

Allegan County Board of Commissioners



County Services Building
3283 – 122nd 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*

BOARD OF COMMISSIONERS MEETING – AGENDA *REVISION #1 – 4/11/23

Thursday, April 13, 2023 – 1 PM

County Services Building – Board Room

Virtual Connectivity Options Attached

DISTRICT 1

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

1 PM

CALL TO ORDER:

ROLL CALL:

OPENING PRAYER: Commissioner Gale Dugan

PLEDGE OF ALLEGIANCE:

PUBLIC HEARING:

Soil Erosion Sedimentation Control Ordinance & Fee Schedule

COMMUNICATIONS: Attached

APPROVAL OF MINUTES: March 23, 2023

PUBLIC PARTICIPATION:

ADDITIONAL AGENDA ITEMS:

APPROVAL OF AGENDA:

PRESENTATIONS:

PROCLAMATIONS:

INFORMATIONAL SESSION:

Jessica Winsemius, Court Administrator—57th District Court

ADMINISTRATIVE REPORTS:

DISTRICT 2

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

DISTRICT 3

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

DISTRICT 4

Scott Beltman
616-292-1414
sbeltman@
allegancounty.org

CONSENT ITEMS:

1. Motion to approve of claims paid and to incorporate into proceedings of the Board (3/31/23 & 4/7/23 & 4/14/23)
-

ACTION ITEMS:

DISTRICT 5

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

1. *Facilities Management—award Resurfacing County Services Complex Main Drive Bid (224-832)
-

DISCUSSION ITEMS:

1. Sheriff's Department—apply/accept FY2024 MDOC Comprehensive Community Corrections Grant (224-516)
 2. Parks & Recreation—purchase three trailers (224-814)
 3. *Human Resources—Equalization Director Position Wage Step
-

Mission Statement

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

NOTICE OF APPOINTMENTS & ELECTIONS:

1. Water Study Group (A)
 - a. One Agriculture Representative [Applications REC 3/17 & 4/5](#)

ELECTIONS: None

APPOINTMENTS:

1. Jury Board (Circuit Judge recommends)
 - a. One Representative—term expires 3/31/25
2. Soldiers/Sailors Relief Commission (Probate Judge appoints)
 - a. One Representative—terms expired 12/31/2022
3. Brownfield Redevelopment Authority
 - a. One Representative—term expires 12/31/2021
4. Local Emergency Planning Committee
 - a. Local Emergency Management Official—term expired 12/31/22 [Application REC 4/5](#)
 - b. One Education Representative—term expired 12/31/22
 - c. One Media Representative—term expired 12/31/22
5. Tourist Council
 - a. One Representative—term expires 12/31/23
6. Solid Waste Planning Committee
 - a. One Solid Waste Industry Representative—term expired 12/31/20
 - b. One Solid Waste Industry Representative—term expired 12/31/19
 - c. One Township Representative—term expired 12/31/19
 - d. One General Public Representative—term expired 12/31/22
 - e. One Industrial Waste Generator Representative—term expired 12/31/20
 - f. One Regional Solid Waste Planning Rep—term expired 12/31/2022

PUBLIC PARTICIPATION:

FUTURE AGENDA ITEMS:

1. OPENING PRAYER: Commissioner Dean Kapenga
2. INFORMATIONAL SESSION:
 - Matt Woolford, Director—Equalization
 - Denise Medemar, Drain Commissioner
3. CONSENT: Motion to approve of claims paid and to incorporate into proceedings of the Board (4/21/23 & 4/28/23)
4. CONSENT: Sheriff's Department—apply/accept FY2024 MDOC Comprehensive Community Corrections Grant (224-516)
5. ACTION: Equalization—approve 2023 Equalization Report
6. ACTION: Public Health—adopt Soil Erosion Sedimentation Control Ordinance & Fee Schedule (222-992)
7. DISCUSSION: Courthouse Heat Pump Replacements
8. DISCUSSION: Youth Home HVAC System Replacement

REQUEST FOR MILEAGE:

BOARDS AND COMMISSIONS REPORTS:

ROUND TABLE:

CLOSED SESSION: None scheduled

ADJOURNMENT: Next Meeting – April 27, 2023, 7 PM @ **BOARD ROOM – COUNTY SERVICES BUILDING, COUNTY SERVICES COMPLEX.**

Please note that Regular and Special Meetings of the Board of Commissioners held in the Board Room are streamed live and recorded in accordance with the County's Live Stream & Publishing Recordings of Meetings Policy, which can be viewed on the County's website.

Your attendance constitutes your consent to audio/visual streaming and/or recording and to permit the County to broadcast your name/voice/image/content to a broader audience.



Allegan County Board of Commissioners

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: 41323, 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: 41323

<Continue with the rest of the instructions>

STEP 2: Enter registration information

Webinar Registration - Zoom

zoom.us/webinar/register/WN_YneHxuk_SjqfnMwchbtUEg

Webinar Registration

Topic: BOC Meeting - 4/9/2020

Time: Apr 9, 2020 01:00 PM in Eastern Time (US and Canada)

* Required information

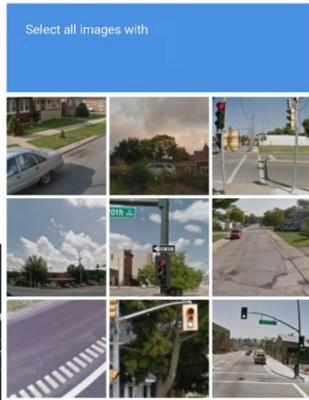
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Last Name *

Email Address *

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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 image shows a Zoom meeting interface with the 'Settings' window open to the 'Audio' tab. A vertical black bar on the left side of the meeting window has a blue arrow labeled '1' pointing to it. A blue arrow labeled '2' points from the 'Audio' tab in the settings window to the meeting content. The meeting content includes a title 'Economic Development - Greg King, Director ADMINISTRATIVE REPORTS:', a section 'CONSENT ITEMS:', and a list item '1. Motion to approve of claims paid and to incorporate into proceedings of the Board (3/20/20 & 3/27/20)'. The Zoom meeting controls at the bottom show 'Chat', 'Raise Hand', and 'Q&A' buttons.

Settings - Audio

- Speaker: Test Speaker, Remote Audio
- Output Level: [Slider]
- Volume: [Slider]
- Microphone: Test Mic
- Input Level: [Slider]
- Volume: [Slider]
- 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

Meeting Content:

Economic Development — Greg King, Director
ADMINISTRATIVE REPORTS:

CONSENT ITEMS:

1. Motion to approve of claims paid and to incorporate into proceedings of the Board (3/20/20 & 3/27/20)

STEP 5: Raise hand to be recognized to speak.

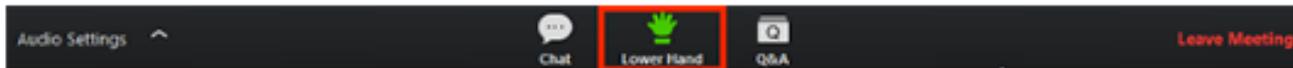
- Once “Raise Hand” is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

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". The Zoom meeting controls are visible at the bottom of the screen, including "Audio Settings", "Chat", "Raise Hand", "Q&A", and a red "Leave Meeting" button. A large blue arrow points to the "Leave Meeting" button.

PUBLIC NOTICE

SOIL EROSION AND SEDIMENTATION CONTROL ORDINANCE & FEE SCHEDULE

The Board of Commissioners of the County of Allegan will hold a public hearing on Thursday, April 13, 2023, for all interested citizens of Allegan County.

The hearing will take place at 1:00 PM in the Board Room, County Services Building, 3283 122nd Avenue, Allegan, Michigan, for the purpose of discussion on the proposed Soil Erosion and Sedimentation Control Ordinance & Fee Schedule. The public may also participate in the meeting/public hearing by calling 1-929-205-6099, Meeting ID: 891 6032 7098, and Meeting Password 41323. For other options connecting to the meeting, please visit the meeting calendar website at www.allegancounty.org or contact the County Administrator's Office.

The ordinance may be examined online at www.allegancounty.org under News Media Room or on weekdays at the Office of the Allegan County Administrator (address below) between 8:00 AM and 5:00 PM. All interested citizens will have the opportunity to give written and/or oral comments.

The County will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the public hearing upon one (1) week notice. Individuals requiring auxiliary aids or services should contact the following in writing or by telephone:

Robert J. Sarro
County Administrator
3283 – 122nd Avenue
Allegan, Michigan, 49010
269-673-0239

BOB GENETSKI
COUNTY CLERK/REGISTER OF DEEDS

Published Allegan County News on
April 6, 2023

ALLEGAN COUNTY

SOIL EROSION AND SEDIMENTATION CONTROL ORDINANCE

Ordinance No. 1013.23

The Allegan County Soil Erosion and Sedimentation Control Ordinance is intended to protect the health, safety and welfare of the County residents and the public health, safety and welfare of the community by regulating earth change activities, which can harm the environment through erosion and the unnatural accumulation of sediment.

ARTICLE I - Purpose and Authority

Section 101. Short Title. This Ordinance shall be known as, and shall be cited and referred to as, The Allegan County Soil Erosion and Sedimentation Control Ordinance.

Section 102. Jurisdiction. The Allegan County Health Department shall administer and enforce this Ordinance throughout the County except within the territorial boundaries of a governmental unit that has adopted an Ordinance and has been designated by the Department as a Municipal Enforcing Agency pursuant to Section 9106 of Part 91, or has been designated by the Department as an Authorized Public Agency pursuant to Section 9110 of Part 91.

Section 103. Authority. The authority for this Ordinance is found in Part 91 Soil Erosion and Sedimentation Control, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (Part 91), being 324.9101 *et seq.* of the Michigan Compiled Laws and the Administrative Rules promulgated by the Department of Environment, Great Lakes and Energy.

Section 104. Severability (Section 324.9122). If any provision of Part 91, the Rules under Part 17, or this Ordinance is declared by a court of competent jurisdiction to be invalid, the invalid provision shall not affect the remaining provisions of Part 91, the Rules under Part 17, or this Ordinance that can be given effect without the invalid provision. The validity of Part 91, the Rules under Part 17, or this Ordinance as a whole or in part shall not be affected, other than the provision invalidated.

ARTICLE II - Definitions

Section 201. Definitions. The County of Allegan adopts by reference the definitions contained in Part 91 and the Rules under Part 17 unless expressly given a different meaning by this Ordinance. The following definitions shall apply in the interpretation and enforcement of this Ordinance:

- (a) **Accelerated Soil Erosion**, means the increased loss of the land surface that occurs as a result of human activities.
- (b) **Agricultural Practices**, means all land farming operations except plowing or tilling of land for the purpose of crop production or the harvesting of crops.
- (c) **Authorized Public Agency**, means a state agency or an agency of a local unit of government authorized by the Department under Section 9110 of Part 91 to implement soil erosion and sedimentation control procedures with regard to earth changes undertaken by it.
- (d) **Cease and Desist Order**, means an order that stops only that work relative to a project which is causing a violation of this ordinance or Part 91 until said violation is corrected.
- (e) **Certificate of Completion**, means a signed, written statement by the Soil Erosion Control Agent that the specific construction and inspections have been performed and that such work complies with the applicable requirements of Part 91, the Rules under Part 17, and this Ordinance.
- (f) **Conservation District**, means a conservation district authorized under Part 93, Soil Conservation Districts, of the Natural Resources and Environmental Protection Act, 1994 PA 451, being 324.9301 *et seq.* of the Michigan Compiled Laws.
- (g) **County**, means the County of Allegan, Michigan.

- (h) **County Enforcing Agency**, means the Environmental Health Division of the Allegan County Health Department, as designated by the Allegan County Board of Commissioners under Section 9105 of Part 91.
- (i) **Department**, means the Department of Environment, Great lakes and Energy (EGLE).
- (j) **Designated Agent**, means a person who has written authorization from the landowner to sign the application and secure an earth change permit in the landowner's name.
- (k) **Earth Change**, means a human-made change in the natural cover or topography of land, including cut and fill activities, which may result in or contribute to soil erosion or sedimentation of the Waters of the State. Earth change does not include the practice of plowing and tilling soil for the purpose of crop production.
- (l) **Earth Change Permit** or **Permit**, means a permit issued by the Soil Erosion Control Agent to authorize work to be performed under the provisions of Part 91, the Rules under Part 17, and this Ordinance.
- (m) **Grading**, means any leveling, stripping, excavating, filling, stockpiling or any combination thereof and shall include the land in its excavated or filled condition.
- (n) **Lake**, means the Great Lakes and all natural and artificial inland lakes or impounds that have definite banks, a bed, visible evidence of continued occurrence of water, and a surface area of water that is equal to, or greater than 1 acre. "Lake" does not include sediment basins and basins constructed for the sole purpose of storm water retention, cooling water, or treating polluted water.
- (o) **Landowner**, means the person who owns or holds a recorded easement on the property or who is engaged in construction in a public right-of-way in accordance with sections 13, 14, 15, and 16 of Highway Obstructions and Encroachments; use of Highway by Public Utilities, 1925 PA 368, as amended, being 247.183, 247.184, 247.185, and 247.186 of the Michigan Compiled Laws.
- (p) **Municipal Enforcing Agency**, means an agency designated by a municipality under Section 9106 of Part 91 to enforce a Local Ordinance that has been approved by the Department.
- (q) **Municipality**, means any of the following:
 1. A city.
 2. A village.
 3. A charter township.
 4. A general law township that is located in a county with a population of 200,000 or more.
- (r) **Non-Erosive Velocity**, means a speed of water movement that is not conducive to the development of accelerated soil erosion.
- (s) **On-Site Authorized Agent**, means the person identified on the permit application by the landowner or the designated agent to be authorized and responsible for making decisions on behalf of the landowner.
- (t) **Part 91**, means Part 91, Soil Erosion and Sedimentation Control, of the Michigan Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, being 324.9101 *et seq.* of the Michigan Compiled Laws.
- (u) **Permanent Soil Erosion and Sedimentation Control Measures**, means those control measures, which are installed or constructed to control soil erosion and sedimentation and which are maintained after project completion.
- (v) **Rules**, means the Rules under Part 17 promulgated pursuant to the Administrative Procedures Act of 1969, 1969 PA 306, being 24.201 to 24.328 of the Michigan Compiled Laws for the administration of Part 91.
- (w) **Sediment**, means solid particulate matter, including both mineral and organic matter that is in suspension in water, is being transported, or has been removed from its site of origin by the actions of wind, water, or gravity and has been deposited elsewhere.
- (x) **Sediment Basin**, means a naturally occurring or constructed depression used for the sole purpose of capturing sediment during and after an earth change activity.
- (y) **Soil Erosion**, means the wearing away of land by the action of wind, water, or gravity; or a combination of wind, water, or gravity.
- (z) **Soil Erosion Control Agent**, means a person who has a certificate of training in soil erosion and sedimentation control from the Department and that is appointed by the Allegan County Health Department to perform the responsibilities for administering and enforcing Part 91, the Rules, and this Ordinance.
- (aa) **Stabilization**, means the establishment of vegetation or the proper placement, grading, or covering of soil to ensure its resistance to soil erosion, sliding, or other earth movement.

- (bb) **State Agency**, means a principal state department or a state public university.
- (cc) **Stop Work Order**, means an order that stops all work on a project until any and all violations of Part 91, the Rules under Part 17, and this Ordinance are corrected, except for remedial measures to correct the violation.
- (dd) **Storm Water Retention Basin**, means an area which is constructed to capture surface water runoff and which does not discharge directly to a lake or stream through an outlet. Water leaves the basin by infiltration and evaporation.
- (ee) **Stream**, means a river, creek, or other surface watercourse which may or may not be serving as a drain as defined in The Drain Code of 1956, 1956 PA 40, as amended, being 280.1 et seq. of the Michigan Compiled Laws, and which has definite banks, a bed, and visible evidence of the continued flow or continued occurrence of water, including the connecting waters of the Great Lakes.
- (ff) **Temporary Soil Erosion and Sedimentation Control Measures**, means interim control measures which are installed or constructed to control soil erosion and sedimentation and which are not maintained after project completion.
- (gg) **Violation of Part 91 or Violates Part 91**, means a violation of Part 91, the Rules under Part 17, or this Ordinance, or a permit issued under Part 91 or this Ordinance.
- (hh) **Waters of the State**, means the Great Lakes and their connecting waters, inland lakes and streams, as defined in the Rules under Part 17, and wetlands regulated under Part 303, Wetlands Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, being 324.30301 *et seq.* of the Michigan Compiled Laws.
- (ii) **Hearing Officer**, under Sections 1001, 1002 or 1003 means a designated employee of the Allegan County Health Department or the Allegan County Drain Commissioners Office who is a Soil Erosion Control Agent, with Plan Review and Design Certification from the Department, and who does not have direct responsibility for the permit in question.
- (jj) **Storm Drain Inlet**, means a location where surface water can enter a storm water collection system which discharges either directly or through a series of storm drain inlets connected by conduit to a lake, river, stream, regulated wetland, storm water retention or detention pond.

