proof of Insurance Coverage: Upon execution of this Agreement and at least ten business days prior to commencement of services under this Agreement, Contractor shall provide the County with a copy of its Worker's Compensation, Commercial Liability and Vehicle Liability certificates of insurance evidencing the required coverage and endorsements.

Should the need arise, the County reserves the right to request a copy of any policy mentioned above and if so requested, Contractor agrees to furnish a Certified Copy.

No payments shall be made to Contractor until current certificates of insurance have been received and approved by the County. If any of the above coverages expire during the term of this Agreement, Contractor shall deliver renewal certificates to the County at least ten days prior to the expiration date.

## **6. Reporting and Review**

Contractor shall report to the County as required by this Agreement and also upon request. Contractor shall cooperate and confer with the County as necessary to ensure satisfactory work progress and performance. All documents submitted by Contractor must be dated and bear the Contractor's name. All reports made in connection with Contractor's services are subject to review and final approval by the County. The County may review and inspect Contractor's activities during the term of this Agreement. After reasonable notice to Contractor, the County may review any of Contractor's internal records, reports or insurance policies.

## **7. Indemnification**

To the fullest extent permitted by law, Contractor shall hold harmless, defend and indemnify the County and its elected officials, agents, representatives, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including attorney fees, of whatsoever kind and nature, such as, but not limited to, those resulting from injury or death to any persons, including Contractor's own employees, or from loss or damage to any property, including property owned or in the care, custody or control of the County, in connection with or in any way incident to or arising out of the occupancy, use, operations or performance or non-performance of services by the Contractor or its agents, representatives and employees, or any subcontractor or its agents, representatives and employees, in connection with this Agreement. The obligations of Contractor under this Section shall survive any termination of this Agreement or completion of Contractor's performance under this Agreement.

## **8. Independent Contractor**

To the fullest extent permitted by law, the parties agree that Contractor is an independent contractor; that Contractor and its employees shall in no way be deemed, nor hold themselves out to be, an employee, agent or joint venture partner of the County for any purpose, and shall not be entitled to any fringe benefits of the County, such as, but not limited to, health and accident insurance, life insurance, paid sick or vacation leave, or longevity pay; and that Contractor shall be responsible for withholding and payment of all applicable taxes, including, but not limited to, income, social security and unemployment taxes, to the proper federal, state and local governments, and maintaining the required workers' compensation insurance, in connection with services rendered by its employees pursuant to this Agreement, and agrees to protect, defend and indemnify the County against such liability.

## **9. Subcontracting**

Contractor shall provide all services covered by this Agreement and shall not subcontract, assign or delegate any of the services without written authorization from the County unless the intent to use subcontractors is clearly stated in the Contractor's Proposal with details provided on the names of the agencies and portion of work to be subcontracted.

Contractor assumes all risk, liability and supervisory responsibility for the actions and / or inactions and performance of all subcontractors used by Contractor in providing services under this Agreement. In choosing to use subcontractors, Contractor shall ensure that all subcontractors comply with, and perform services in manner consistent with, all the terms and conditions set forth in this Agreement. Contractor shall also verify that subcontractors have insurance coverage that matches or exceeds the coverage detailed in Section 5 and make certain that subcontractors do not operate outside the required scope of work.

This Agreement is solely between County and Contractor and County shall have no relationships or obligations to any subcontractors used by Contractor in performing work under this Agreement.

**10. County Employees**

Contractor shall not hire any County employee to perform any of the services covered by this Agreement without written authorization from the County.

**11. Default**

In the event of default by Contractor, the County may procure the products or services from other sources and hold Contractor responsible for any excess costs incurred, in addition to all other available remedies.

**12. Endorsement Prohibition**

Contractor shall not use in any form or medium the name of the County, or supportive documentation or photographs of County projects, facilities, equipment or employees, for public advertising or promotional purposes unless authorized in writing by the County.

**13. Compliance with Laws**

Contractor shall observe and comply with all applicable federal, state and local laws, ordinances, rules, and regulations including, but not limited to OSHA/MIOSHA requirements, the Elliot-Larsen Civil Rights Act and the Persons with Disabilities Civil Rights Act. Contractor agrees to protect, defend and indemnify the County against liability for loss, cost or damage resulting from actual or alleged violations of law by Contractor.

**14. Nondiscrimination**

Contractor shall adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. Contractor, as required by law, shall not discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor legally prohibited by applicable law.

**15. Equal Opportunity Employer**

In signing this Agreement, Contractor certifies that it is an Equal Opportunity Employer.

**16. Confidentiality**

Contractor acknowledges that during the performance of its obligations under this Agreement, it or its personnel may become aware of or receive confidential information relating to or kept by the County, and therefore Contractor agrees that all such information shall be kept confidential and shall not be disclosed without the written authorization of the County.

**17. Contractor Personnel**

Contractor's employees may be subject to an approved criminal background check prior to entering County property to perform work under this Agreement. Employees of Contractor must wear apparel or other means of identification while performing services under this Agreement.

**18. Amendment**

This Agreement shall not be modified, nor may compliance with any of its terms be waived, except by written instrument executed by a duly authorized representative from each party.

**19. Binding Effect**

This Agreement is binding upon and shall inure to the benefit of Contractor and the County and their respective legal representatives, successors and authorized assigns.

## **20. Waiver**

No provision of this Agreement shall be deemed waived and no breach excused, unless such waiver or consent is in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach of the other party, whether express or implied, shall not constitute consent to, waiver of, or excuse for any different or subsequent breach.

## **21. Counterparts**

This Agreement may be executed simultaneously in one or more counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

## **22. Severability**

If any provision of this Agreement is held to be invalid or unenforceable, it shall be considered to be deleted, and the remainder of the Agreement shall remain in full force and effect. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date on which the provision was declared invalid.

## **23. Section Titles**

Section titles used in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting the provisions in this Agreement.

## **24. Choice of Law and Forum**

This Agreement is governed by and interpreted according to the laws of the State of Michigan. The parties agree that the proper forum and venue for litigation arising out of this Agreement is in Allegan County, Michigan.

## **25. Royalties and Patents**

Contractor shall pay all royalties and license fees and shall defend all suits or claims for infringement of any copyright or patent rights and shall hold and save the County and its officers, agents, servants and employees harmless from any and all loss and liability of any nature or kind whatsoever, including costs and expenses of defense, for or on account of any copyrighted, patented or unpatented invention, process, article or appliance manufactured or used in the performance of the contract, including its use by Contractor and/or Contractor's subcontractors and agents.

## **26. Debarment or Suspension Status**

In signing this Agreement, Contractor certifies that it is not suspended, debarred or ineligible from entering into contracts with the Executive Branch of the Federal Government, or in receipt of a notice of proposed debarment from any State agency or local public body.

## **27. Conflicts of Interest**

In signing this Agreement, Contractor certifies that it has no interest which would conflict with its performance of services under this Agreement. If a possible conflict of interest arises, Contractor shall immediately inform County regarding same.