ARTICLE III – General Provisions

Section 301. County Enforcing Agency. The Environmental Health Division of the Allegan County Health Department is hereby designated as the County Enforcing Agency responsible for administering and enforcing Part 91, the Rules under Part 17, and this Ordinance.

Section 302. Rules Adopted. The County hereby adopts by reference and incorporates into this Ordinance as if fully set forth herein the Rules adopted by the Department pursuant to Part 91 and duly filed with the Secretary of State. Said rules shall be available for public distribution at a reasonable charge and will be available for public inspection at the Allegan County Health Department.

Section 303. Fee Schedule. All fees for administering and enforcing this Ordinance shall be paid to the County in accordance with a Fee Schedule determined by resolution of the County Board of Commissioners. The County Board of Commissioners may revise the Fee Schedule by adopting a written amendment to the Fee Schedule from time to time. All fees shall be doubled if work starts without a permit.

Section 304. Other Regulations Repealed. All other County Codes, Ordinances, and Regulations and parts of Codes, Ordinances, and Regulations, which are inconsistent or conflict with the provisions of this Ordinance, are hereby repealed. This includes the Allegan County Enforcing Agency Soil Erosion and Sedimentation Control Resolution dated July 5, 1978 and the Allegan County Soil Erosion and Sedimentation Control Ordinance dated August 26, 2004.

Section 305. More Restrictive Provisions. To the extent that any provisions or requirements of this Ordinance are more restrictive than, or are in addition to, the provisions or requirements of Part 91 or the Rules under Part 17, this Ordinance shall control.

ARTICLE IV – Building Permits (see R 323.1711)

Section 401. Notification. A local agency or general law township that issues building permits shall notify the Allegan County Health Department immediately upon receipt of a building permit application that includes activities requiring an earth change permit identified in Section 501 of this Ordinance.

Section 402. Withhold Building Permit. A local agency or general law township shall not issue a building permit to a person engaged in an earth change if the change requires a permit under Part 91, the Rules under Part 17, or this Ordinance until the Allegan County Health Department has issued the Earth Change Permit.

ARTICLE V - Earth Change Permit Requirements

Section 501. Activities Requiring an Earth Change Permit (see Section 324.9116 and R 323.1704)

- (a) A landowner or Designated Agent who contracts for, allows, or engages in an earth change in this County shall obtain an Earth Change Permit in the landowner’s name from the Allegan County Health Department, unless exempted in Section 502 of this Ordinance, before commencing an earth change which:
 - 1. Disturbs one or more acres of land; or
 - 2. Is located within 500 feet of the Waters of the State regardless of the amount of land disturbed; or
 - 3. Is located within ~~100~~500 feet of a storm drain inlet regardless of the amount of land disturbed.
- (b) If an earth change is under the jurisdiction of two or more municipal or county enforcing agencies, an earth change permit from the Allegan County Health Department is required for the activities under the jurisdiction of this Ordinance ~~if not under the jurisdiction of a Municipal Enforcing Agency (MEA).~~ -
- (c) If a Soil Erosion Control Agent serves a notice of determination in person or by certified mail, with return receipt requested, to a person who owns land on which an earth change has been made that may result in or contribute to soil erosion or sedimentation of adjacent properties or Waters of the State, the landowner shall obtain an earth change permit and implement and maintain soil erosion and sedimentation control measures that will effectively reduce soil erosion or sedimentation from the land on which the earth change has been made (see Section 324.9116).
- (d) An earth change activity that does not require an Earth Change Permit under Part 91, the Rules under Part 17, or this ordinance is not exempt from enforcement procedures under Part 91, the Rules under Part 17, or this Ordinance, if the activity exempted results in soil erosion and off-site sedimentation of adjacent properties or the waters of the state (see R 323.1704 (2)).

Section 502. Permit Exemptions and Waivers. (see R 323.1705, Section 324.9115 and Section 324.9115a ~~for additional exemptions~~)

- (a) An Earth Change Permit is not required for the following:
 - 1. A beach nourishment project permitted under Part 325, Great Lakes Submerged Lands, of the Natural Resources and Environmental Protection Act, 1994 PA 451, being MCL 324.32501 *et seq.* of the Michigan Compiled Laws.
 - 2. Normal road and driveway maintenance, such as grading or leveling, that does not increase the width or length of the road or driveway and that will not contribute sediment to lakes, streams, drains or regulated wetlands.
 - 3. An earth change of a minor nature that is stabilized within twenty-four (24) hours of the initial disturbance and that will not contribute sediment to lakes, streams, drains or regulated wetlands.
 - 4. Plowing or tilling of land for the purpose of crop production or the harvesting of crops.
 - 5. Earth changes associated with the logging or mining industry. However, all earth changes associated with these activities shall conform to the same standards as if they required an Earth Change Permit under Part 91, the Rules under Part 17, or this Ordinance. The exemption from obtaining a permit under this subsection does not apply to the following:
 - a. Access roads to and from the site where active logging or mining is taking place.
 - b. Ancillary activities associated with logging or mining.

- c. The removal of clay, gravel, sand, peat or topsoil.
- 6. Earth changes associated with well locations, surface facilities, flowlines, or access roads relating to oil or gas exploration and development activities regulated under Part 615, Supervisor of Wells, of the Natural Resources and Environmental Protection Act, 1994 PA 451 being MCL 324.61501 *et seq.*, provided the permit application to drill and operate contains a Soil Erosion and Sedimentation Control Plan that is approved by the Department under Part 615. However, those earth changes shall conform to the same standards as required for an Earth Change Permit under Part 91, the Rules under Part 17, and this Ordinance.
- 7. Earth changes associated with a metallic mineral mining activity regulated under a mining and reclamation plan that contains soil erosion and sedimentation control provisions approved by the Department under Part 631, Reclamation of Mining Lands, of the Natural Resources and Environmental Protection Act, 1994 PA 451, being MCL 324.63101 *et seq.*
- 8. Projects undertaken by Authorized Public Agencies; however, the Authorized Public Agency must notify the Allegan County Health Department of each proposed earth change.
- 9. Gardening on residential property where the natural elevation is not raised.
- 10. Removal of tree stumps, shrub stumps or roots on residential property where the earth change does not exceed 100 square feet.
- 11. Any current or future exemptions that may be authorized under part 91 or Rules not in this ordinance.
- (b) The Allegan County Health Department may grant a permit waiver for an earth change located within 500 feet of the Waters of the State or within 500 feet of a storm drain inlet after receiving a signed affidavit from the landowner stating that the earth change will disturb less than 225 square feet and the earth change will not contribute sediment to the Waters of the State.
- (c) The landowner, where such exempt or waived earth change activities occur, shall plan, implement and maintain acceptable soil erosion and sedimentation control measures that meet the same standards as if they required a permit under Part 91, the Rules under Part 17, and this Ordinance. Furthermore, the exemptions or waivers provided in this Section or Section 511 shall not be construed as an exemption from enforcement proceeding under Part 91, the Rules under Part 17, or this Ordinance if the activities so exempt or waived cause or result in soil erosion or off-site sedimentation. Once those proceedings commence, a permit shall be required before work may resume.

Section 503. Permit Application; Designated Agent; Meeting with Soil Erosion Control Agent. (see R 323.1706)

- (a) A landowner or Designated Agent shall submit an Earth Change Permit Application to the Allegan County Health Department. Copies of the Permit Application containing state prescribed information are available from the Allegan County Health Department.
- (b) The permit application shall be signed and dated by the landowner or Designated Agent. If the landowner is a corporation, include the name and title of the authorized corporate representative.
- (c) If a Designated Agent is signing the application for the landowner, the landowner shall either also sign the application or provide a letter authorizing the Designated Agent to act on his/her behalf including authority for the Designated Agent to designate an On-Site Authorized Agent.
- (d) The Earth Change Permit Application shall be accompanied by a Soil Erosion and Sedimentation Control Plan, the required fees and any other documents that the Soil Erosion Control Agent may require.
- (e) The landowner or Designated Agent shall meet with the Soil Erosion Control Agent, if requested, to ensure that the Soil Erosion and Sedimentation Control Plan meet the provisions of this Ordinance.

Section 504. Soil Erosion and Sedimentation Control Plan; Contents. (See R 323.1703) –A Soil Erosion and Sedimentation Control Plan shall be designed to effectively reduce accelerated soil erosion and sedimentation, and shall identify factors that may contribute to soil erosion or sedimentation or both. The plan shall be drawn to a standard engineering scale on sheets not exceeding 24 inches by 36 inches in size and include, but is not limited to, all of the following:

- (a) A site location sketch showing ~~the landowner's property boundaries and all Waters of the State and major roads within 500 feet of the property boundary.~~ the project location within the city, village, or township.
- (b) A boundary survey, ~~including a~~ legal description by a professional surveyor, or legal description of the site.

- (c) Name, address, and telephone number of the landowner and also the Designated Agent if the landowner is not completing the application.
- (d) A map or maps at a scale of not more than 200 feet to the inch or as otherwise determined by the Allegan County Health Department. The maps shall include: property boundaries; proximity of proposed earth change activities to Waters of the State; predominate land features including structures and vegetation on-site and extending 50 feet beyond property boundaries; and existing and proposed topographical contour intervals or slope descriptions. The Allegan County Health Department shall determine the required contour information necessary to effectuate the provision of this ordinance. Single family home construction projects, or similar projects in size, may submit written information concerning the slope of the project area instead of a topographical sketch ~~or map~~ unless the Allegan County Health Department determines, in writing, that a topographical sketch ~~or map~~ is needed.
- (e) A soils survey or a detailed written description of the soil types of the exposed land area contemplated for the earth change.
- (f) Details for the proposed earth changes including all of the following:
 1. A description and the location of the physical limits of each proposed earth change.
 2. A description and the location of all existing and proposed on-site drainage and dewatering facilities including downspouts from eaves troughs and storm and sump leads or discharge points for single family residential sites, if applicable.
 3. The timing and sequence of each proposed earth change on a form approved by the Allegan County Health Department.
 4. A description, the location, and estimated costs of all proposed temporary soil erosion and sedimentation control measures along with a schedule for installing and removing each temporary control measure.
 5. The location, a description, and the estimated costs of all proposed permanent soil erosion and sedimentation control measures and facilities along with the schedule for the installation and maintenance of all control measures and facilities.
 6. A program proposal for the continued maintenance of all permanent soil erosion and sedimentation control measures and facilities that remain after project completion, including the designation of the landowner, person, or designated company, or entity—responsible for their maintenance. Maintenance responsibilities shall become a part of any sales or exchange agreement on which the permanent soil erosion control measures and facilities are located.
- (g) Any other information required by the Soil Erosion Control Agent

Section 505. Earth change requirements: time; sediment removal; design installation, and removal of temporary or permanent control measures; Standards and Specifications. (see R 323.1708, 1709 and 1710)

- (a) A person shall design, construct, and complete an earth change in a manner that limits the exposed area of any disturbed land for the shortest possible period of time as determined by the Soil Erosion Control Agent.
- (b) A person shall remove sediments caused by accelerated soil erosion from runoff waters before it leaves the site of the earth change.
- (c) A person shall design a temporary or permanent control measure that is designed and constructed for the conveyance of water around, through or from, the earth change area to limit the water flow to a non-erosive velocity.
- (d) A person shall install temporary soil erosion and sedimentation control measures before or upon commencement of the earth change activity and shall maintain the measures on a daily basis. Temporary soil erosion and sedimentation control measures shall be removed after permanent soil erosion measures are in place and the area is stabilized. A person shall stabilize the area with permanent soil erosion control measures pursuant to approved plans and under approved standards and specifications as prescribed by Section 505(f) below.
- (e) A person shall complete permanent soil erosion control measures for all slopes, channels, ditches or any disturbed land area as approved in the timing sequence schedule but no later than 5 calendar days after final grading or the final earth change has been completed. If it is not possible to permanently stabilize a disturbed area after an earth change has been completed or if significant earth change activity ceases, then a person shall maintain temporary soil erosion and sedimentation control measures until permanent soil erosion control measures are in place and the area is stabilized.

- (f) A person shall install and maintain temporary and permanent control measures in accordance with the standards and specifications of ~~all of~~ the following, as applicable:
 1. The product manufacturer,
 - ~~2. The local conservation district,~~
 2. The Department,
 3. The Michigan Association of Conservation Districts (MACD) SESC Manual,
 - ~~3.4. The Michigan Department of Technology, Management and Budget (DTMB) SESC Manual,~~
 - 4.5. The Michigan Department of Transportation (MDOT) SESC Manual, ~~and~~
 - ~~5.6. Those formally adopted by the County Drain Commissioner's Office and-~~
 7. Those formally adopted by the Allegan County Health Department (ACHD) or
 - ~~6.8. The plan may include specifications as an attachment.-~~
- (g) If a conflict exists between standards and specifications referenced in this section, then the Soil Erosion Control Agent shall determine which specifications are appropriate for the project.

Section 506. Application Review and Permit Procedures. (see Section 324.9112 and R 323.1707)

- (a) The Soil Erosion Control Agent shall approve, disapprove, or require modification to an application for a permit within 30 calendar days after the filing of a complete application for permit. A complete application includes the completed application, plans, and required fees. The Soil Erosion Control Agent shall notify an applicant of approval by first-class mail. If an application is disapproved, then the Soil Erosion Control Agent shall advise the applicant by certified mail of its reasons for disapproval and conditions required for approval. The Soil Erosion Control Agent need not notify an applicant of approval or disapproval by mail if the applicant is given written approval or disapproval of the application in person. A permit given to the applicant either in person or by first-class mail constitutes approval.
- (b) Upon determination that a permit applicant has met all the requirements of Part 91, the Rules under Part 17, and this Ordinance, the Soil Erosion Control Agent shall issue a permit for the proposed earth change on a form that contains State prescribed information as well as that prescribed by the Allegan County Health Department.

Section 507. Permit Application Disapproval. The Soil Erosion Control Agent shall disapprove an Earth Change Permit application where:

- (a) The proposed work would cause uncontrolled soil erosion and/or off-site sedimentation; or
- (b) The work proposed by the applicant will interfere with an existing drainage course in such a manner as to cause damage to any adjacent property; or
- (c) The land area for which the work is proposed is subject to geological hazard to the extent that no reasonable amount of corrective work can eliminate or sufficiently reduce settlement, slope instability or any other such hazard to persons or property; or
- (d) The Earth Change Permit application is incomplete or does not comply with the provisions of Part 91, the Rules under Part 17, or this Ordinance.

Section 508. Permit Modification; Permit Revocation or Suspension.

- (a) The Soil Erosion Control Agent may provide written authorization for modifications to an Earth Change Permit or the approved Soil Erosion and Sedimentation Control Plan upon receiving a request from the landowner or On-Site Authorized Agent. No work in connection with any proposed modification shall take place without the written approval of the Soil Erosion Control Agent. The Soil Erosion Control Agent may require a new fee if the scope of the earth change activity has changed.
- (b) Any permit issued under this Ordinance may be revoked or suspended for any of the following reasons:
 1. A violation of the condition of the permit.
 2. Misrepresentation or failure to fully disclose relevant facts in the application or in the Soil Erosion and Sedimentation Control Plan.
 3. A change in a condition that requires a temporary or permanent change in the activity.
 4. Authorized work is abandoned or suspended for a period of six (6) months.
 5. Notice will be given to the permit holder of revocation or suspension of the permit in person or by certified mail. If the permit has been revoked for any reason, a new earth change permit application accompanied by new plans and fees would be required for any earth change activities.

Section 509. Permit Expiration; Extension of Time.

- (a) Earth Change Permits shall expire automatically upon the project completion date specified in the permit. If a project completion date is not specified then the permit shall expire one year from the permit issuance date. The duration of an Earth Change Permit shall not exceed a period of three (3) years. Permits shall automatically expire if construction has not commenced within one year of the date of issuance.
- (b) If the landowner is unable to complete the earth change activities prior to the permit expiration date, the landowner or Designated Agent may request an extension of time provided the request is made in writing at least 10 days prior to the permit expiration date. The request shall include all relevant necessary sustaining reports, supporting documentation, and fees.
- (c) If an extension of time is granted, the Soil Erosion Control Agent shall issue a written extension, which specifies a revised permit expiration date, not to exceed six (6) months.
- (d) An extension does not release the owner or the surety on a bond, or the person furnishing an irrevocable letter credit, or a person furnishing a cash bond, or a person furnishing a certificate of self-insurance from their responsibilities and/or liabilities thereunder.

Section 510. Earth Change Requirements Generally. (see R 323.1702 and R 323.1707 (4)). A person, the landowner, and the On-Site Authorized Agent engaged in an earth change shall:

- (a) Conduct the earth change in a manner that will effectively reduce accelerated soil erosion and resulting sedimentation.
- (b) Plan, implement, and maintain acceptable soil erosion and sedimentation control measures in conformance with Part 91, the Rules under Part 17, and this Ordinance, which effectively reduce accelerated soil erosion and off-site sedimentation.
- (c) Carry out the earth change activities in accordance with an approved Soil Erosion and Sedimentation Control Plan and in compliance with all the requirements of the Earth Change Permit, Part 91, the Rules under Part 17, and this Ordinance.
- (d) The Earth Change Permit must be posted on-site and clearly visible from the road. The Soil Erosion and Sedimentation Control Plan must be available for inspection at the site of the earth change at all times.

Section 511. Additional Permit Waivers.

- (a) A permit waiver may be granted to Section 501(a)3. A permit waiver may be granted in cases where topography or other physical attributes of the parcel would make it virtually impossible for sediment to enter a storm drain inlet during an earth change activity. Any earth change activity which receives a waiver under this section must be in compliance with the applicable portions of Section 502. (b)and(c).

ARTICLE VI - Earth Change Permit; Bond Requirements (see 324.9108)

Section 601. Surety Bond; Cash Bond; Irrevocable Letter of Credit.

- (a) The Soil Erosion Control Agent, may as a condition for the issuance of a permit, require the landowner to post a cash bond or an irrevocable letter of credit with the Allegan County Health Department in an amount sufficient to assure the installation and completion of such protective or corrective measures as may be required by the Health Department. In lieu of a cash bond or an irrevocable letter of credit, the landowner may file a surety bond in the amount of 125% of the amount sufficient to assure the installation and completion of such protective or corrective measures with the Allegan County Health Department. The surety bond shall be executed by the landowner and a corporate surety who has authority to do business in this state as a surety.
- (b) The surety bond shall be in a form approved by the County Corporate Counsel, or the Corporate Counsel's duly authorized agent, and shall be issued to the County Soil Erosion and Sedimentation Control Fund.
- (c) A surety bond, cash bond or irrevocable letter of credit, shall include and be made on the conditions that the landowner shall comply with all of the provisions of Part 91, the Rules under Part 17, and this Ordinance; all terms and conditions of the permit; and that the landowner shall complete all work contemplated under the permit within the time limit specified in the permit.

- (d) In the event that the landowner fails to comply with the terms and conditions of the Earth Change Permit; or fails to comply with the provisions of Part 91, the Rules under Part 17, or this Ordinance; or fails to comply with a notice of determination or other violation notices within the required time; or fails to implement the approved Soil Erosion and Sedimentation Control Plan, the Soil Erosion Control Agent may order such work as necessary to provide for effective soil erosion and sediment control. The landowner and the surety executing the bond or person issuing the irrevocable letter of credit or making the cash deposit shall continue to be firmly bound under a continuing obligation for the payment of all necessary costs and expenses, including legal, that the Allegan County Health Department incurs in causing any and all work to be done to comply with the provisions of Part 91, the Rules under Part 17, or this Ordinance. In the case of a cash bond, the Soil Erosion Control Agent shall authorize the Allegan County Health Department to refund any unused portion to the person who posted the bond.
- (e) The Allegan County Health Department may establish a list of pre-qualified contractors for use in ordering work required under Section 601(d).

ARTICLE VII - Notice of Completion; Certificate of Completion

Section 701. Notice and Certificate of Completion. Upon satisfactory execution of the approved plans and permit conditions and other requirements imposed under this Ordinance, the landowner shall file a written notice of completion with the Soil Erosion Control Agent. The Soil Erosion Control Agent shall make a final inspection within thirty (30) days of receiving the notice of completion and shall issue a certificate or letter of completion and release of bond if the landowner has satisfactorily complied with the plan, permit conditions and this ordinance. If the project is to be completed in different phases, the landowner may submit a written notice of completion for a project phase and the Soil Erosion Control Agent may issue separate certificates of completion and authorize a proportionate release of a cash bond for each completed project phase. Once a project phase has been completed and the Soil Erosion Control Agent has issued a certificate of completion for that phase, the SEESC plan will need to be modified by the responsible party, and reapproved by the Soil Erosion Control Agent in order to remove the area that has been stabilized. The expiration date shall not exceed the original date from issuance of the initial or original permit.

ARTICLE VIII - Enforcement; Notice of Determination; Compliance Time; Violations and Penalties

Section 801. Enforcement. (see R 323.1712) A designated Soil Erosion Control Agent of the Allegan County Health Department may issue a uniform municipal civil infraction citation, Stop Work Order, Cease and Desist Order, or revoke a permit upon its findings that there is a violation of Part 91, the Rules under Part 17, or this Ordinance, or a finding that there is a violation of a permit or an approved Soil Erosion and Sedimentation Control Plan.

Section 802. Notice of Determination: (see 324.9117). If a Soil Erosion Control Agent determines that soil erosion or sedimentation of adjacent properties or the Waters of the State has or will reasonably occur from land in violation of Part 91, the Rules under Part 17, or this Ordinance, the Allegan County Health Department may seek to enforce a violation by notifying the landowner through a notice of determination served in person or by certified mail, with return receipt requested, of its determination. The notice shall contain a description of the violation and what must be done to remedy the violation and shall specify a time to comply with Part 91, the Rules under Part 17, and this Ordinance.

Section 803. Compliance; Time (see 324.9118). Within 5 days after a notice of violation has been issued under Section 802 of this Ordinance, a person who owns land subject to Part 91, the Rules under Part 17, or this Ordinance shall implement and maintain soil erosion and sedimentation control measures in conformance with Part 91, the Rules under Part 17, or this Ordinance.

Section 804. Entry upon Land; Construction; Implementation, and Maintenance of Soil Erosion and Sedimentation Control Measures; Cost (see 324.9119). Not sooner than 5 days after notice of violation has been served in person or mailed under Section 802 of this Ordinance, if the condition of the land, in the opinion of the Allegan County Health Department, may result in or contribute to soil erosion or sedimentation of adjacent

properties or to the Waters of the State, and if soil erosion and sedimentation control measures in conformance with Part 91, the Rules under Part 17, and this Ordinance are not in place, the Allegan County Health Department, or its designee, may enter upon the land and construct, implement, and maintain soil erosion and sedimentation control measures in conformance with Part 91, the Rules under Part 17, and this Ordinance. However, the Allegan County Health Department shall not expend more than \$10,000 for the cost of the work, materials, labor, and administration without prior written notice in the Notice of Determination provided in Section 802 of this Ordinance to the landowner that the expenditure of more than \$10,000 may be made. If more than \$10,000 is to be expended under this section, then the work shall not begin until at least 10 days after the notice of violation has been mailed by certified mail with return receipt requested.

Section 805. Reimbursement of the Allegan County Health Department Expenses; Lien for Expenses.

(see 324.9120)

- (a) All expenses incurred by the Allegan County Health Department under Section 804 of this ordinance to construct, implement, and maintain soil erosion and sedimentation control measures to bring land into compliance with Part 91, the Rules under Part 17, and this Ordinance shall be reimbursed to the Allegan County Health Department by the landowner.
- (b) The Allegan County Health Department shall have a lien on the property for the expenses incurred under Section 804 of this Ordinance of bringing the land into conformance with Part 91, the Rules under Part 17, or this Ordinance. However, with respect to single family or multi-family residential property, the lien for such expenses shall have priority over all liens and encumbrances filed or recorded after the date of such expenditure. With respect to all other property, the lien for such expenses shall be collected and treated in the same manner as provided for property tax liens under the General Property Tax Act, 1893 PA 206, being 211.1 to 211.157 of the Michigan Compiled Laws.

Section 806. Violations; Penalties (Section 324.9121)

- (a) A person who violates Part 91, the Rules under Part 17, or this Ordinance, is responsible for a uniform municipal civil infraction and may be ordered to pay a civil fine of not more than \$2,500.00 plus all court costs and attorney fees.
- (b) A person who knowingly violates Part 91, the Rules under Part 17, or this Ordinance or knowingly makes a false statement in an application for a permit or in a Soil Erosion and Sedimentation Control Plan is responsible for the payment of a civil fine of not more than \$10,000.00 for each day of violation plus all court costs and attorney fees.
- (c) A person who knowingly violates Part 91, the Rules under Part 17, or this Ordinance after receiving a notice of determination under Sections 801 or 802 is responsible for payment of a civil fine of not less than \$2,500.00 or more than \$25,000.00 for each day of the violation plus all court costs and attorney fees.
- (d) Civil fines collected under Section 806(a) shall be deposited into the Soil Erosion and Sedimentation Control Fund. Civil fines collected under Sections 806(b) or 806(c) that are payable to the Allegan County shall be deposited into the County General Fund.
- (e) A default in payment of a civil fine or costs ordered under this section or an installment of the fine or costs may be remedied by any means authorized under the Revised Judicature Act of 1961, 1961 PA 236, as amended, being section 600.101 *et seq.* of the Michigan Compiled Laws.
- (f) In addition to a fine assessed under this section, a person who violates Part 91, the Rules under Part 17, or this Ordinance is liable to the State of Michigan for damages for injury to, destruction of, or loss of natural resources resulting from the violation. The court may order a person who violates this part to restore the area or areas affected by the violation to their condition as existing immediately prior to the violation.
- (g) Lessees, contractors, or other individuals undertaking an earth change, as well as the landowner and On-Site Authorized Agent, are liable for civil penalties prescribed in Section 806.

Section 807. Violations Bureau; Payments.

- (a) The Allegan County District Court with jurisdiction has been established as the Violations Bureau for the uniform municipal civil infraction citations.
- (b) All persons that receive uniform municipal civil infraction citation shall have twenty-one (21) days to pay the fine to the District Court Office. If responsibility is denied or the fine is unpaid after twenty-one (21) days, the uniform municipal civil infraction citation shall be processed by the District Court

for resolution pursuant to Chapter 87 of the Revised Judicature Act, MCL 600.8701 *et seq.* Either party may request a formal hearing before a judge.

ARTICLE IX - Injunction; Inspection and Investigation; Interference with Administration and Enforcement

Section 901. Injunction. Notwithstanding the existence or pursuit of any other remedy, the Department or the County may maintain an action in its own name in a court of competent jurisdiction for an injunction or other process against a person to restrain or prevent violations of Part 91, the Rules under Part 17, or this Ordinance.

Section 902. Right of Entry and Inspection. An agent appointed by the Department or the Allegan County Health Department may enter at all reasonable times in or upon any private or public property for the purpose of inspecting and investigating conditions or practices that may be in violation of Part 91, the Rules under Part 17, or this Ordinance.

Section 903. Interference with Administration and Enforcement. No person shall unlawfully hinder, oppose or resist the Soil Erosion Control Agent in the discharge of the administration and enforcement of Part 91, the Rules under Part 17, or this Ordinance. No person shall remove, mutilate or conceal any notice or placard posted by the Soil Erosion Control Agent except by written permission of the Soil Erosion Control Agent.

ARTICLE X - Appeal Procedures

Section 1001. Appeal of Permit Decision; Administrative Hearing.

- (a) If the landowner or Designated Agent is aggrieved by a permit decision made by the Soil Erosion Control Agent, a written appeal including the reason for the appeal referencing applicable sections of the Ordinance; a photocopy of any written action; and the required fees may be filed with the Allegan County Health Department within 14 calendar days of that decision. If an appeal is filed, an administrative hearing will be scheduled within 14 calendar days from the date of the filing.
- (b) The administrative hearing will allow the landowner or Designated Agent opportunity to submit additional information or re-emphasize previously submitted data. The Hearing Officer will then review the information and take under advisement any other comments received before making a final decision within twenty-one (21) days of the administrative hearing, and forward this final decision to the landowner or designated agent in person or by first class mail.

Section 1002. Appeal of Notice of Violation; Administrative Hearing.

- (a) If the landowner or On-Site Authorized Agent is aggrieved by a compliance and enforcement action made by the Soil Erosion Control Agent pursuant to Section 802 of this Ordinance, a written appeal including the reason for the appeal referencing applicable sections of the Ordinance; a photocopy of any written action; and the required fees may be filed with the Allegan County Health Department within 24 hours of receiving a notice of violation. If an appeal is filed, an administrative hearing will be scheduled within three (3) calendar days of the date of the filing.
- (b) The administrative hearing will allow the landowner or On-Site Authorized Agent opportunity to submit additional information or re-emphasize previously submitted data. The Hearing Officer will then review the information and take under advisement any other information received before making a final decision within two (2) days of the administrative hearing, and forward this final decision to the landowner or On-Site Authorized Agent in person or by certified mail, return receipt requested.

Section 1003. Allegan County Health Department Decisions; Standard of Review.

- (a) The Hearing Officer shall sustain the decision of the Soil Erosion Control Agent unless the Hearing Officer finds, by clear and convincing evidence that the Soil Erosion Control Agent's decision:
 1. Was based upon a mistake(s) of fact and that the correction of that mistake(s) leads to a different result; or,
 2. Was based upon a mistake(s) of law and that the correction of that mistake(s) leads to a different result; or,

- 3. Constitutes an abuse of discretion and no factual or legal argument provides any support for the Soil Erosion Control Agent's position.
- (b) All decisions, whether oral or written, must include a brief recap of testimony and evidence presented. The decision of the Hearing Officer shall be binding upon the Soil Erosion Control Agent and the Landowner, Designated Agent and/or On-Site Authorized Agent.

ARTICLE XI - Soil Erosion and Sedimentation Control Fund

Section 1101. Creation of Fund. The Soil Erosion and Sedimentation Control Fund is created within the county treasury.

Section 1102. County Treasurer. The county treasurer may receive money or other assets from any source for deposit into the Soil Erosion and Sedimentation Control Fund. The county treasurer shall direct the investment of the Soil Erosion and Sedimentation Control Fund. The county treasurer shall credit to the Soil Erosion and Sedimentation Control Fund interest and earnings from fund investments. The county treasury may transfer money from the Soil Erosion and Sedimentation Control Fund to the General Fund by resolution of the County Board of Commissioners.

Section 1103. Deposits to Fund. All fees, cash bonds, money received from an irrevocable letter of credit or a certificate of self-insurance, and reimbursements for expenses incurred by the Allegan County Health Department made payable to the Allegan County Health Department with regard to Part 91, the Rules under Part 17, or this Ordinance shall be deposited by the County Treasurer into the Soil Erosion and Sedimentation Control Fund.

Section 1104. Revolving Funds. Money in the Soil Erosion and Sedimentation Control Fund at the close of the fiscal year shall remain in the fund and shall not lapse to the county general fund.

Section 1105. Expending Funds. The Allegan County Health Department shall expend money from the fund only to administer and enforce Part 91, the Rules under Part 17, or this Ordinance.

ARTICLE XII - Effective Date

Section 1201. Effective Date. This Ordinance shall take effect ~~August 1, 2019~~. All active permits issued prior to adoption of said Ordinance and bonds shall remain in effect and shall be subject to provisions of this Ordinance. The undersigned do hereby certify that the above and foregoing Ordinance, known as the Soil Erosion and Sedimentation Control Ordinance, Ordinance No. 1013.~~32~~ of the County of Allegan, Michigan, was introduced at a regular meeting of the County Board of Commissioners, held on _____, and was thereafter passed at a regular meeting on ~~June 27, 2019~~.