## **28. Anti-Collusion Statement**

In signing this Agreement, Contractor certifies that it has not divulged to, discussed or compared its bid with other contractors and has not colluded with any other bidder, with the exception of

qualified subcontractors, or parties to the bid. No premiums, rebates or gratuities to employees or officials of the County are permitted either with, prior to, or after delivery of any product(s) or service(s). Any such violation will result in the termination of this Agreement, the cancellation and/or return of any item(s), as applicable, and possible exclusion of Contractor from future bidding opportunities.

**29. Performance and Payment Bonds**

The following bonds or securities shall be secured by the Contractor upon full execution of this Agreement. These bonds or securities shall be included in this Agreement and become binding on the parties.

A. A performance bond satisfactory to the County, executed by a surety company authorized to do business in the State of Michigan or otherwise secured in a manner satisfactory to the County, in an amount equal to 100% of the price specified in this Agreement; and

B. A payment bond satisfactory to the County, executed by a surety company authorized to do business in the State of Michigan or otherwise secured in a manner satisfactory to the County, for the protection of all persons supplying labor and material to the Contractor or its subcontractors for the performance of the work provided for in this Agreement. The bonds shall be an amount equal to 100% of the price specified in this Agreement.

**30. Entire Agreement**

This Agreement, including and incorporating the documents listed below, constitutes the entire Agreement. In the event of any conflict or inconsistency in the terms and conditions between these documents, the documents shall govern in following order:

1. This Courthouse Roof-top Air Handler Replacement Services Agreement
2. Agreement and Scope of Work Clarifications
3. Attachment A – County’s Scope of Work issued with RFP on 3/1/2022
4. Attachment B – Cost Proposal Form completed and submitted with Contractor’s Proposal
5. Attachment C – Contractor’s Proposal received and opened by County on 3/22/2022

This Agreement contains all the terms and conditions agreed upon by the parties, and no other negotiations, representations, understandings or agreements, written, oral, or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind the parties in any way.

The Parties hereby cause this Agreement to be executed by their duly authorized representatives.

Contractor:

County:

Sign:



Sign:

\_\_\_\_\_

Name:

Carson Cornish

Name:

Robert J. Sarro

Title:

President

Title

Allegan County Administrator

Date:

3/22/22

Date:

\_\_\_\_\_

## **Agreement and Scope of Work Clarifications**

This Agreement hereby incorporates the following County decisions between Scope of Work alternatives, clarifications noticed during the open bid process, the County's acceptance of clarifications requested by Contractor in its proposal, and any additional negotiated terms, conditions or clarifications not incorporated elsewhere in this Agreement:

The current Roof-Top Units are supported by steel rails that sit on a small existing curb. Both the rails and the existing curb should be removed with the removal of the units. The installation of a new roof curb and any structural supports that may be needed should be included in the base bid.

Contractor confirms it has included some costs in its bid for after hours work. Contractor understands the near-by bank has a functioning drive-through that cannot be blocked, thus planned to do the hoisting work outside of the hours of 8-5. Contractor is flexible on working hours on the project. Contractor will be allowed to do most of the interior work such as duct and electrical modifications, and start up during normal business hours in close coordination with Facilities Management so as not to disrupt jury trials and other occasional activities that can't be disrupted. Contractor will have no added cost unless the entire project needs to be performed after hours.

Contractor intends to subcontract the electrical work to Esper Electric.

The County opts to include the vibration isolation curbs for the two units at a cost of \$7,250.

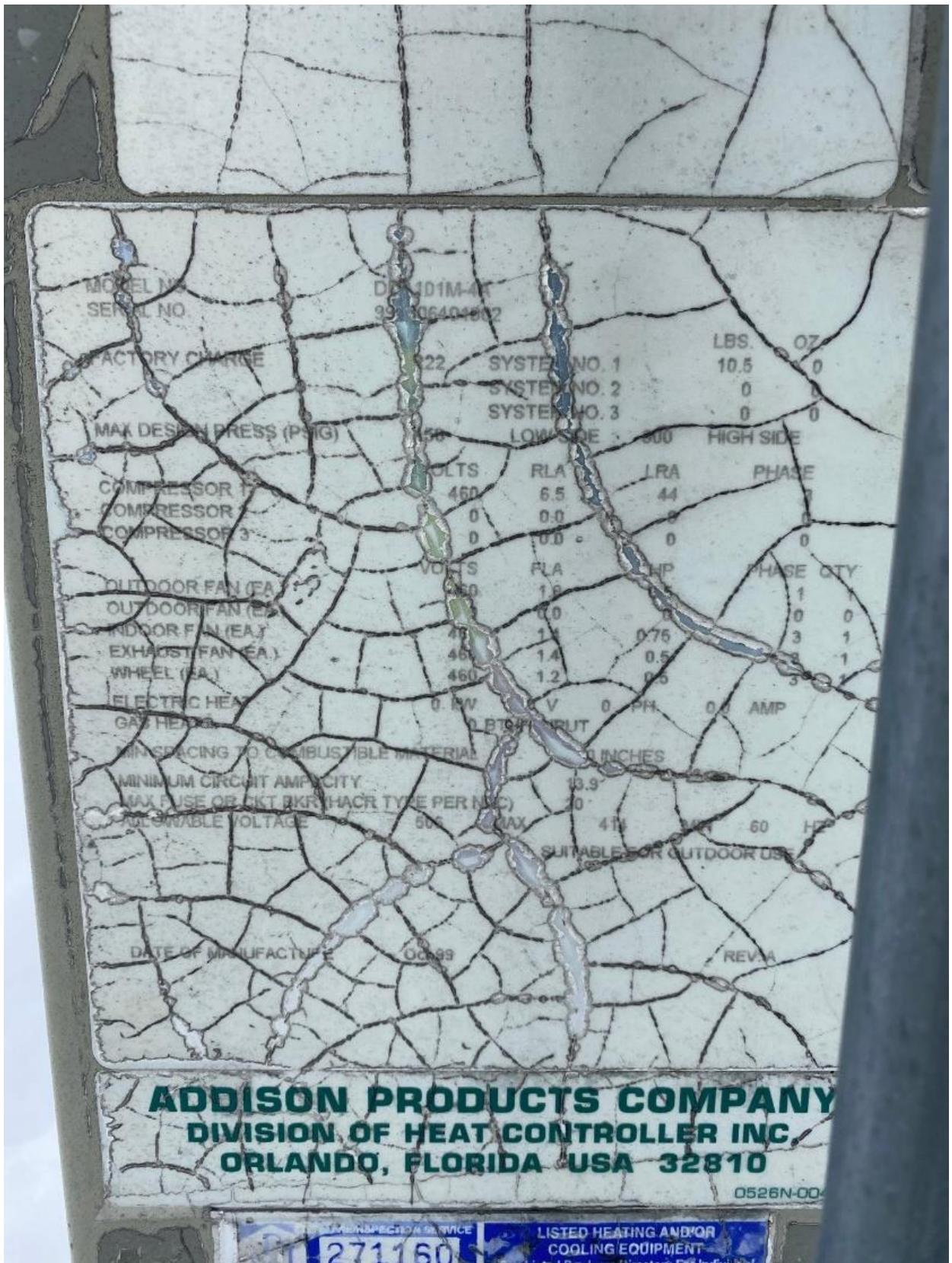
## Attachment A – Scope of Work

### 1. PROJECT OVERVIEW

- 1.1 Contractor shall replace two aging roof-top air handlers at the Allegan County Courthouse which is located at 113 Chestnut Street, Allegan, Michigan 49010.
- 1.2 The location of both air handlers is identified in the following aerial image of the Courthouse roof:



- 1.3 The section of roof on which the air handlers rests is approximately 36 feet above street level.
- 1.4 The next two pages show the faceplates of the current Addison brand air handlers. Although the current faceplates are worn and deteriorated, it is believed both models numbers are either DDA101M-4A or DDA1D1M-4A and they appear to have the sequential serial numbers 990806401001 and 002. It is the Contractor's responsibility to verify actual equipment needs and replace these units with an appropriate equivalent.





## **2. SCOPE OF SERVICES**

### **2.1 General Conditions, Site Protection and Safety Requirements**

Contractor shall:

- 2.1.1 Secure, coordinate and pay for any necessary permits (including road closure if necessary) and inspections.
- 2.1.2 Block off work areas from vehicular and pedestrian traffic while conducting work.
- 2.1.3 Remove temporary signs and barriers as soon as work is completed.
- 2.1.4 Remove all debris and trash generated in performing the work under this contract from the site and dispose of properly in a manner consistent with all applicable Local, State and Federal laws. Contractor shall not use County dumpsters for disposal.
- 2.1.5 Existing facilities, including but not limited to grounds, structures, vehicles, utilities, landscaping, fixtures, furnishings, equipment and surfaces and building systems in the vicinity of Contractor's work shall be protected by Contractor. Any damage to existing facilities shall be reported to the County on the day such damage occurs. Contractor shall promptly repair damage with like materials when ordered to do so by the County at Contractor's expense. All repairs of damage to existing facilities shall be made to the satisfaction of the County. Failure to repair damage shall be just cause for withholding payment for work, which becomes due.
- 2.1.6 Any damage of public or private property caused by the Contractor's operations shall be resolved with the property owner within ten days after damage occurs to the satisfaction of the County. The Contractor shall inform the County of any damage caused by the Contractor's operation on the day such damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of the County, the County reserves the right to repair or replace that which was damaged or assess the Contractor such cost as may be reasonable and related to damage caused by the Contractor.
- 2.1.7 Contractor shall arrange for work to be done during regular business hours which are 8:00 am to 5:00 pm, Monday through Friday excluding holidays unless otherwise approved by the County.
- 2.1.8 On scheduled days of installation, a representative from Facilities Management will meet the Contractor at a designated location to provide access to the facility. The Facilities Management representative will remain available during installation as needed to provide assistance.

## 2.2 Equipment Procurement, Delivery and Installation

Upon contract award, Contractor shall:

- 2.2.1 Procure the specified equipment with all necessary options and accessories to integrate it into the existing HVAC system and controls (controls to be supplied by Grand Valley Automation - GVA).

*It is Contractor's responsibility to have verified during the mandatory site visit – the specifications and dimensions for the new equipment, amount of space available at each location to install the new equipment, and what accessories are required to integrate the new units and have accounted for any special conditions in its bid.*

*It is also Contractor's responsibility to have discussed equipment controls with GVA to ensure HVAC equipment is quoted and ordered with any necessary options and/or accessories that are needed to integrate each unit into the building's automated control system.*

*Lastly, it is also Contractor's responsibility to have discussed equipment controls with GVA to have a clear understanding of the components and services that each party will be providing to integrate the equipment controls.*

- 2.2.2 Secure and coordinate all aspects of crane service (assuming it is required) for the removal of both existing air handlers from the roof and the placement of both new air handlers on the roof. Contractor shall coordinate with the crane service provider and the County, and shall have necessary personnel on-site during unit removal and placement to manage the process.

*It is the Contractor's responsibility to have verified during the mandatory site visit - the site conditions at the building and to determine any necessary crane service requirements and have accounted for any special conditions in its bid.*

*Contractor shall coordinate with the City of Allegan if traffic flow along any streets will be impacted by crane service and Contractor shall ensure all necessary traffic and pedestrian control barriers, fencing and personnel are provided and included in its bid.*

*Unless noted in Contractor's proposal, new air handler units shall not be delivered and stored on County premises prior to installation and existing air handler units shall not be stored overnight on County premises pending removal and disposal.*

- 2.2.3 Coordinate equipment control disconnection and reconnection with Grand Valley Automation (GVA), the County's contractor for its building automation system.

*The digital controls for the new air handlers are to be replaced by GVA and are not to be included in this scope of services or Contractor's bid.*

- 2.2.4 Disconnect, remove and dispose of the existing HVAC equipment and any associated equipment that is no longer needed.

- 2.2.5 Install the new HVAC equipment and any equipment controls needed and not being provided by GVA.
- 2.2.6 Contractor is responsible for furnishing and installing a curb and flashing for the new HVAC units and making necessary roof patching and sealing around the installations.
- 2.2.7 Reconnect all ducts, vents, gas, electricity, controls (with assistance / in coordination with GVA), etc. to integrate the new equipment to render it fully functional.
- 2.2.8 Conduct a system start-up test to demonstrate and confirm correct installation and proper functioning of the new equipment. Testing shall be conducted with a Facilities Management representative present to verify proper functioning necessary for system for acceptance.

### **2.3 Scheduling**

- 2.3.1 All work is to be scheduled at least five business days in advance and coordinated through:

Carl Chapman  
Director of Facilities Management  
(269) 673-0207  
[cchapman@allegancounty.org](mailto:cchapman@allegancounty.org)

## Attachment B – Cost Proposal

### **3. COST PROPOSAL**

Unless otherwise noted by the Contractor and agreed to in writing by the County, all costs associated with the scope of work outlined in Attachment A are itemized in this Cost Proposal taking the following into consideration:

#### **3.1 Taxes**

The County is exempt from Federal Excise Tax and Michigan Sales Tax. Neither shall be added to the costs presented in this cost proposal or added by the Contractor to any invoice billing the County.

#### **3.2 Variances**

Where a variance exists or other discrepancies are noted between prices on this Cost Proposal Form and prices specified elsewhere in Contractor's proposal, the pricing shown on this Cost Proposal Form shall prevail.

#### **3.3 Quality**

All materials used for the manufacture or construction of any items to be provided under this Agreement shall be new. Pricing shall be for items in new condition representing the latest model of the best quality and highest grade of workmanship, unless the option to include supplemental proposals for pre-owned, or demonstrator equipment or materials has been specified by the County.

#### **3.4 Delivery Provisions**

All goods procured through this Agreement by the Contractor for the County shall be delivered by the Contractor under the terms Free on Board 113 Chestnut St., Allegan, Michigan. Title and risk of loss to the purchased goods does not pass to the County until the items are received by County / installed and accepted as functioning by the County.