Jim Storey, Chair, Allegan County Board of Commissioners

Date

Bob Genetski, County Clerk/Register

Date

ALLEGAN COUNTY

SOIL EROSION AND SEDIMENTATION CONTROL ORDINANCE

(Adopted under Section 303)

FEE SCHEDULE FOR MUNICIPAL CIVIL INFRACTION CITATIONS

Ordinance No. 1013.23

I. Residential:

<u>Infraction</u>	<u>Fine</u>
a. No permit.....	\$100.00*
Repeat Offense.....	\$250.00*
b. Other violations.....	\$250.00*
c. Violations leading to erosion.....	\$500.00*
d. Repeat Offense.....	\$750.00*

II. All other Commercial or Industrial Sites such as Site Development (Plats, Mobile Home Parks, Multiple Housing Units, Apartments, Commercial, Industrial, Cut and Fill Operations, Golf Courses, etc.), Utilities and Sand and Gravel Mining:

<u>Infraction</u>	<u>Fine</u>
a. No Permit.....	\$750.00*
b. Failure to Maintain Sedimentation and erosion controls....	\$750.00*
c. Tracking sediment onto roadway.....	\$750.00*
d. Failure to stabilize critical areas.....	\$750.00*
e. Failure to repair de-stabilized area.....	\$750.00*
f. Failure to comply with permit restrictions.....	\$750.00*
g. Other violations.....	\$750.00*
h. First repeat offense.....	\$1,500.00*
i. Second and subsequent repeat offenses.....	\$2,500.00*

*plus all court costs and attorney fees

TUSCOLA COUNTY BOARD OF COMMISSIONERS

125 W. Lincoln Street
Suite 500
Caro, MI 48723

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

At a regular meeting of the Board of Commissioners for the County of Tuscola, State of Michigan, on the 16th day of March 2023, with the meeting called to order at 8:00 a.m.

Commissioners Present: *Kim Vaughan, Bill Futz, Matt Koch*

Commissioners Absent: *Thomas Young, Thomas Bardwell*

The following resolution was offered by Commissioner *Koch*,
seconded by Commissioner *Futz*,

TUSCOLA COUNTY BOARD OF COMMISSIONERS RESOLUTION #2023-03 Resolution to Oppose the Camp Grayling Expansion

WHEREAS, Camp Grayling is asking for a 20-year lease of additional land, from the people of Michigan through the Michigan DNR for Military Training Activities, significantly expanding the current area used for this purpose in northern Michigan.

WHEREAS, Northern Michigan relies on the recreational opportunities presented by their beautiful rich forests, pristine rivers, and open farmlands and the people of Northern Michigan want to retain what is left of its rustic and natural outdoor playground atmosphere, for the enjoyment of its citizens and visitors.

WHEREAS, the Proposed Expansion will disrupt the peaceful enjoyment of the Natural Resources owned by the people of Michigan, reduce the effectiveness of the "PURE MICHIGAN Campaign," reduce tourism dollars to community businesses, and create even more hardships for its citizens.

WHEREAS, the Michigan National Guards usages of our public land has already created contamination of the areas ground water and has already been poisoning citizens for years without giving the community a plan for cleanup.

WHEREAS, the proposal increases use within the Manistee, Muskegon and AuSable River watersheds, thus increasing the possibility of contamination in the Great Lakes; since the Manistee and Muskegon Rivers both flow into Lake Michigan. The AuSable River flows into Lake Huron.

WHEREAS, the unnatural noise level of training is tolerated currently, any expansion of the ground and air usage will create a much larger distraction from the serenity of PURE MICHIGAN, driving away citizens and visitors that love their community and the peaceful enjoyment of nature.

WHEREAS, the proposed expansion of Camp Grayling onto DNR lands does not support the Mission Statement of the Michigan Department of Natural Resources: “We are committed to the conservation, protection, management, use and enjoyment of the state’s natural and cultural resources for current and future generations.”

NOW THEREFORE, BE IT RESOLVED, that the Tuscola County Board of Commissioners hereby opposes the proposed expansion of Camp Grayling.

BE IT FURTHER RESOLVED, that the Tuscola County Board of Commissioners directs the Clerk to forward a copy of this resolution to Shannon Lott, Director of the Michigan Department of Natural Resources, this Counties State Senator and State Representative, and Governor Gretchen Whitmer.

This Resolution was offered by Commissioner Koch ; supported by Commissioner Gutz

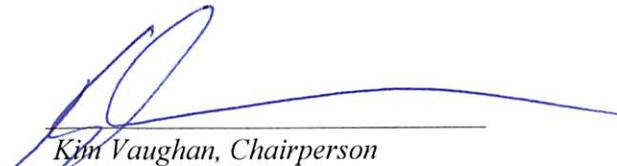
Ayes: Gutz, Koch, Vaughan

Nays: none

Absent: Young, Bardwell

Resolution declared approved dated this 16th day of March, 2023.

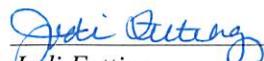
Date March 16, 2023



Kim Vaughan, Chairperson
Tuscola County Board of Commissioners

I, Jodi Fetting, Tuscola County Clerk, do hereby certify that the foregoing is a true and complete copy of an agreement approved by the Board of Commissioners at a regular meeting on March 16, 2023.

Date March 16, 2023



Jodi Fetting
Tuscola County Clerk, CCO

Kalkaska County Board of Commissioners

#2023-12

RESOLUTION TO INSTRUCT OUR REPRESENTATIVES TO OPPOSE ALL FIREARMS CONTROL LEGISLATION

March 15, 2023

WHEREAS, the Constitution of the United States, ratified on the 21st day of June, 1788, declares in Article VI section 2, "This Constitution, and the Laws of the United States which shall be made in Pursuance thereof; and all Treaties made, or which shall be made, under the Authority of the United States, shall be the supreme Law of the Land; and the Judges in every State shall be bound thereby, any Thing in the Constitution or Laws of any State to the Contrary notwithstanding.";

WHEREAS, the people of the United States are guaranteed the right to keep and bear arms without any legislative infringement, under the Constitutional authority of Amendment II, "A well-regulated Militia, being necessary to the security of a free State, the right of the people to keep and bear Arms, shall not be infringed.";

WHEREAS, the people of the State of Michigan recognize that the blessings of freedom come from our Almighty God according to the Preamble of the Constitution of the State of Michigan, "We, the people of the State of Michigan, grateful to Almighty God for the blessings of freedom, and earnestly desiring to secure these blessings undiminished to ourselves and our posterity, do ordain and establish this constitution.";

WHEREAS, the people of the State of Michigan have the inherent, inalienable right to hold all political power in the State of Michigan according to the Constitution of the State of Michigan, Article I, Section 1. "All political power is inherent in the people. Government is instituted for their equal benefit, security, and protection.";

WHEREAS, the people of Michigan are guaranteed the right to keep and bear arms without any legislative infringement, under Michigan State Constitutional authority in Article I section 6,
{Every person has a right to keep and bear arms for the defense of himself and the state.";

WHEREAS, the people of the State of Michigan recognize that we have the right to retain rights that are not specifically written in the Constitution of the United States or the Constitution of the State of Michigan according to: Amendment IX of the Constitution of the United States, "The enumeration in the Constitution of certain rights, shall not be construed to deny or disparage others retained by the people." and Amendment I, Section 23 of the Constitution of the State of Michigan, {{The enumeration in this constitution of certain rights shall not be construed to deny or disparage others retained by the people."}; and **WHEREAS**, the people of the State of Michigan recognize that we have the right to

instruct our representatives according to the Constitution of the State of Michigan, Article I, Section 3, "The people have the right peaceably to assemble, to consult for the common good, to instruct their representatives and to petition the government for redress of grievances." **NOW, THEREFORE, BE IT:**

RESOLVED, that the Kalkaska County Board of Commissioners, as people of the State of Michigan, instruct our representatives of the 104th and 105th Michigan State Legislature to vote in opposition of all proposed legislation that would unconstitutionally infringe on the right of the people to keep and bear arms;

BE IT FURTHER RESOLVED, that the Kalkaska County Board of Commissioners, as people of the State of Michigan, instruct our representatives of the 104th and 105thnd Michigan State Legislature to vote in opposition of all proposed legislation that infringes on the right of the people to own, bear, purchase, and sell items that are directly relevant to operation, maintenance, and modification of any firearms, including but not limited to: ammunition, magazines, stocks, triggers, braces, barrels, etc.;

BE IT FURTHER RESOLVED, that the Kalkaska County Board of Commissioners, as people of the State of Michigan, instruct our representatives of the 104th and 105th Michigan State Legislature to vote in opposition of all proposed gun legislation, such as Red Flag Gun Laws, that would deny a person of their right to not be deprived of life, liberty or property without due process of the law, or their right to equal benefit, security and protection;

BE IT FURTHER RESOLVED, that the Kalkaska County Board of Commissioners, as people of the State of Michigan, instruct our representatives to recognize that the power which they hold is because of the consent of the people, and that they have no power to make legislation that is contrary to the supreme Law of the Land, nor have they been given consent to draft, introduce, sponsor, or amend legislation that infringes on the right of the people to keep and bear arms in any way; and

BE IT FURTHER RESOLVED, that the Clerk of the Kalkaska County Board of Commissioners, shall transmit copies of this resolution to all members of the 104th and 105th Michigan State Legislature and the Senate District 36, and shall urge all counties in Michigan to adopt similar resolutions.

PASSED AND ADOPTED as a resolution of the Kalkaska County Board of Commissioners meeting held on March 15, 2023.

Motion by Baldwin to adopt this Resolution 2023-12. Supported by Crambell.

Roll call vote:

Yeas: Baldwin, Crambell, Bicum, Comai, Sieting, Sweet, Fisher.

Nays: None

Abstain: None

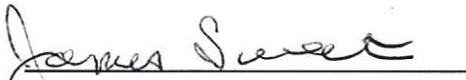
Absent: None

This Resolution is declared adopted this 15th day of March, 2023.


Kohn Fisher, Chair
District #3

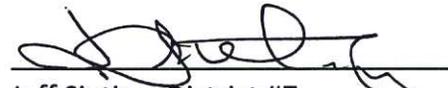

Truman Bicum, District #1


Robert Baldwin, District #2


James Sweet, District #4


David Comai, District #5


Craig Crambell, District #6


Jeff Sieting, District #7

County of Kalkaska
State of Michigan

I, Deborah L. Hill, the undersigned duly qualified and acting Clerk of the Board of Commissioner of the County of Kalkaska, State of Michigan, do hereby certify that the foregoing is a true and complete copy of proceedings taken at a Regular Meeting of the Board of Commissioners of said County held on 15th day of March, 2023.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 15th day of March, 2023.


Deborah L. Hill, Clerk, County of Kalkaska

EATON COUNTY BOARD OF COMMISSIONERS

MARCH 15, 2023

RESOLUTION HONORING THE MICHIGAN ASSOCIATION OF COUNTIES
ON ITS 125TH ANNIVERSARY

Commissioner Augustine moved the approval of the following resolution. Seconded by Commissioner Rogers.

WHEREAS, Michigan's 83 county governments play a central role in the proper delivery of, and oversight for, critical public services for the state's approximately 10 million residents; and

WHEREAS, Michigan county governments are led by Boards of Commissioners, who are elected from their communities; and

WHEREAS, the State Association of Supervisors of Michigan was formed by representatives of 16 counties on Feb. 1, 1898, in the Senate chamber of the Michigan State Capitol in Lansing; and

WHEREAS, the association's name was changed to the Michigan Association of Counties on July 17, 1969; and

WHEREAS, the Michigan Association of Counties is the oldest association representing local governments in Michigan; and

WHEREAS, 48 of Michigan's 83 counties have had at least one of their commissioners (or supervisors prior to 1968) serve as president of the association's Board of Directors; and

WHEREAS, the association created the Michigan Counties Workers' Compensation Fund in 1979 to help county members provide workplace safety and injury insurance services to its employees; and

WHEREAS, the association created the Michigan Association of Counties Service Corporation in 1986 to partner with service providers to help counties save money on everything from health insurance to telecommunications services; and

WHEREAS, the association hosts two major conferences every year to bring together county leaders for briefings on trending public policy issues and to hear from state newsmakers and others; and

WHEREAS, the association's advocacy work in Lansing and beyond has advanced the interests of county governments and the residents they serve; and

WHEREAS, no fewer than five association presidents have served or are serving in the Michigan Legislature in the 21st century, a testament to the culture of public service inculcated by the association

THEREFORE, BE IT RESOLVED that Eaton County wishes to commend and honor the Michigan Association of Counties on its 125th Anniversary year. Carried unanimously.

STATE OF MICHIGAN
COUNTY OF EATON

I certify that the foregoing is a true and accurate copy of the resolutions adopted by the Eaton County Board of Commissioners, that such resolutions were duly adopted at a regular meeting held on March 15, 2023, and that notice of such meeting was given as required by law.

{SEAL}


Diana Bosworth, Clerk of the Eaton
County Board of Commissioners

ALLEGAN COUNTY BOARD OF COMMISSIONERS

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MARCH 23, 2023 SESSION

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MARCH 23, 2023 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 23, 2023 at 9:03 A.M. in accordance with the motion for adjournment of March 9, 2023, 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 JIM STOREY
DIST #2 MARK DEYOUNG
DIST #3 DEAN KAPENGA
DIST #4 SCOTT BELTMAN
DIST #5 GALE DUGAN

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 Dugan asked to have discussion on the acquisition of a laminator for county use for FEMA maps/pictometry maps/etc.

Moved by Commissioner Dugan, seconded by Commissioner Kapenga to adopt the changes to the meeting agenda as requested. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

AGENDA - ADOPTED AS AMENDED

4/ Moved by Commissioner Dugan, seconded by Commissioner Beltman to adopt the meeting agenda as presented. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

2023/27 BOARD PLANNING

5/ Administrator Sarro continued discussions on the 2023/27 board planning. Commissioners reviewed the Allegan County Strategic Plan with the incorporated changes from the March 9, 2023 session; S.M.A.R.T. goals (specific, measurable, achievable, relevant and time-bound); employee labor relations; annual audit; parks and recreation master plan.

BREAK - 10:17 A.M.

6/ Upon reconvening at 10:27 A.M., the following Commissioners were present: Commissioner Storey, DeYoung, Kapenga, Beltman and Dugan. Absent: None.

2023/27 BOARD PLANNING CONTINUED

7/ Discussion continued on the 2023/27 planning.

PROCURING SERVICES OR ACQUISITION OF LAMINATOR DISCUSSION

8/ Commissioner Dugan discussed the possibility of the county having a laminator for FEMA maps/pictometry maps or contracting through a business as a solution for this service.

PUBLIC PARTICIPATION - NO COMMENTS

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

ADJOURNMENT UNTIL APRIL 13, 2023 AT 9:00 A.M.

10/ Moved by Commissioner DeYoung, seconded by Commissioner Kapenga to adjourn until April 13, 2023 at 9:00 A.M. The motion carried by roll call vote and the meeting was adjourned at 11:54 P.M. Yeas: 5 votes. Nays: 0 votes.

AFTERNOON SESSION**MARCH 23, 2023 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL**

11/ 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 23, 2023 at 1:03 P.M. in accordance with the motion for adjournment of March 9, 2023, and rules of this Board; Chairman Storey presiding.

The invocation was offered by District #5 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 JIM STOREY
 DIST #2 MARK DEYOUNG
 DIST #3 DEAN KAPENGA
 DIST #4 SCOTT BELTMAN
 DIST #5 GALE DUGAN

COMMUNICATIONS

12/ Deputy Clerk Tien noted to the board that they received the following communications:

1. Resolution from Schoolcraft, Tuscola, Leelanau and Osceola Counties honoring the Michigan Association of Counties
2. Iron County resolution affirming support of all constitutional rights and to adequately fund mental health services
3. Lake County resolution dedicating courtroom A to the Honorable Mark S. Wickens

MARCH 9, 2023 SESSION MINUTES - ADOPTED

13/ Moved by Commissioner Dugan, seconded by Commissioner Beltman to approve the minutes for the March 9, 2023 session as distributed. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

PUBLIC PARTICIPATION - COMMENTS

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

1. Undersheriff Mike Larsen introduced the new Allegan County Emergency Management Director Sarah Clark to the board
2. Maureen Lewandowski from South Haven Charter Township and South Haven Area Recreation Authority addressed the board on the dark sky park

AGENDA - ADOPTED AS PRESENTED

15/ Moved by Commissioner Kapenga, seconded by Commissioner Dugan to adopt the meeting agenda as presented. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

EMPLOYEE RECOGNITION

16/ Sheriff Baker, Chairman Storey and Administrator Sarro thanked Sergeant Kenneth DeVries for his 27 years of service to Allegan County.

INFORMATIONAL SESSION - LAKESHORE ADVANTAGE

17/ Jennifer Owens from Lakeshore Advantage gave an update to the board on economic development.

ADMINISTRATIVE REPORTS

18/ Administrator Sarro noted his written report was submitted to Commissioners. Highlights included employee turnover/retention and Opioid settlement update.

FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS

19/ **WHEREAS**, Administration has compiled the following claims for March 17, 2023 and March 24, 2023; 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 2023 Claims folder of the Commissioners' Record of Claims.

March 17, 2023

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	135,979.03	135,979.03	
Parks/Recreation Fund – 208	546.19	546.19	
Friend of the Court – Cooperative Reimb. – 215	698.79	698.79	
Health Department Fund – 221	31,259.83	31,259.83	
Solid Waste/Recycling – 226	7,721.61	7,721.61	
Indigent Defense Fund – 260	15,086.05	15,086.05	
Central Dispatch Fund – 261	4,149.19	4,149.19	
Grants – 279	5,567.21	5,567.21	
Transportation Fund – 288	2,999.84	2,999.84	
Child Care Fund – 292	28,547.65	28,547.65	

Veterans Relief Fund – 293	1,917.80	1,917.80	
Senior Services Fund – 298	161,750.68	161,750.68	
Capital Improvement Fund – 401	750.22	750.22	
Revolving Drain Maintenance Fund – 639	55.30	55.30	
Fleet Management/Motor Pool – 661	489.72	489.72	
Self-Insurance Fund – 677	3,251.69	3,251.69	
Drain Fund – 801	118,241.38	118,241.38	
TOTAL AMOUNT OF CLAIMS	\$519,012.18	\$519,012.18	

March 24, 2023

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	103,085.80	103,085.80	
Parks/Recreation Fund – 208	253.42	253.42	
Friend of the Court – Cooperative Reimb. – 215	3,471.81	3,471.81	
Health Department Fund – 221	15,278.65	15,278.65	
Solid Waste/Recycling – 226	49,580.50	49,580.50	
Multi-Agency Collab Committee – 245	523.83	523.83	
Animal Shelter – 254	6,830.00	6,830.00	
Indigent Defense Fund – 260	27,159.77	27,159.77	
Central Dispatch Fund – 261	60,853.68	60,853.68	
Drug Law Enforcement Fund-SD – 265	715.00	715.00	
Grants – 279	5,500.00	5,500.00	
Crime Victims Rights Grant – 280	834.15	834.15	
Transportation Fund – 288	8,031.35	8,031.35	
Child Care Fund – 292	16,373.27	16,373.27	
Senior Services Fund – 298	770.95	770.95	
American Rescue Plan Act – ARPA – 299	32,000.00	32,000.00	
Property Tax Adjustments – 516	3,729.53	3,729.53	
Tax Reversion 2018 – 629	240.00	240.00	
Fleet Management/Motor Pool – 661	14.39	14.39	
Self-Insurance Fund – 677	14,423.83	14,423.83	
Drain Fund – 801	10,085.48	10,085.48	
TOTAL AMOUNT OF CLAIMS	\$359,755.41	\$359,755.41	

THEREFORE BE IT RESOLVED that the Board of Commissioners adopts the report of claims for March 17, 2023 and March 24, 2023.

Moved by Commissioner Kapenga, seconded by Commissioner Dugan to adopt the report of claims for March 17, 2023 and March 24, 2023. Motion carried by roll call vote. Yeas: 5 votes. Nays: 5 votes.

DISCUSSION ITEMS:**SOIL EROSION SEDIMENTATION CONTROL ORDINANCE & FEES – SET PUBLIC HEARING**

20/ WHEREAS, the Board of Commissioners has accepted the recommended revisions to the Soil Erosion and Sedimentation Control (SESC) Ordinance No. 1013.2 and the SESC Infraction Fees.

THEREFORE BE IT RESOLVED that the Board of Commissioners set a public hearing at 1:00 P.M. at the Board meeting on April 13, 2023, for public comment; and

BE IT FURTHER RESOLVED that County Administration will publish the necessary notices.

Moved by Commissioner Dugan, seconded by Commissioner DeYoung to approve the resolution as presented. Motion carried by voice/roll call vote. Yeas: 5 votes. Nays: 0 votes.

RAILWAY SAFETY

21/ Commissioner Dugan briefed the board on railway safety so it can be relayed to local municipalities on how to address issues.

FACILITIES MANAGEMENT – AWARD COURTHOUSE ROOF SECTION #3 BID

22/ WHEREAS, the Allegan County Board of Commissioners (Board) appropriated \$80,000 for a 2023 capital project to replace the roof over Section #3 of the Courthouse (the east side above District Court); and

WHEREAS, consistent with the County's Purchasing Policy, a request for proposal process was used to solicit competitive bids for this project; and

WHEREAS, the recommended low bid exceeds the \$80,000 budgeted amount.

THEREFORE, BE IT RESOLVED that the Board authorizes and additional appropriation within the #401 Capital Improvement Fund in the amount of \$16,000 towards this project for a total capital budget of \$96,000; and

BE IT FURTHER RESOLVED that the Board awards the bid to replace the roofing on Section 3 of the Courthouse (Project #1124-23) to C&I Building Maintenance Inc., of 1895 15 Mile Road NE, Sparta, MI 49345, for the not-to-exceed base bid amount of \$87,442.07 plus any unforeseen expenses based on quoted unit rates; 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 Dugan, seconded by Commissioner Kapenga to take immediate action and approve the resolution as presented. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

ELECTIONS - COMMUNITY MENTAL HEALTH BOARD

23/ Chairman Storey opened nominations to fill the 3-year terms on the Community Mental Health Board; terms to expire 3/31/2026. Commissioner Storey nominated the following individuals:

- Gale Dugan, 318 21st St, Otsego (County Commissioner)
- John Weerstra, 1260 Lincoln Rd Lot 19, Allegan (Primary Consumer)
- Glen Brookhouse, 515 Selby St, Hopkins (Agency Involved with M.H.)
- Robin Klay, 292 Chatham, Holland (General Public)

Moved by Commissioner Storey, seconded by Commissioner DeYoung to close nominations and vote for the above named individuals. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

PUBLIC PARTICIPATION - NO COMMENTS

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

ADJOURNMENT UNTIL APRIL 13, 2023 AT 1:00 P.M.

25/ Moved by Commissioner Kapenga, seconded by Commissioner Dugan to adjourn until April 13, 2023 at 1:00 P.M. The motion carried by voice vote and the meeting was adjourned at 2:48 P.M. Yeas: 5 votes. Nays: 0 votes.



Deputy Clerk

Board Chairperson

Minutes approved during the 00/00/2023 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

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

57th District Court 2022 ANNUAL REPORT

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A Message from the Chief Judge

The leadership of the 57th District Court has changed since our last Annual Report. Our Court Administrator, Linda L. Lenahan, retired after over 20 years of service to Allegan County. She became Court Administrator in 2002 after having spent the 20 previous years with the State Court Administrator's Office of the Michigan Supreme Court. During her 20 years with Allegan County, she became a leader in Court Administration throughout the entire state. She was frequently assigned as a Mentor for new Court Administrators by the State Court Administrator's Office. Her peers in the Michigan Court Administrators Association awarded her the 2022 Dave Walsh Distinguished Award. That award is provided to the individual who made a significant contribution to the enhancement of the profession of court administration over an extended number of years. We will all truly miss her vast knowledge and wit and wish her the best in her well-earned retirement.



Joseph S. Skocelas
Chief District Court Judge

Our new Court Administrator is Jessica A. Winsemius. She is an attorney and comes to our court with experience on both sides of criminal law. She has served as an Assistant Prosecuting Attorney in both Allegan and Muskegon Counties and has also been a Public Defender in each of those counties as well. She previously was the Deputy Chief Public Defender for the Allegan and Van Buren Counties Public Defender Office. She has been doing an excellent job since she came to the Court and will guide us in the future as we implement upcoming technology changes required by the State Court Administrators Office.

Since resuming jury trials after the pandemic, we conducted 38 jury trials and have totally eliminated the jury trial backlog that was caused by the COVID -19 shutdown. As I anticipated, the temporary changes in court procedure that went into place at the beginning of the pandemic in March 2020 have now been made permanent through Court Rules issued by the Michigan Supreme Court. With that, over 80% of our court proceedings are being handled remotely. Only proceedings requiring witness testimony are being held in person. This is a great convenience to the public in both civil and criminal proceedings. It allows citizens and police officers to conduct routine court business without having to physically come to court. We also continue to livestream our court proceedings. They can be viewed at:

micourt.courts.michigan.gov/virtualcourtroomdirectory.

A handwritten signature in black ink, which appears to read "Joseph S. Skocelas".

Joseph S. Skocelas
Chief Judge, 57th District Court of Allegan County



HISTORY, LOCATION AND OVERVIEW

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

District Court Administrative Team



Joseph S. Skocelas, Chief District Court Judge



William A. Baillargeon, District Court Judge



Left to right: Jessica A. Winsemius, Court Administrator; Mark Ponitz, Chief Probation Officer; Chris Gates, Chief Deputy District Court Clerk; Daniel W. Norbeck; Attorney Magistrate;
Digital photos by Deputy Carri Krug, 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.

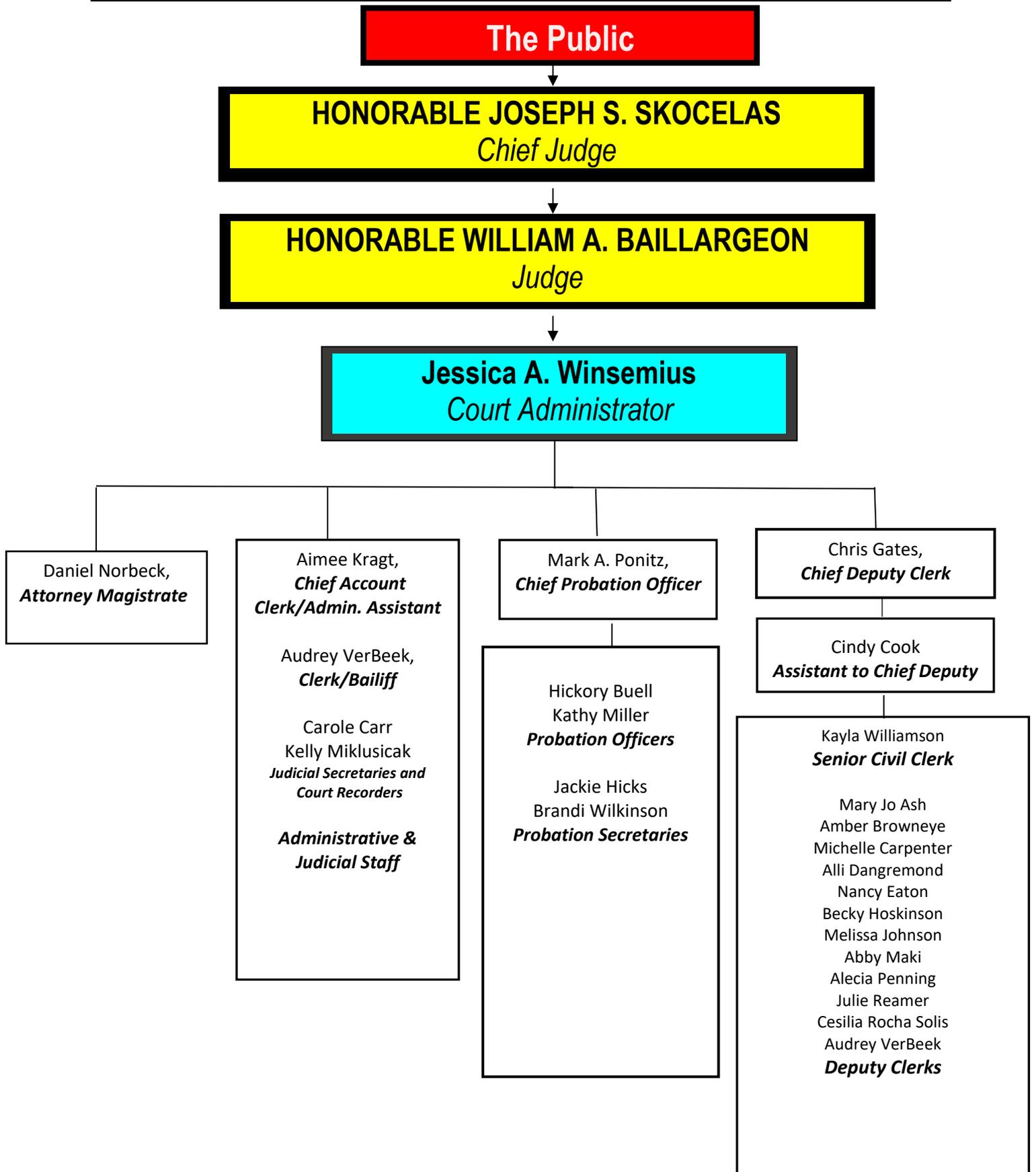
The Attorney Magistrate is appointed by the Chief Judge and performs certain quasi-judicial functions impacting litigants and the Court. Some of the responsibilities include, but are not limited to, informal hearings, authorizing search and arrest warrants, conducting arraignments, performing legal research, 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



JUDICIAL STAFF



District Court Judicial Staff

Left to right, first row: Jessica A. Winsemius and William W. Norbeck;;

Left to right, back row: Kelly Miklusicak, Aimee Kragt and Carole Carr;

Not pictured: Audrey VerBeek

Digital photos by Deputy Carrie Krug, ACSD



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 48th 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.

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.

JESSICA A. WINSEMIUS, District Court Administrator, was appointed in December 2022. Prior to her appointment, Jessica worked as both an assistant prosecuting attorney as well as a public defender over the previous ten years. She graduated from Hope College with a B.A. in Psychology and Western Michigan University Thomas M. Cooley Law School with a J.D. as well as an LL.M. in Criminal Law and Advocacy.

CLERK'S OFFICE STAFF



District Court Clerk's Office

Left to right, first row: Chris Gates, Michelle Carpenter, Melissa Johnson, Alecia Penning, Alli Dangremond, Julie Reamer, Kayla Williamson;

Left to right, second row: Cindy Cook, Rebecca Hoskinson, Abby Maki, Cesilia Rocha Solis, Mary Jo Ash, Amber Browneye, Nancy Eaton, Jackie Hicks;

Not pictured: Audrey VerBeek

Digital photos by Jessica A. Winsemius

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

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.

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.

ABBY MAKI, Deputy Court Clerk in the Traffic/Criminal Division, started with the Court on August 8, 2022.

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.

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.

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.

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

JURISDICTION

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

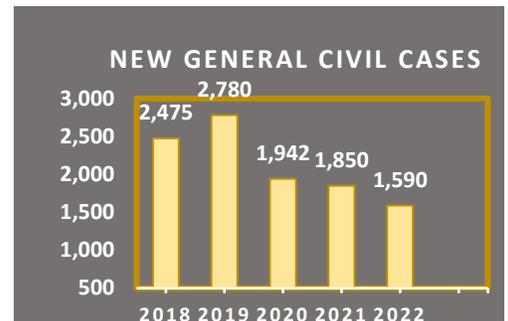
NEW CASES FILED

CIVIL DIVISION

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

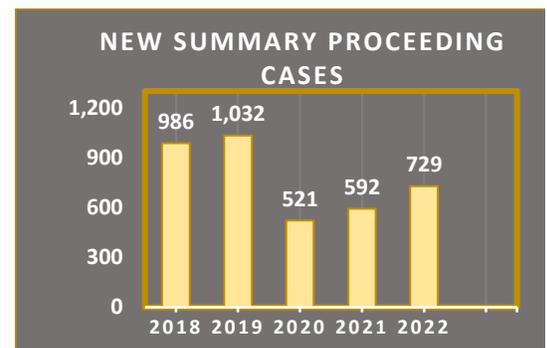
The **General Civil Division** processes all civil cases under the \$25,000 jurisdictional limit; limited claim and delivery civil actions; limited writ of attachment and garnishment; and forfeiture or seizure of certain property.