#### **3.5 Invoices:**

All invoices must reference contract #1130-22A, itemize services rendered and be sent by email to [projects@allegancounty.org](mailto:projects@allegancounty.org) or mailed to:

Project Management - Accounts Payable  
Allegan County Information Services  
3283 122<sup>nd</sup> Avenue  
Allegan, MI 49010

**3.6 Cost Table**

Once completed, the following cost shall establish the pricing to be charged unless otherwise negotiated in writing.

<b>Item</b>	<b>Total Cost</b>
Equipment (Two Air Handlers)	\$ 81,000.00
Other Materials and Supplies	\$ 1,000.00
Total Labor	\$ 9,500.00
Roofing	\$ 5,500.00
Crane Service	\$ 4,000.00
Performance & Payment Bond	\$ 784.00
Other Costs (specify): TAB, PERMIT, ELECTRICAL, CEILINGS, CLEANUP	\$ 7,891.00
<b>Total Cost (Not to Exceed)</b>	<b>\$ 109,675.00</b>

**3.7 Cost Proposal Certification**

Bid is firm for 60 days (60 days minimum) and signed by the following individual authorized to certify pricing and enter into agreements.

Contractor Name:	Kalamazoo Mechanical, Inc.
Contractor Address:	5507 E Cork St
City, State, Zip:	Kalamazoo, MI 49048
Representative Name (Print):	Carson Cornish
Representative Signature:	
Representative Title:	President

# Attachment C - Contractor's Proposal



5507 EAST CORK STREET • KALAMAZOO, MI 49048 • P 269-343-5351 • KALAMAZOOMECHEMICAL.COM

March 22, 2022

Allegan County Facilities Management  
Attn: Kristin VanAtter  
3283 122nd Avenue  
Allegan, MI 49010

RE: Allegan County Roof-top Air Handler Replacement (RFP #1130-22A)

## 8.1 Company Information

- 8.1.1 Legal Name: Kalamazoo Mechanical, Inc. – Year Incorporated: 1985 – Total Employees: 29
- 8.1.2 Office Location: 5507 E. Cork Street, Kalamazoo, MI 49048
- 8.1.3 Carson Cornish, President – Phone: 269.343.5351 – Email: Carson@kalamazoomechanical.com
- 8.1.4 Disciplinary or Legal Action in past five years - None

## 8.2 Company Experience

8.2.1 List three commercial clients for whom our firm has installed similar equipment:

Name	Work Performed	Contact	Phone #	Email
Bronson Properties	Replace Air Handlers, RTUs, etc.	Tara Long	269.341.8198	LongT@bronsonhg.com
Owen-Ames-Kimball Co.	Replace Unit Ventilators, A/C Units, Hydronic Piping	Bill Cox	269.366.6427	BillC@oakmi.com
The CSM Group	Replace RTUs, Unit Ventilators, and Ductwork	Bruce Zache	269.366.7313	Bruce.Zache@csmgroup.com

## 8.3 Equipment

8.3.1 Equipment Description: Manufacturer, model, etc. and include spec sheet. AAON RQ005.

8.3.2 Manufacture Warranty on Equipment: 1<sup>ST</sup> YEAR ENTIRE PARTS, 5-YEAR COMPRESSOR.

## 8.4 Delivery and Installation

8.4.1 Note whether crane service will be needed and the company your firm expects to use to provide it. YES, BUCKS CRANE.

8.4.2 Confirm that your firm will coordinate and manage all aspects of crane service including on-site operations. WE CONFIRM THIS STATEMENT.

8.4.3 Note whether any disruption is expected to County operations during crane service. PARKING LOT MAY NEED TO BE CLOSED FOR 2-3 HOURS. SOME OCCUPANTS MAY NEED TO VACATE DURING THIS TIME AS WELL.

8.4.4 Confirm you have discussed the project with Grand Valley Automation and understand what each party is responsible for. WE CONFIRM THIS STATEMENT.

8.4.5 Note whether you will be using a roofing subcontractor and who it is. The County doesn't have a required roofing contractor that bidders must use, but Excel Roofing of 966 Valley Ave NW, Grand Rapids, MI 49504 has been maintaining the Courthouse roof for the County and would be the County's preferred roofing contractor. Please contact Juan Munoz at (616) 446-5430 or [juan@excelroofs.com](mailto:juan@excelroofs.com). YES, WE PLAN TO WORK WITH EXCELL ROOFING TO FLASH CURBS.

8.4.6 Attach a schematic of the proposed curb detail. ATTACHED.

8.4.7 If your firm intends to use any additional subcontractors not already mentioned in the proposal to assist with this project, name the subcontractor and describe the work to be performed. AIR ECONOMICS: AIR BALANCING.

8.4.8 Note any proposed variances from the County's scope of work. NO NEW STRUCTURAL STEEL IS ANTICIPATED, OR INCLUDED IN THIS PRICING.

8.4.9 Describe the standard labor warranty on the equipment being proposed including any limitations or exclusions. 1-YEAR LABOR WARRANTY. SEE STANDARD WARRANTY LANGUAGE.

## **8.5 Scheduling and Timeline**

8.5.1 State the approximate number of days of on-site work being anticipated to complete the replacement. TEN (10) DAYS.

8.5.2 State the current anticipated lead time for procuring both units (assuming they are not in stock and need to be ordered and manufactured). CURRENTLY, TWELVE WEEK LEAD TIME FOR EQUIPMENT.