The bar chart reflects the five-year trend in general civil filings. Case filings over the five-year trend decreased 885 cases from 2018 to 2022. New case filings decreased 260 cases from 2021 to 2022.



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.

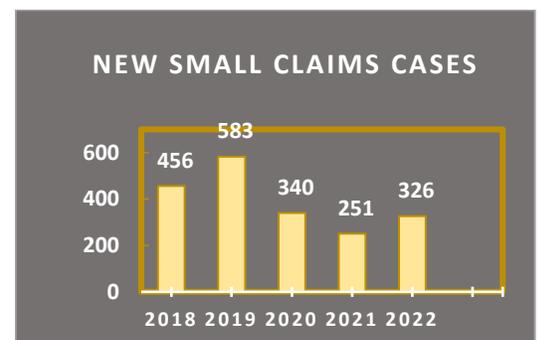
The bar chart reflects the five-year trend in summary proceeding filings. New filings over the five-year trend decreased 257 cases from 2018 to 2022. New case filings increased 137 cases from 2021 to 2022.



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 130 cases from 2018 to 2022. New case filings increased 75 cases from 2021 to 2022.

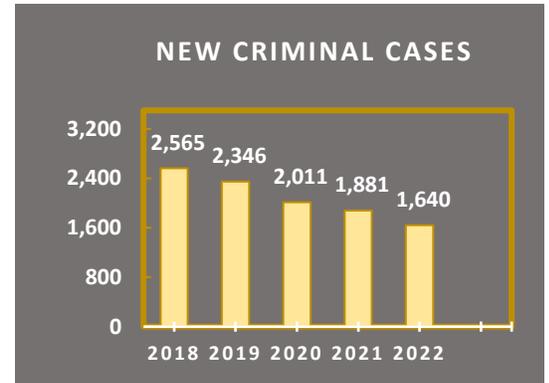


NEW CASES FILED

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 2022, seven (7) felony pleas were accepted by District Court Judges.

In 2022, the criminal division processed 1,640 new case filings. The Court conducted felony preliminary examinations and waiver hearings and bound over 676 cases to the 48th Circuit Court. This number includes traffic division bind overs, as well. The criminal division disposed of 2,928 cases.



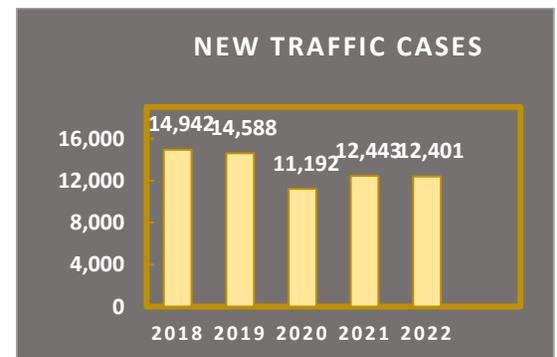
The bar chart reflects the five-year trend in criminal division filings. Case filings over the five-year trend decreased by 925 cases from 2018 to 2022. New case filings decreased 241 cases from 2021 to 2022.

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 2022, the traffic division accepted 12,401 new case filings. The traffic division disposed of 13,907 cases through various dispositions, i.e., guilty plea, admission of responsibility, default, dismissal, warrant, and trial/hearing verdict. In 2022, the Judges disposed of 29 cases by jury verdict (all case types) and 195 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 2,541 cases from 2018 to 2022. New case filings decreased 42 cases from 2021 to 2022.



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.

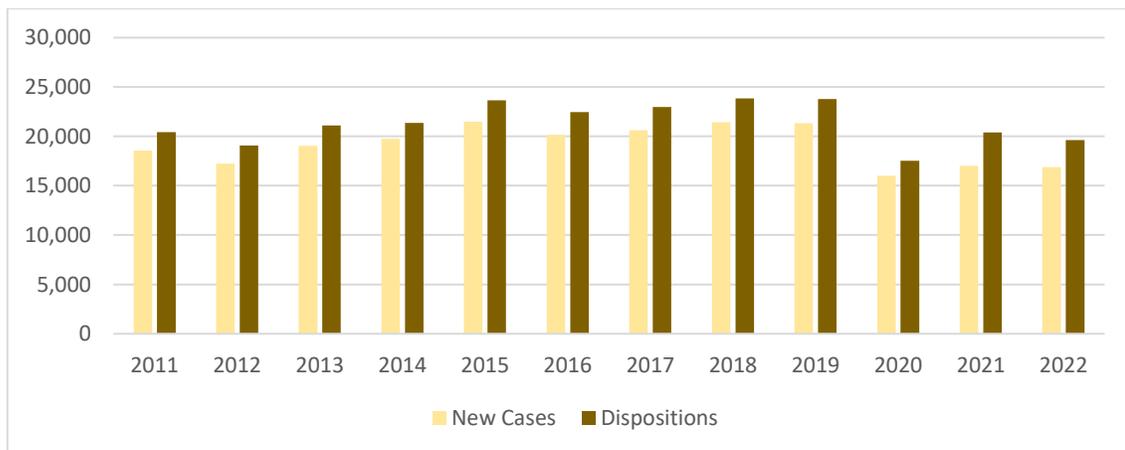
In 2002, the State Court Administrative Office significantly changed the methodology of counting cases in the District Court. The Court went from tracking 16 different case type classifications to 21 different classifications.

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	12,401
Criminal cases filed	1,640
Civil cases filed	<u>2,645</u>
Total new cases filed	16,686

A comparison of total new case filings and dispositions from 2011 through 2022 are reflected in the graph below. The twelve-year bar graph reflects that the Court experienced a decrease of 1,681 new cases filings from 2011 through 2022. The one-year trend reflects that the Court experienced an decrease of 149 new case filings from 2021 to 2022.



STATISTICAL ANALYSIS



TOTAL DISPOSITIONS

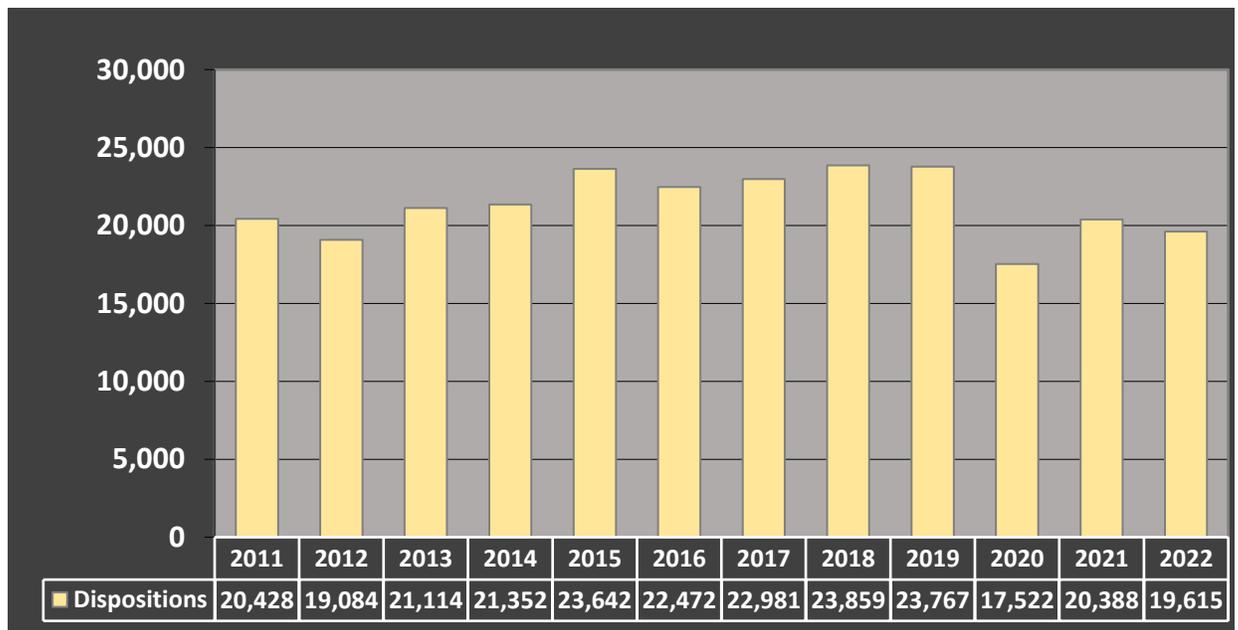
The District Court submits the number of dispositions annually to the State Court Administrative Office. Dispositions include Jury Verdicts, Bench Verdicts, Pleas, Dismissals, Defaults, Warrants Issued, and Circuit Court Felony Bindovers, etc. The Court uploads these totals into the State Court Administrative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



TOTAL DISPOSITIONS

Traffic cases	13,907
Criminal cases	2,928
Civil cases	<u>2,780</u>
Total dispositions	19,615

Total dispositions for all divisions from 2011 through 2022 are reflected in the graph below. The twelve-year bar graph reflects that the Court experienced a decrease of 813 case dispositions from 2011 through 2022. The one-year trend reflects that the Court experienced a decrease of 773 case dispositions from 2021 to 2022.



STATISTICAL ANALYSIS



TOTAL RE-OPENED CASES

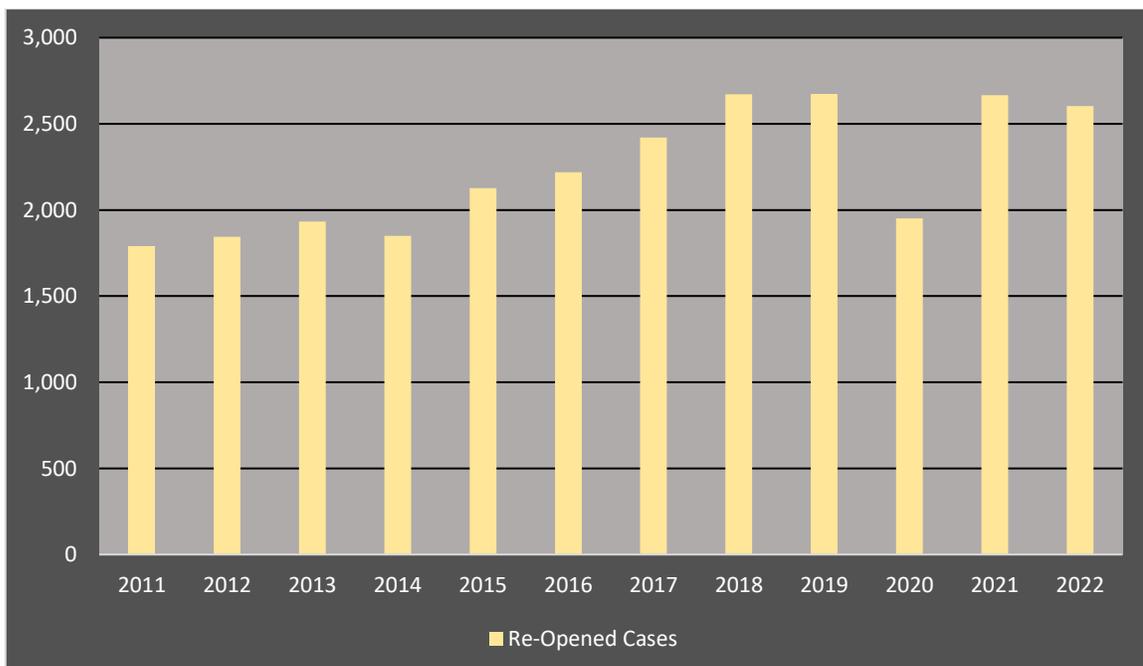
Cases are counted as re-opened when a defendant is arrested and arraigned on a warrant, a new trial is ordered by an appellate court, or a plea or judgment is set aside. The Court uploads these numbers to the State Court Administrative Office’s web site. The number of re-opened cases was not tracked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



TOTAL RE-OPENED CASES FILED

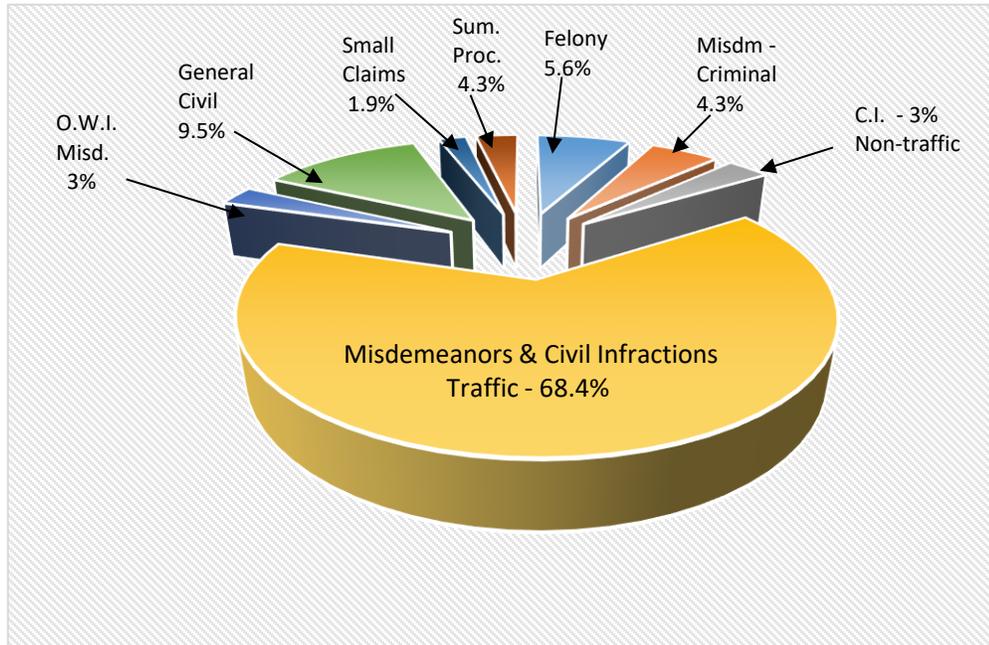
Traffic cases re-opened	1,344
Criminal cases re-opened	1,193
Civil cases filed re-opened	<u>67</u>
Total cases re-opened	2,604

Total re-opened cases for all divisions from 2011 through 2022 are reflected in the graph below. The twelve-year bar graph reflects that the Court experienced an increase of 817 re-opened cases from 2011 through 2022. The one-year trend reflects that the Court experienced decrease of 62 cases from 2021 to 2022.



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	19,290
Dispositions	19,615
Ratio	102%

The graph below shows more detailed trends of new case filings since 2000.



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 57th 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

	2014	2015	2016	2017	2018	2019	2020	2021
Statewide Court Average	77%	76%	74%	72%	70%	70%	53%	51%
57 th District Court	77%	85%	85%	82%	84%	82%	68%	67%

Misdemeanors – Disposed within 126 Days

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Statewide Court Average	95%	96%	96%	97%	97%	97%	96%	96%	96%	92%	86%
57 th District Court	99%	99%	100%	100%	100%	100%	99%	99%	99%	91%	87%

Civil Infractions – Disposed within 84 Days

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Statewide Court Average	95%	96%	96%	97%	97%	97%	98%	98%	98%	91%	94%
57 th District Court	99%	99%	100%	100%	100%	100%	100%	99%	99%	96%	99%

General Civil – Disposed within 455 Days

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Statewide Court Average	98%	99%	99%	98%	99%	99%	99%	99%	94%	97%	96%
57 th District Court	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Summary Civil without Jury Demand – Disposed within 126 Days

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Statewide Court Average	94%	95%	95%	95%	95%	95%	96%	96%	96%	86%	90%
57 th District Court	98%	97%	96%	98%	96%	97%	97%	96%	94%	82%	84%

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 2022 was 327. The total number of probationers being supervised by the Probation Officers for the period ending December 31, 2022, was 482 including diversion programs.

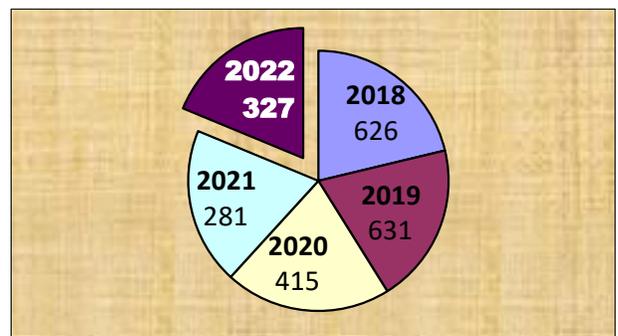
The difference between the total number placed on probation (327) and supervised (482) reflects the number of probationers who completed their terms and conditions of probation and were released. The time span of probation can generally range from a minimum of 30 days to a maximum of two years. Consequently, 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	16	10	15	8	12	18	10	10	11	16	17	8	151
BAILLARGEON	11	10	12	17	18	14	18	25	12	19	13	7	176
NORBECK	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	27	20	27	25	30	32	28	35	23	35	30	15	327

The pie chart reflects the total number of cases or individuals that were placed on probation from 2018 through 2022. For the period of 2018 through 2022, the caseload decreased 299 cases. Caseload increased by 46 cases between 2021 and 2022.



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	14	4	11	11	17	19	11	13	9	11	14	4	138
Operate while Intoxicated – 2 nd	1	3	4	0	4	0	1	3	1	2	3	2	24
Impaired Driving	7	6	7	6	3	4	7	10	3	13	9	4	79
Assault & Battery	1	2	0	1	1	3	3	0	2	1	0	2	16
Domestic Violence	2	3	3	2	2	4	2	4	4	4	3	2	35
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0
Malicious Destruction of Property	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Offenses	0	0	0	0	0	0	1	0	0	0	0	0	1
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0
CSC – Attempted 4 th Degree/ Accosting	0	0	0	0	0	0	1	0	0	0	1	0	2
All Other Charges	2	2	2	5	3	2	2	5	4	4	1	1	33
TOTAL	27	20	27	25	30	32	28	35	23	35	31	15	328

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
Felonies reduced to misdemeanors & placed on probation	4	3	3	1	3	3	3	5	1	5	4	1	36

PROBATION

DOMESTIC VIOLENCE DIVERSION PROGRAM

The Domestic Violence Diversion Program was implemented in September 1998 by the 57th 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 1st through August 31st of each calendar year. The statistics include all domestic violence cases charged under MCLA 750.81(2), (3) or (4).

	2007 - 2008	2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022
New DV <u>charges</u> filed	446	489	473	500	505	462	432	387	513	486	445	433	494	463	450
Court2023	472	485	467	508	475	541	489	446	558	593	573	517	438	579	512
Pled under program	124	135	128	140	148	156	105	128	117	147	120	120	56	78	78
Successfully completing program	74	80	108	106	108	109	121	87	110	87	120	80	79	43	59
Not completing program	40	46	52	39	26	30	24	32	11	28	37	30	18	15	10
Pled guilty to DV but not under program	133	132	101	111	84	78	114	119	129	123	116	96	77	89	57
Dismissed or nolle prosequi	96	102	97	41	90	141	116	96	110	122	149	135	129	214	175
Bound over to Circuit Court	28	35	24	12	12	27	24	34	41	68	41	56	64	92	60
Reduced DV III to miscellaneous charges	3	2	5	3	5	0	1	0	0	0	0	0	0	0	0
Reduced from DV III to DV II	4	8	17	7	14	13	19	10	31	8	10	7	7	8	4
Reduced from DV II to DV I	6	7	38	19	20	17	28	21	24	28	20	11	8	23	9
DV-Aggravated to DV Program	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0
Reduced from DV to Disorderly	12	40	38	7	19	15	36	36	39	30	26	20	24	48	66
Reduced from DV to Assault & Battery	23	15	8	3	15	9	19	17	27	19	24	29	11	2	7
Reduced to misc. charges not included above	4	1	8	3	1	0	0	4	0	1	0	0	0	0	1
Guilty as charged after bench trial	6	0	0	0	0	1	0	0	2	1	0	1	1	0	0
Guilty of other offense after bench trial	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Guilty as charged after jury trial	0	1	0	1	0	1	0	0	0	1	5	0	2	1	3
Not guilty after bench trial	3	2	0	0	0	0	0	0	1	1	0	0	0	0	0
Not guilty after jury trial	3	5	4	2	0	2	2	1	0	4	2	2	2	6	2
Mental Health Court	-	-	6	5	4	5	3	6	2	7	10	9	5	5	1
Recharged after successful completion of the program	9	12	13	15	7	16	16	23	36	18	19	18	30	30	*26

*Of the 26 new domestic violence charges filed on defendants who successfully completed the program in the past, six (6) pled guilty to the new DV charges, seven (7) were dismissed by the Prosecutor, two (2) were dismissed by the Judge, two (2) were bound over to Circuit Court, two (2) pled guilty to disturbing the peace and seven (7) 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	0	0	0	0	0	1	0	0	1
BAILLARGEON	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL 2021	0	1											

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
TOTAL	0												

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 185 assessments were completed during 2022. The assessment fee is \$90.00. Revenues collected for 2022 were \$21,823.50.

2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
TOTAL	22	6	15	12	13	20	17	21	14	19	18	8	185

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 2022 were \$113,165.70.

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 2022, 75 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	8	3	8	6	5	8	4	2	2	5	2	0	53
BAILLARGEON	2	1	3	0	3	1	0	5	3	2	1	1	22
TOTAL	10	4	11	6	8	9	4	7	5	7	3	1	75

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.

The image shows a Michigan State Police form titled "NOTION, AFFIDAVIT, AND BENCH WARRANT". Key details include:

- Case No.:** 13214407
- Court:** 13491 671-4810
- Defendant:** [Redacted]
- Address:** Kalamazoo, MI 49007
- Phone:** 269 8810327070
- Officer:** [Redacted]
- Signature:** [Redacted]
- Section:** BENCH WARRANT (checked)
- Reason:** Respondent failed to comply with an order of this court.
- Table:** A table with columns for date, case, and status.
- Return:** A section for the officer to sign and date.

COMMUNITY SERVICE

In 2008, the 57th 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.

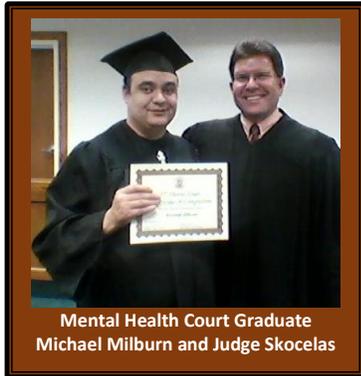
RULES

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



Mental Health Court Graduate
Michael Milburn and Judge Skocelas

On September 14, 2009, Judge Skocelas and the 57th 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, 486 defendants have been referred to the program. Of those, 213 were accepted into the program and 273 were rejected. Of the 213 who were accepted, 137 have successfully graduated, and 10 are currently in the program – 8 in Phase I and 2 in Phase II. After acceptance into the program, 66 were discharged unsuccessfully – 52 for cause and 14 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

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 43 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

In May of 2017, the 57th District Court created a new treatment court specifically designed to address Operate while Intoxicated (OWI) - 2nd 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 seventeen (17) current participants both male and female. To date, we have graduated eighty-one (81) participants and helped ninety-two (92) 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 57th District and 48th Circuit Court Probation Department.

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	854.36
Drunk Driving Reimbursement Fund	22,644.51
Court Costs	857,768.22
Appointed Attorney Fees	18,612.01
10% Bond Costs	0.00
Crime Victims' Rights Fund	13,256.42
Civil Filing Fees	143,225.00
Miscellaneous Fees	10,228.90
Driver's License Reinstatement Fees	10,422.00
Motion Fees	8,500.00
NSF Fees	110.00
Bond Forfeitures	47,854.00
DNA Sample Fee (Court)	36.00
Ordinance Fine and Costs	51,935.80
Jury Reimbursement	12,384.30
Insurance Fee	4,133.00
Probation Alcohol Assessments	21,823.50
Probation Oversight Costs	113,165.70
Cities, Townships, Villages	21,201.95
DNA fee – Sheriff's Department	90.00
State Treasury – Trust and Agencies	712,047.04
Libraries	453,001.88
Veterans' Court Participant Fees	1,000.00
Mental Health Court Participant Fees	0.00
Sobriety Court Participant Fees	18,550.00
Interest Earned	0.00
Cash Over/Short	0.00
Credit Card Fees	(-4,426.68)

EXPENSES

EXPENDITURE	DISTRICT COURT	PROBATION DEPT.
Salary and wages	1,123,847.40	326,888.24
Employee benefits	395,109.55	112,555.56
Office supplies	13,025.35	2,465.32
Printing and binding	13,226.46	354.25
Books and maps	1,040.87	0
Probation Assessment Fees	0	3,639.00
Jury	25,323.67	0
Witnesses	0	0
Interpreter fees	7,161.86	0
Court appointed attorney fees	0	0
Memberships and subscriptions	3,568.88	0
Other Contractual Services	4,354.88	0
Travel Expense – routine	0	235.00
Education – miscellaneous	1,492.13	864.30
Education – travel	705.00	236.58
Education – registration	0	399.90
Travel – visiting judge	27.50	0
Repairs and maintenance	14,386.30	0
Software lease	38,870.80	0
Equipment	2,970.00	0
TOTAL	1,645,110.65	447,638.15

CUMULATIVE TOTALS

REVENUES

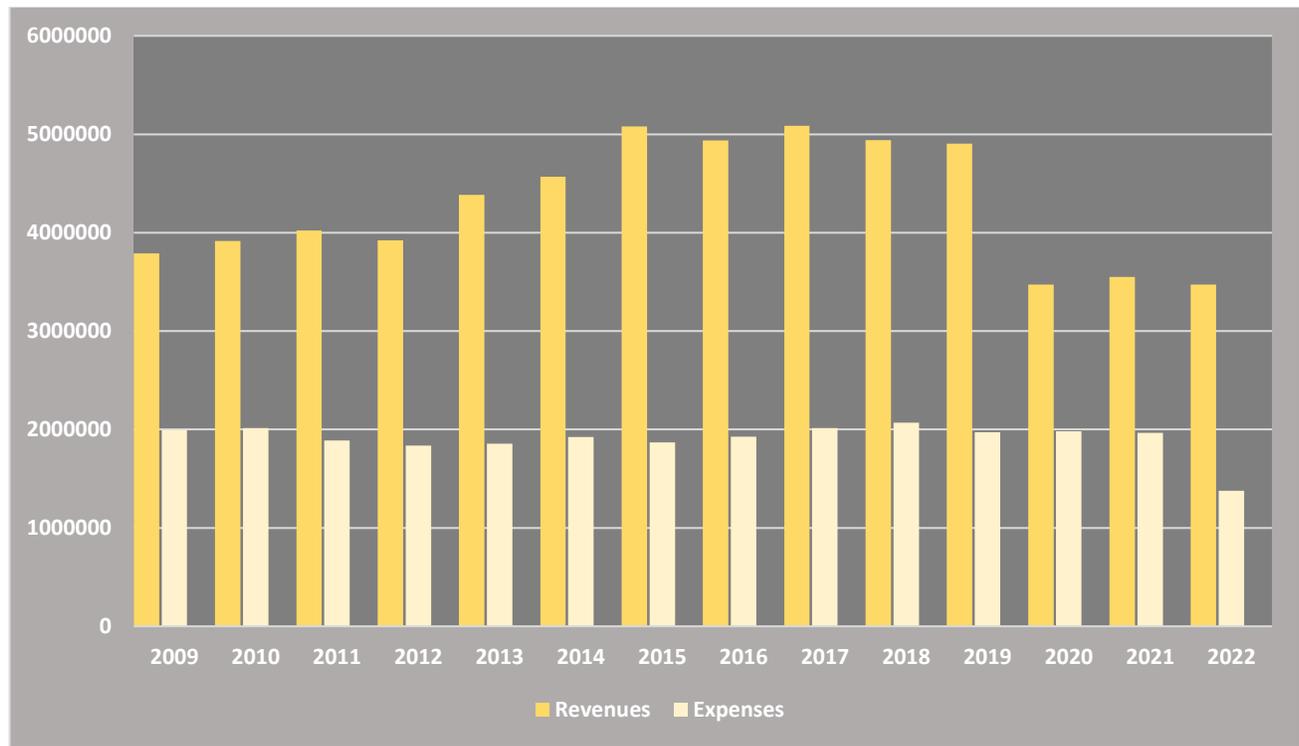
General fund	1,730,863.67	
Jury Reimbursement		
Interest	0.00	
Credit Card Fees/Cash over/short	(4,426.68)	
Trust and Agencies	712,047.04	
Libraries	453,001.88	
Grant Specialty Courts	19,550.00	
Problem Solving Court Transfer to Another Court	14,639.00	
Restitution Payable	67,626.34	
Bonds Payable	477,702.01	
	TOTAL	\$3,471,003.26

EXPENDITURES

Court	1,645,110.65	
Probation	447,638.15	
	TOTAL	\$2,092,748.80

HISTORICAL REVIEW

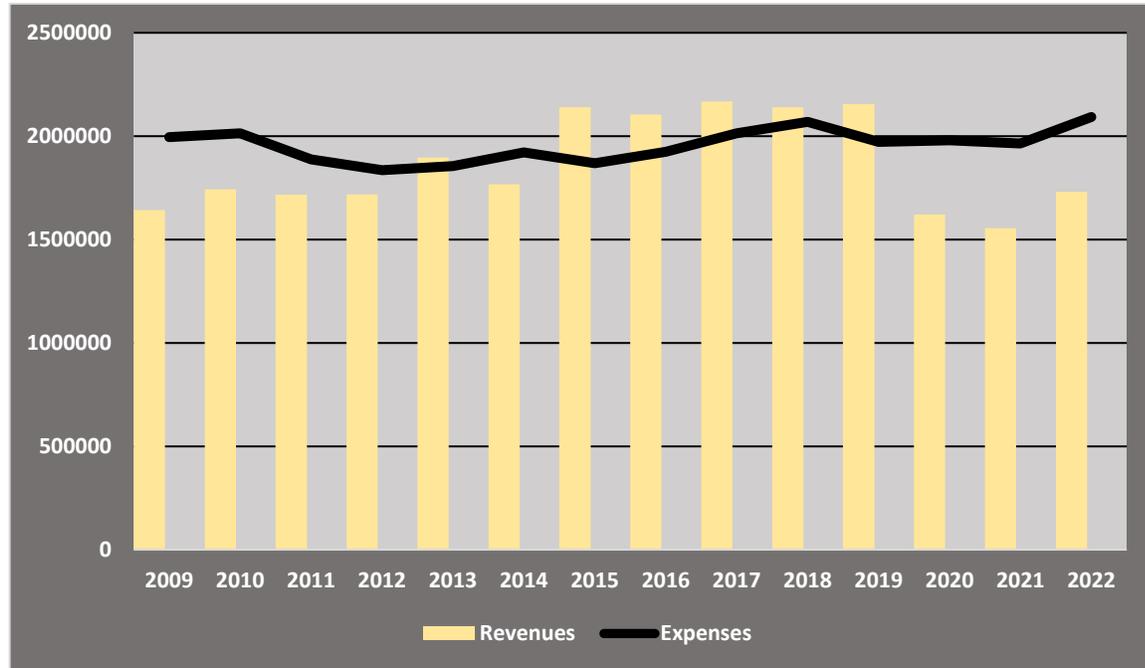
TOTAL REVENUES AND EXPENSES



YEAR	2009	2010	2011	2012	2013	2014	2015
REVENUES	\$3,790,152	\$3,915,994	\$4,023,172	\$3,921,085	\$4,382,490	\$4,567,811	\$5,080,615
EXPENDITURES	\$1,994,908	\$2,013,918	\$1,887,212	\$1,835,615	\$1,855,130	\$1,922,152	\$1,868,794

YEAR	2016	2017	2018	2019	2020	2021	2022
REVENUES	\$4,935,447	\$5,085,965	\$4,939,267	\$4,905,995	\$3,471,079	\$3,551,249	3,471,003.26
EXPENDITURES	\$1,925,358	\$2,013,421	\$2,069,860	\$1,972,562	\$1,980,213	\$1,964,207	2,092,748.80

HISTORICAL REVIEW GENERAL FUND REVENUES & EXPENSES



YEAR	2009	2010	2011	2012	2013	2014	2015
REVENUES	\$1,642,388	\$1,742,456	\$1,716,273	\$1,718,525	\$1,896,170	\$1,767,422	\$2,139,375
EXPENDITURES	\$1,994,908	\$2,013,918	\$1,887,212	\$1,835,615	\$1,855,130	\$1,922,152	\$1,868,795

YEAR	2016	2017	2018	2019	2020	2021	2022
REVENUES	\$2,104,122	\$2,168,337	\$2,139,909	\$2,155,262	\$1,621,086	\$1,554,456	\$1,730,863
EXPENDITURES	\$1,925,358	\$2,013,421	\$2,069,860	\$1,972,562	\$1,980,213	\$1,964,207	\$2,092,748

OUTSTANDING RECEIVABLES

Outstanding Receivables as of December 31, 2022

Probation	Non-Probation	TOTAL
\$456,672.16	\$7,784,829.85	\$8,241,502.01

AGE	Probation	Non-Probation	TOTAL
1-15 days	120.00	6,579.00	6,699.00
16-30 days	325.00	3,905.00	4,230.00
31-60 days	1,605.00	23,272.76	24,877.76
61-90 days	1,185.00	73,344.00	74,529.00
91-180 days	90,473.12	296,875.58	387,348.70
181-360 days	92,220.49	677,786.11	770,006.60
361-540 days	14,165.50	354,908.02	369,073.52
541-720 days	7,972.00	418,166.52	426,138.52
Over 720 days	248,606.05	5,929,992.86	6,178,598.91
COURT TOTALS	\$456,672.16	\$7,784,829.85	\$8,241,502.01

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 2022, the District Court received reimbursement funds in the amount of \$22,644.51.