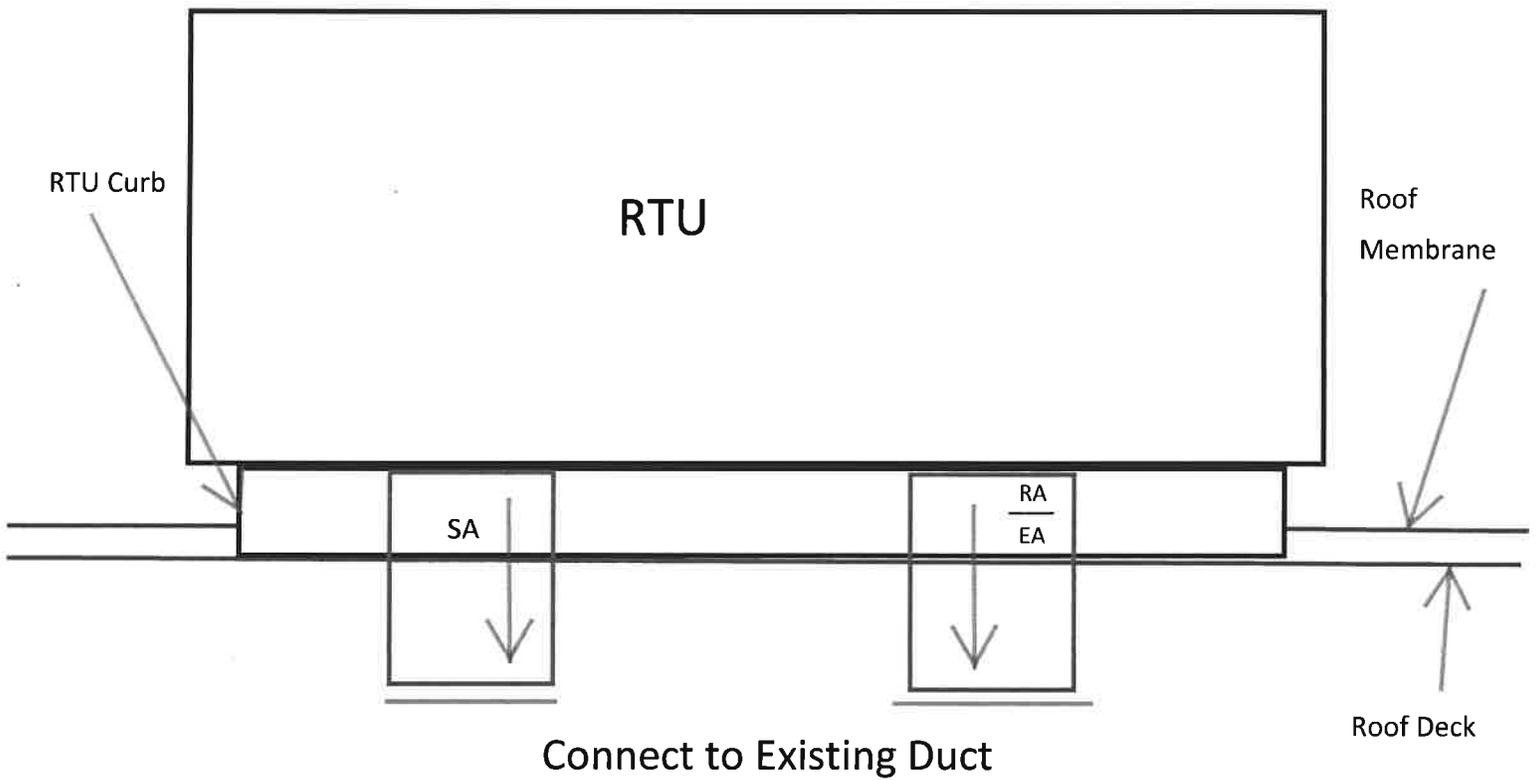
8.5.3 As both air handlers are currently functioning, the County has some flexibility in scheduling the work and would prioritize any cost savings over an aggressive replacement schedule but would like the project completed by 9/30/2022. Considering an anticipated award notification by 5/2/2022, state when your firm would anticipate completion of this project given a flexible scheduling ability. ANTICIPATED FINAL COMPLETION BY 10/30/2022. POSSIBLE EARLY COMPLETION BY 9/30/2022 – DETAILED SCHEDULE CAN BE DISCUSSED AFTER AWARD. CURRENT LEAD TIME FROM DATE OF ORDER IS 12 WEEKS.

## **8.6 Contract Agreement and Costs**

8.6.1 Review and sign the Courthouse Roof-top Air Handler Replacement Services Agreement containing the County's standard terms and conditions.

8.6.2 To ensure an accurate cost proposal, please contact Tony Savickas (616) 581-0880, the County's contact person at Grand Valley Automation (GVA) to discuss any equipment configurations, options or







# RN/RQ Series



## PACKAGED ROOFTOP UNITS, AIR-SOURCE HEAT PUMPS, WATER-SOURCE / GEOTHERMAL HEAT PUMPS, & OUTDOOR AIR HANDLING UNITS



RQ Series



RN Series

### Features:

- Air-cooled or water-cooled condenser, with unit capacities from 2-140 tons
- Available as a chilled water or non-compressorized DX air handling unit, from 800-49,100 cfm
- Air-source, water-source, and geothermal heat pump options
- R-410A scroll compressors - one, two, or four compressor systems
- Variable capacity and variable speed scroll compressors for load matching cooling and improved part load efficiency
- Electric, gas, steam, or hot water heating
- AMCA certified and labeled low leakage economizer dampers
- Direct drive backward curved plenum fans
- Power exhaust and power return options
- Factory installed AAONAIRE® total and sensible energy recovery wheels
- Double wall rigid polyurethane foam panel construction with a minimum R-value of 13
- Service access doors with full length stainless steel piano hinges and lockable handles
- Double sloped stainless steel drain pans

Application Flexibility  
Minimizes Installation Time and Reduces Cost

○ *Makeup Air Applications  
Up to 100% Outside Air*

○ *Dehumidification and  
Filtration Capabilities*

○ *Large Tonnage Rooftops  
with Small Footprints*

○ *Factory Installed or Customer  
Specific Controls Options*

Allegan County Contract #1130-22A Courthouse Air Handler Replacement

Page 21 of 32

# RN/RQ Series

## Rooftop/Air Handlers

*AAON RN and RQ Series rooftop units continue to lead the packaged rooftop equipment industry in performance and serviceability. Double wall rigid polyurethane foam insulated cabinet construction and direct drive backward curved plenum fans allow RN and RQ Series units to have quiet, energy efficient airflow with high static pressure capabilities. RN and RQ Series units also feature lockable hinged doors which provide service access to all sections of the unit.*

### Superior Features

- Cabinet construction consists of rigid polyurethane foam panels with G90 galvanized steel on both sides and a closed cell polyurethane foam interior core. The inner wall protects the insulation from moisture damage, prevents microbial growth, and is easy to clean.
- Two inch rigid polyurethane foam insulated panels have a thermal resistance R-value of 13 or greater, which exceeds the R-value of a cabinet with four inch thick fiberglass construction. They also make the cabinet more rigid and resistant to damage and provide increased sound dampening.
- Access doors with full length stainless steel piano hinges and quarter turn, lockable handles provide improved reliability over single point hinges and make the unit easily serviceable.
- Corrosion resistant polyurethane paint exceeds a 2,500 hour salt spray test.
- AMCA Certified low leakage gear driven economizer dampers are standard on RN and RQ Series rooftop units. AAON low leakage dampers meet the California Title 24 damper air leakage requirement. Optional Economizer Fault Detection and Diagnostics is also available with the low leakage dampers to meet the California Title 24 requirements.
- Compressors and unit controls are contained within a compartment isolated from the air stream for ease of service and increased sound dampening.
- Direct drive backward curved plenum fans provide improved energy efficiency and reduced maintenance versus belt driven fans.
- Double sloped stainless steel drain pans eliminate standing water which can support microbial growth and stainless steel construction prevents corrosion that could lead to water leaks and contaminants in the air stream.
- Run test report, wiring diagram, and Installation, Operation, and Maintenance manual with startup form provided in control access compartment of every unit.
- 5 year non-prorated compressor warranty, 15 year non-prorated aluminized steel gas heat exchanger warranty, and 25 year non-prorated



► 55-140 ton RN Series Packaged Rooftop Unit

# Feature Flexibility

## Premier Options

- Variable capacity and variable speed R-410A scroll compressors for load matching cooling and improved part load efficiency.
- Air-source, water-source, and geothermal heat pump options for energy efficient heating.
- Factory installed total or sensible AAONAIRE energy recovery wheels.
- Humidity control options including: High Capacity Coils, Modulating Hot Gas Reheat Humidity Control, Return Air Bypass, and Mixed Air Bypass.
- Chilled water cooling coils allow unit to tie into new or existing chilled water system.
- Hot water or steam heating coils allow unit to tie into new or existing boiler system.
- Polymer e-coated coils are available to extend the life of the coils and protect them in corrosive environments.
- Power exhaust and power return fans with economizer for application flexibility.
- VFD controlled and ECM driven supply, exhaust, and return fans for precise airflow control, building pressure control, and reduced power consumption.
- Modulating gas heat with stainless steel heat exchanger provides greater fuel efficiency, longer heater life, and improved occupancy comfort.
- SCR (Silicon Controlled Rectifier) electric heat control for reduced power consumption, longer heater life, and improved occupant comfort.
- Multiple high efficiency air filtration options.
- Unit controls options including factory installed customer provided controls.
- VFD controlled or ECM driven condenser fans for energy savings and refrigerant head pressure control.



- ▲ Cutaway of double wall rigid polyurethane foam insulated cabinet panel increases thermal resistance, reduces air leakage, and attenuates radiated sound. Thermal break reduces heat transfer between interior and exterior metal cabinet walls.

- ▶ Standard AMCA Certified AAON Low Leakage Damper

## Dehumidification

AAON offers many humidity control options. High capacity cooling coils are available which allow for more dehumidification versus standard cooling coils. Return air bypass and mixed air bypass are available on RN Series units for single coil humidity control. Modulating hot gas reheat humidity control is available to provide energy efficient dehumidification, even with low sensible heat loads, without the temperature swings common with on/off reheat systems.

## High Ambient Operation

With robust design and construction, AAON equipment can be rated and operate to over 125°F (52°C) ambient.

## R-13 Double Wall Rigid Polyurethane Foam Panel Construction

AAON is setting a new standard for performance with double wall construction using closed cell polyurethane foam insulation. Not only does it have several times the insulating R-value, it creates a far more rigid and stronger assembly with less air leakage than fiberglass insulated panels.

## AMCA Certified and Labeled Low Leakage Dampers

Gear driven economizer eliminates the excess play and bind that occurs with linkage type economizers. Standard AMCA Certified and Labeled AAON Low Leakage Dampers meet the California Title 24 damper air leakage requirement.





## Rooftop Units (6-140 tons)

RN Model	Cabinet	Configuration	Air-Cooled IEER	Air-Cooled EER	Water-Cooled IEER	Nominal cfm	Width*	Height*	Length*
RN-006	A	Vertical	Up to 14.8	Up to 14.0	NA	2,000	79	44	82
RN-007						2,500			
RN-008						2,650			
RN-010						3,000			
RN-009						3,400			
RN-011	B	Vertical	Up to 20.5	Up to 13.9	NA	3,600	96	50	88
RN-013						3,800			
RN-015						4,200			
RN-014						5,200			
RN-016						6,400			
RN-018	C	Vertical	Up to 20.2	Up to 13.6	NA	6,800	101	60	110
RN-020						7,000			
RN-025						9,000			
RN-030						10,500			
RN-026						10,000			
RN-031	12,400								
RN-040	D	Vertical	Up to 12.0	Up to 13.8	Up to 16.5	16,000	100	102	155
RN-050						20,000			
RN-060						23,000			
RN-070						25,000			
RN-055						15,000			
RN-065	17,000	241							
RN-075	18,000								
RN-090	E	Vertical	Up to 17.5	Up to 12.1	Up to 15.2	22,000	142	105	303
RN-105						24,000			
RN-120						29,500			
RN-130						32,000			
RN-140						33,000			
RNA-011	C	Horizontal	Up to 13.8	Up to 12.7	NA	3,600	101	60	138
RNA-013						3,800			
RNA-016						6,400			
RNA-018						6,800			
RNA-020						7,000			
RNA-025						9,000			
RNA-030						10,500			
						Up to 16.0			

\*Dimensions vary depending on options selected. • All dimensions are in inches • Design cfm may be 30-50% greater or less than nominal cfm.

# Wide Range of Capacities



◀ 6-30 ton RN Series Air-Cooled Condenser Packaged Rooftop Unit

▶ 2-6 ton RQ Series Air-Cooled Condenser Rooftop Unit



▶ Dimpled heat exchanger provides energy efficient heat transfer and has no internal turbulator, which can corrode over time.



## Rooftop Units (2-6 tons)

RQ Model	Cabinet	Air-Cooled SEER	Air-Cooled EER	Nominal cfm	Width*	Height*	Length*
RQ-002	Vertical or Horizontal	Up to 20.7	Up to 14.8	850	44	51	82
RQ-003				1,050			
RQ-004				1,400			
RQ-005				1,750			
RQ-006				1,800			

\*Dimensions vary depending on options selected. • All dimensions are in inches • Design cfm may be 30-50% greater or less than nominal cfm.

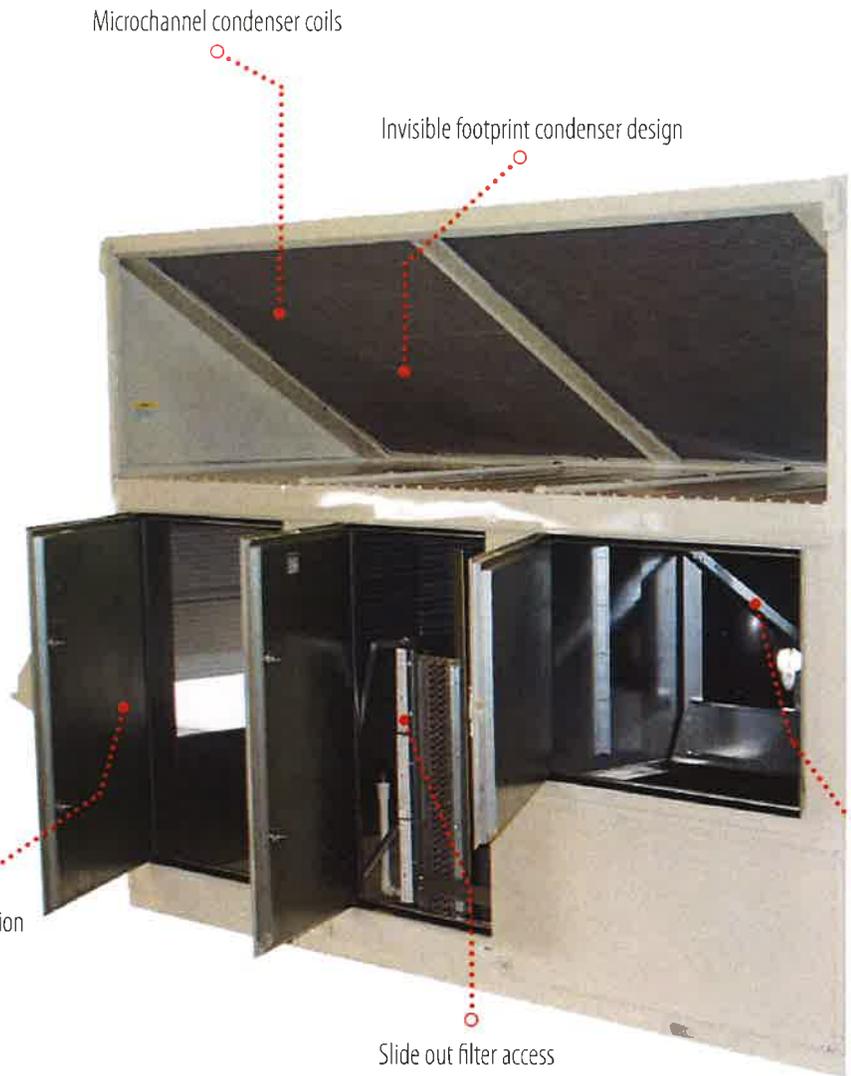
# Ease of Service

## Ease of Service

AAON equipment is designed from concept to completion with minimum service time as a primary factor. Readily accessible compressors and control components allow timely evaluation of service issues without delay. Color-coded wiring diagrams allow fast connection identification and analysis and thus a reduction in down time and cost. Individual components and wires are also labeled for quick circuit evaluation. The result of this AAON standard procedure is low service cost and greater unit run time.

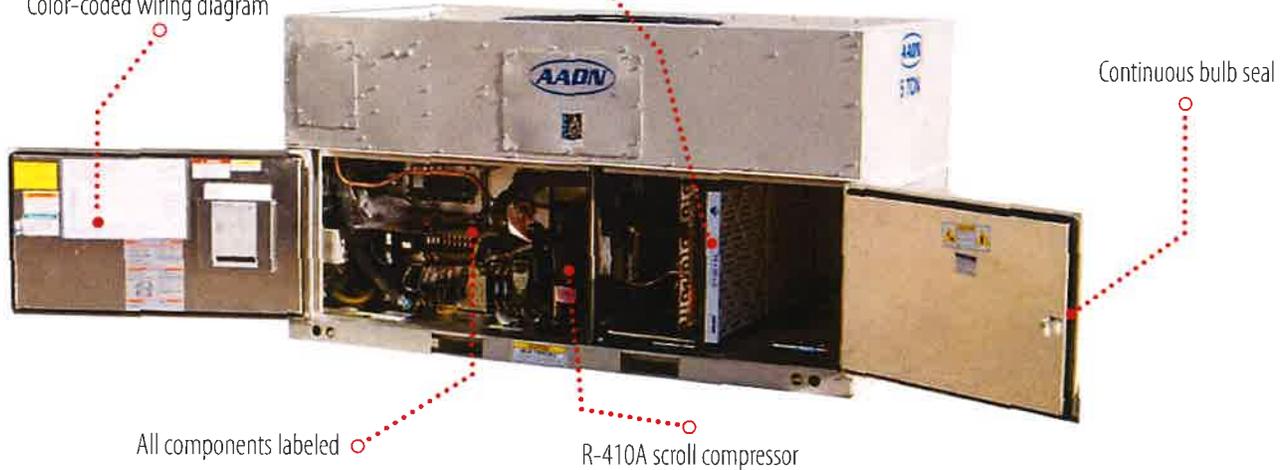
## Air Handling Unit Option

AAON RN and RQ Series outdoor air handling units provide a hydronic cooling and heating option. Gas, electric, steam, and hot water heating are available on an RN and RQ Series air handling units. Cabinet construction is similar to the packaged rooftop units with easily accessible coil connections.



## 2-6 ton RQ Series

Color-coded wiring diagram



## 26-70 ton RN Series Unit

All components labeled

R-410A scroll compressors

Color-coded wiring and wiring diagram

Direct drive backward curved plenum supply fan

## Makeup Air Capability

AAON RN and RQ Series units have makeup air capability and can be specified with up to 100% outside air. AAONAIRE energy recovery wheels are available on makeup air units to increase the unit's energy efficiency. High capacity cooling coils are available to handle the higher latent load of outside air. Modulating gas heat and SCR electric heat are available to provide energy efficient supply air temperature heating. Modulating humidity control is available to provide dehumidification without over cooling when the outside air humidity is above setpoint. Variable capacity scroll compressors are available to provide energy efficient supply air temperature control.

## AHRI Certified High Efficiency

The RN Series is available with an IEER rating up to 20.5, while the RQ Series is available with a SEER rating up to 20.7.



◀ 20.7 SEER 3 ton RQ Series Unit



20.2 IEER 14 ton ▶  
RN Series Unit



▲ 11, 13, & 16-30 ton RN Series Horizontal Configuration Unit with Factory Provided Final Filtration

## Horizontal Configuration

Horizontal configuration is available for RQ Series units (2-6 tons) and RN Series units (11, 13, 16-30 tons). This configuration provides a solution for applications that require horizontal ductwork; it does not require special horizontal supply/return curbs. All of the premier features and options currently available for the RQ and RN units are available with this configuration. **High efficiency final filtration configuration is available on the RN Series units for health care and other applications that require it.**

# High Efficiency Options



- ◀ Electric Preheat is available with all AAO energy recovery options for frost prevention.

## Air-Source Heat Pump Option

Energy efficient cooling and heating can be achieved by reversing the unit's refrigeration circuits. This allows the indoor coil to be used as either a cooling coil or heating coil. This is a more efficient method of heating than electric heating because a heat pump can reject more heat to the space per the amount of energy used. Thus, the operating costs of heat pump heating are always less than the operating costs of electric heating. Heat pump heating can also a more efficient method of heating than gas heating and, depending on the cost of electricity and natural gas or propane, heat pump heating can have less operating costs than gas heating.

## Compressor Capacity Control



- ◀ VFD controlled variable speed scroll compressors provide load matching cooling and improve part load efficiency.

RN and RQ Series units have a variety of compressor options available for load matching cooling, providing both high full load and part load efficiency. Options include staged, two-step, 10-100% variable capacity, and variable speed compressors. Two-stage compressors provide a cost effective additional cooling capacity stage that improves part load efficiency. Units with 10-100% variable capacity scroll compressors are simple to control and the compressors have a wide range of capacity modulation. Variable speed compressors use compressor motor speed control to reduce capacity, save energy, and reduce sound.

- ▶ Variable compressors allow for a wide range of capacity control (10-100%) for improved part load efficiency with simple controls.



- ◀ Two-Step Scroll Compressors provide the simplicity of staged capacity control with high part load efficiency



**Two-Step Compressors** improve part load efficiency with simple staged control. Unit IEER can be optimized without requiring complex refrigeration and DDC controls, reducing operating costs and maintenance costs. Two-step compressors are available in the RQ and RN Series.

## Variable Speed Compressors

Variable speed compressors provide load matching cooling and the highest efficiency ratings when operating at part load conditions. Refrigeration controls are built-in to the AAON equipment to protect the compressors and optimize the efficiency for VAV, Single Zone VAV and Makeup Air applications. Variable speed compressors are quiet in operation, especially at reduced capacity.



▲ 2-6 ton RQ Series with inverter driven variable speed compressors for load matching cooling and improved part load efficiency

## Water-Source/Geothermal Heat Pump Option

Energy efficient cooling and heating can be achieved by reversing the flow of the unit's refrigeration circuits. This allows the indoor coil to be used as either a cooling coil or heating coil. Geothermal heat pumps take advantage of the relatively constant temperature of the earth below ground level to transfer heat to or from the building. Depending on latitude, ground temperatures range from 45°F to 75°F. This ground temperature is warmer than the air above it during the winter and cooler than the air in the summer.



▶ 2-230 ton RN Series Water-Source/Geothermal Heat Pump Packaged Rooftop Unit





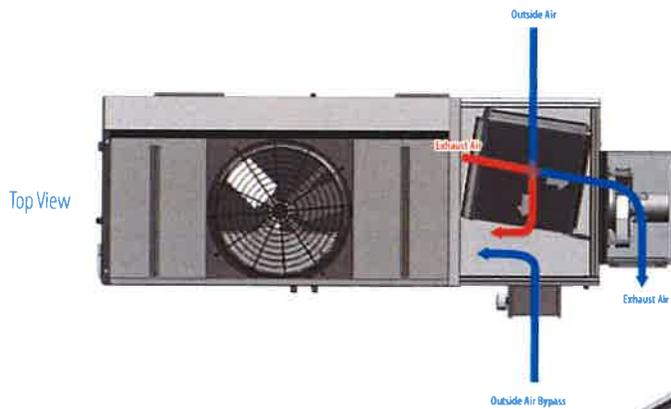
Electric Preheat is available with all AAON energy recovery options for frost prevention. ▼



### Cross-Flow Fixed Plate Heat Exchanger Energy Recovery

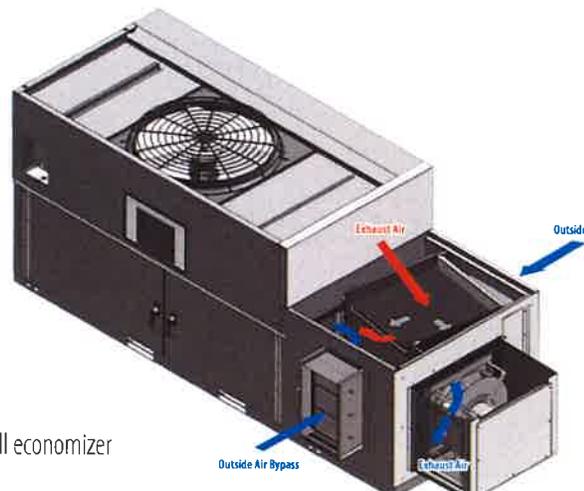
Cross-flow fixed plate heat exchangers save heating and cooling dollars by pre-cooling, pre-heating, and humidifying the ventilation outside air (depending on ambient conditions). Cross-flow fixed plate heat exchangers have no moving parts and can also improve indoor air quality by eliminating cross contamination. Sensible only or enthalpy fixed plate heat exchangers are available to meet application requirements. Fixed plate heat exchangers are available in the RQ Series (2-6 tons).

▲ 2-6 ton RQ Series with Cross-Flow Fixed Plate Heat Exchanger Energy Recovery



◀ Cross-Flow Fixed Plate Energy Recovery Airflow

▶ Cross-Flow Fixed Plate Energy Recovery Airflow



**Outside Air Bypass** allows for higher ventilation airflow and full economizer operation. Damper can also be used for defrosting the heat exchanger.

# Energy Saving Configurations



## AAONAIRE® Energy Recovery Wheel

The energy recovery wheel option can be provided in all model sizes allowing reduced equipment size and operating cost savings while pre-conditioning the outside air being introduced into the conditioned space. Sensible only or enthalpy wheels are available to meet the humidity control requirement of the system. Segmented polymer wheels allow for easy cleaning. Aluminum wheels are also available for application that require aluminum construction. Bypass dampers can be selected for full economizer operation.

- ▶ Factory installed AAONAIRE energy recovery wheel saves heating and cooling energy. Slide-out wheel allows for quick and easy maintenance.



### *AHRI Certified Performance*

All AAON energy recovery options feature AHRI Certified heat exchangers.



- ◀ Direct Drive Backward Curved Plenum Fans are more energy efficient, quieter, and require less maintenance than belt driven fans. VFD controlled and ECM driven supply, exhaust, and return fans are available for precise air flow control, building pressure control, and reduced power consumption.

- ▶ Microchannel condenser coils are durable, more efficient, lighter, and use less refrigerant than traditional fin and tube condenser coils. These coils are standard on all air-cooled condenser RN/RQ Series rooftop units.





# AAON Environmentally Friendly HVAC Product Family

<p><b>ROOFTOP UNITS</b> (2-240 tons)</p>	<p><b>WATER-SOURCE HEAT PUMPS</b> (15-230 tons)</p>	<p><b>PACKAGED OUTDOOR MECHANICAL ROOMS</b> (4-540 tons)</p>
<p><b>INDOOR AIR HANDLING UNITS</b> (800 - 100,000 + cfm)</p>	<p><b>SELF-CONTAINED UNITS</b> (3-70 tons)</p>	<p><b>CONDENSING UNITS</b> (2-230 tons)</p>
<p><b>OUTDOOR AIR HANDLING UNITS</b> (800 - 100,000 + cfm)</p>	<p><b>COILS</b> BOOSTER, HYDRONIC, &amp; 2V</p>	<p><b>CONTROLS</b> (WSHP, RTU, SELF-CONTAINED, &amp; SPLIT SYSTEM)</p>

## HEATING AND COOLING FOR...

- Auditoriums
- Convenience Stores
- Health Clubs
- Health Care Facilities
- Homes
- Lodgings
- Manufacturing
- Museums & Libraries
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- Schools
- Supermarkets



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RN/RQ • R69530 • 181010

## **Resolution of Appreciation to Representative Fred Upton, M.C.**

**Whereas** U.S. Representative Fred Upton, M.C., has announced his decision to not seek re-election in 2022 as Allegan County's representative in the Congress of the United States; and

**Whereas** Fred, as he preferred to be addressed, has represented Allegan County well for decades; and

**Whereas**, the residents of Allegan County have benefitted from his work in Washington, D.C. and at home in Michigan to foster economic growth, preservation of the unique natural resources that attend our county, and the cause of military veterans;

**Whereas**, the continued dredging of the county's lone port, Kalamazoo Harbor, his authorship of the 21<sup>st</sup> Century Cares Act, and his connections as former chair and current ranking member on the Energy and Commerce Committee have benefitted our state and this county's residents; now therefore be it

**RESOLVED**, by the Allegan County Board of Commissioner, that it extends its thanks and appreciation to Representative Fred Upton for his stellar service in behalf of this county and its residents; and be it further

**RESOLVED**, the Board of Commissioners extends its best wishes for many years of satisfactory reflection to Fred Upton for his accomplishments as our Congressman; and be it further

**RESOLVED**, that a suitable copy of this resolution be presented to Fred Upton as a token of appreciation for his successful career from a grateful county.