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 2022, the District Court received reimbursement funds in the amount of \$854.36.

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 2022, the Allegan County Funding Unit received a total of \$441,800.00. Funding trends are listed below.

FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY2020	FY2021	FY2022
\$421,968	\$398,795	\$411,353	\$403,095	\$427,380	\$427,229	\$434,003	\$429,872	\$438,578	\$388,800	\$438,989	\$441,800

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.

FY2013 / 2014	FY2014 / 2015	FY2015 / 2016	FY2016 / 2017	FY2017 / 2018	FY2018 / 2019	FY2019 / 2020	FY2020 / 2021	FY2021 / 2022
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	10/1/20 – 9/30/22
\$3,067.50	\$1,125.00	\$1,025.00	\$4,072.50	\$2,891.60	\$4,645.40	\$2,872.70	\$3,795.70	\$12,384.30

COLLECTIONS



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 57th 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.

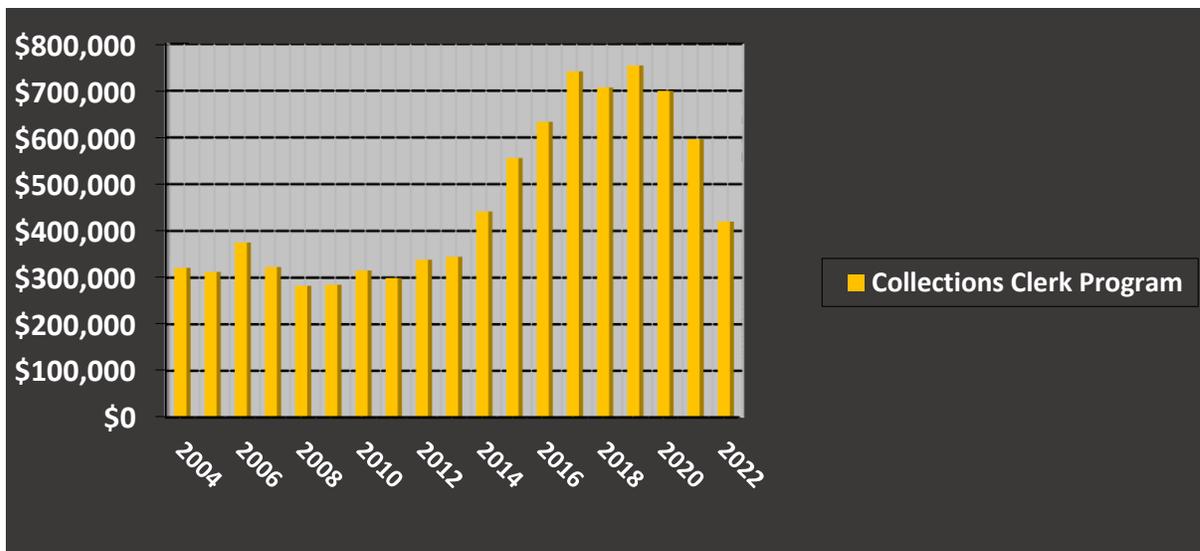
In 1997, the District Court purchased a software package that works in conjunction with the primary court case management software (supplied by the Supreme Court) to assist in tracking outstanding receivables at the District Court. The package was only fully implemented in September 2001. Since its implementation, 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

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
2012	338,331.35		2021	595,741.24

COLLECTIONS TOTAL FOR 2022

JANUARY	\$35,292.36
FEBRUARY	\$30,691.02
MARCH	\$46,121.63
APRIL	\$36,589.65
MAY	\$40,300.04
JUNE	\$34,489.20
JULY	\$34,353.71
AUGUST	\$37,937.64
SEPTEMBER	\$36,161.34
OCTOBER	\$31,089.44
NOVEMBER	\$30,110.48
DECEMBER	\$26,802.15
YEAR END TOTAL:	\$419,938.66



Programs and Panels

PUBLIC DEFENSE 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 employs 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 2022, 231 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 2022 due to social distancing limitations in place.

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 3/31/23, 4/7/23 and 4/14/23; 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 2023 Claims folder of the Commissioners' Record of Claims.

March 31, 2023

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 101	174,743.35	174,743.35	
County Road Fund - 201	39,742.81	39,742.81	
Parks/Recreation Fund - 208	9,178.73	9,178.73	
Friend of the Court - Cooperative Reimb. - 215	193.67	193.67	
Health Department Fund - 221	15,163.01	15,163.01	
Solid Waste/Recycling - 226	5,171.93	5,171.93	
Register of Deeds Automation Fund - 256	1,943.74	1,943.74	
Central Dispatch Fund - 261	8,556.34	8,556.34	
Drug Law Enforcement Fund-SD - 265	345.00	345.00	
Grants - 279	4,512.04	4,512.04	
Sheriffs Contracts - 287	251.19	251.19	
Transportation Fund - 288	2,948.71	2,948.71	
Child Care Fund - 292	44,033.24	44,033.24	
Veterans Relief Fund - 293	335.41	335.41	
Senior Services Fund - 298	29,691.69	29,691.69	
Capital Improvement Fund - 401	12,421.95	12,421.95	
CIP - Youth Home Building Fund - 492	1,627.80	1,627.80	
Central Dispatch CIP - 496	588.25	588.25	
Property Tax Adjustments - 516	3,569.65	3,569.65	
Delq. Tax Revolving Fund 2022 Taxes - 522	21,917.95	21,917.95	
Self-Insurance Fund - 677	352,087.41	352,087.41	
Drain Fund - 801	21,625.40	21,625.40	
TOTAL AMOUNT OF CLAIMS	\$750,649.27	\$750,649.27	

April 7, 2023

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 101	199,880.37	199,880.37	
Parks/Recreation Fund - 208	473.82	473.82	
Friend of the Court - Cooperative Reimb. - 215	996.62	996.62	
Health Department Fund - 221	22,749.31	22,749.31	
Solid Waste/Recycling - 226	6,981.65	6,981.65	
Indigent Defense Fund - 260	10,644.37	10,644.37	
Central Dispatch Fund - 261	4,144.64	4,144.64	
Local Corrections Officers Training Fund - 264	2,859.70	2,859.70	
Law Library Fund - 269	2,534.73	2,534.73	
Grants - 279	2,336.72	2,336.72	
Crime Victims Rights Grant - 280	467.46	467.46	
Sheriffs Contracts - 287	40,242.89	40,242.89	
Transportation Fund - 288	3,504.37	3,504.37	
Child Care Fund - 292	17,054.80	17,054.80	
Veterans Relief Fund - 293	32.25	32.25	
Senior Services Fund - 298	26,404.58	26,404.58	
Radio Debt Fund - 367	271,463.00	271,463.00	
Capital Improvement Fund - 401	280,491.03	280,491.03	
Medical Care Facility Fund - 512	10,076.40	10,076.40	
Property Tax Adjustments - 516	4,750.27	4,750.27	
Delq. Tax Revolving Fund 2022 Taxes - 522	5,620,840.43	5,620,840.43	
Delq. Tax Revolving Fund 2018 Taxes - 528	795.00	795.00	
Revolving Drain Maintenance Fund - 639	36.01	36.01	
Fleet Management/Motor Pool - 661	450.00	450.00	
Self-Insurance Fund - 677	60,772.37	60,772.37	
Drain Fund - 801	13,423.01	13,423.01	
TOTAL AMOUNT OF CLAIMS	\$6,604,405.80	\$6,604,405.80	

April 14, 2023

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 101	75,647.85	75,647.85	

Parks/Recreation Fund - 208	10,458.02	10,458.02	
Friend of the Court - Cooperative Reimb. - 215	858.73	858.73	
Health Department Fund - 221	18,125.61	18,125.61	
Indigent Defense Fund - 260	173,086.19	173,086.19	
Central Dispatch Fund - 261	7,497.60	7,497.60	
Grants - 279	7,578.10	7,578.10	
Transportation Fund - 288	778.00	778.00	
Child Care Fund - 292	26,609.96	26,609.96	
Senior Services Fund - 298	585.11	585.11	
American Rescue Plan Act - ARPA - 299	13,654.00	13,654.00	
Public Works Project Debt Fund - 365	125.00	125.00	
Jail Building Debt Fund - 366	125.00	125.00	
Fillmore: Re-funding 2013 Bond Debt - 379	125.00	125.00	
Property Tax Adjustments - 516	30,989.82	30,989.82	
Revolving Drain Maintenance Fund - 639	515.41	515.41	
Self-Insurance Fund - 677	1,017.50	1,017.50	
Drain Fund - 801	52,611.28	52,611.28	
TOTAL AMOUNT OF CLAIMS	\$420,388.18	\$420,388.18	

THEREFORE BE IT RESOLVED that the Board of Commissioners adopts the report of claims for 3/31/23, 4/7/23, 4/14/23, 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

**FACILITIES MANAGEMENT – AWARD RESURFACING COUNTY SERVICES
COMPLEX MAIN DRIVE BID**

WHEREAS, the Board of Commissioners (Board) appropriated \$250,000 in 2023 within the #401 - Capital Improvement Fund to fund the resurfacing of the main drive at the County Services Complex; 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 \$70,730.

THEREFORE BE IT RESOLVED that the Board awards the bid to resurface the main drive at the County Services Complex (Project #1404-23A) to Lite Load LLC. of 3866 40th St., Hamilton, MI 49419, at \$70,730; and

BE IT FINALLY RESOLVED that the County Administrator is authorized to make the necessary budget adjustments, and any necessary documents to complete this action are authorized to be signed.

REQUEST FOR ACTION - PROCUREMENT OF GOODS AND/OR SERVICES

RFA #: 224-832 RFA Date: 04/05/2023 RFA Submitted By: Valdis Kalnins

PROJECT/SERVICE: Resurface County Services Complex Main Drive.
Project/Service Description: Resurface the County Services Complex Main Drive which after 20+ years of wear and tear has reached a state where it can no longer be effectively maintained through annual crackfilling and spot repairs.
Project/Contract #: 1404-23A Contact Name: Carl Chapman
Department: Facilities Management Contact Info: cchapman@allegancounty.org

PROCUREMENT METHOD: Public Solicitation / RFP
11 Firms invited to bid and bidding opportunity posted to County Website. 2 Bids Received

CONTRACT AWARD: \$70,730.00
Parties - County and: Lite Load Services LLC
Contract Duration: Scope of work completion plus warranty period.
Evaluation Team: Carl Chapman, Valdis Kalnins
References Checked: Yes Debarred: No

FUNDING SOURCE:
\$ 250,000.00 Approved Appropriation
\$ - Additional Appropriation Requested through this RFA
\$ 250,000.00 Total Funding available if this RFA is approved
\$ - Expenditures to Date
\$ - Committed Funds
\$ 70,730.00 Award Amount
\$ 179,270.00 Funds Remaining

NEW CONTRACT SUMMARY: Standard County Agreement - No modifications or additional terms

BID PRESENTATION FOR PROJECT #:**1404-23A**

Date: 4/4/2023

Project Name:

Resurface County Services Complex Main Drive

Advertised: County website and invitations to bid

Service Area:

Facilities Management

of Firms Invited to Bid: 11

Award Recommendation:

Lite Load Service LLC

of Bids Received: 2

Award Criteria:

Low bidder with satisfactory references

VENDOR TABLE	Vendor 1	Vendor 2
Company Name	Lite Load Service LLC	Rieth-Riley Construction
Company Address1	3866 40th Street	2100 Chicago Dr SW
City, State, Zip	Hamilton, MI 49419	Wyoming, MI 49519

COST TABLE

Asphalt Milling, Removal and Base Patching	\$	14,975	\$	14,271
Asphalt Finish Course	\$	50,885	\$	70,560
Other Costs	\$	4,100	\$	-
Performance and Payment Bond	\$	770	\$	400
TOTAL	\$	70,730	\$	85,231

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

SHERIFF'S DEPARTMENT-APPLY/ACCEPT FY2024 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, 2023 through September 30, 2024), to continue programs: Career Readiness, Moral Reconciliation Therapy, Seeking Safety, Administration, Substance Abuse Testing, 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 County Administrator is authorized to make the necessary budget adjustments, and any necessary documents to complete this action are authorized to be signed.

Allegan County Grants

Request for Action (RFA) Form - Application

Section I - General Information

Name of Grant	Grant Period / Term
Community Corrections Advisory Board (CCAB) Grant	10/01/2023-09/30/2024
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.	224154
Specific Action Requested	BOC Approval	Request Date	3/17/2023
Request Submission Deadline (Date)	5/1/2023	Approval Date	
Grant request approved by BOC with Budget	Yes		
Signatures Needed	NA, Resolution needed		
Funding Sources	Estimated amounts approved with Grant Renewal list	Application Amount	
Grant Funding	\$ 140,669.00	\$	114,768.28
Required Local Match	\$ -	\$	-
County Funding	\$ -	\$	-
TOTAL	\$ 140,669.00	\$	114,768.28

MICHIGAN DEPARTMENT OF CORRECTIONS

“Committed to Protect, Dedicated to Success”



Office of Community Corrections

Community Corrections Plan and Application
Fiscal Year 2024

CCAB Name: Allegan County

Email the application to:

1. MDOC-OCC@michigan.gov
2. Your assigned Community Corrections Specialist

DUE DATE: May 1, 2023

SECTION I: COMMUNITY CORRECTIONS ADVISORY BOARD INFORMATION				
Name of CCAB: Allegan County			Federal I.D. Number: 38-1914307	
A: GENERAL CONTACT INFORMATION:				
	CCAB Manager	CCAB Manager's Direct Supervisor	CCAB Chairperson	Agency Serving as Fiduciary of Award & Contact Person
Name:	Charity Cummins	Brett Ensfield	Matt Antkoviak	Rob Sarro
Title:	CCAB Manager	Sheriffs Office Captain	Defense Attorney	County Administrator
Addresses:	640 River Street	640 River Street	416 Hubbard Street	3282 122 nd Avenue
City:	Allegan	Allegan	Allegan	Allegan
State:	MI	MI	MI	MI
Zip:	49010	49010	49010	49010
Phone:	269-686-5392	269-673-0500	269-673-8468	269-673-0239
Fax:	269-673-0273	269-673-0406	269-686-0712	269-673-0367
Email:	ccummins@allegancounty.org	bensfield@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 20, 2023
Date application was approved by county board(s) of commissioners and/or city council: April 27, 2023
Date application was submitted to OCC: April 28 th , 2023

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	jjgibson@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) <i>(One required for each member county):</i>	Gale Dugan	gdugan@allegancounty.org
Service Area (Up to 3):	Angelique Joynes	ajoynes@allegancounty.org
County Prosecutor:	Myrene Koch	mkoch@allegancounty.org
Criminal Defense Attorney:	Matt Antkoviak	antkoviak43@gmail.com
Business Community:	Tyler Carpenter	tyler@rfactorinc.com
Communications Media:	Gari Voss	gari749@gmail.com
Circuit/District Probation:	Lindsey Meyer	meyerl@michigan.gov
City Councilperson <i>(Applies to City or City/County Regional CCABs only – one from each member City/County required):</i>	NA	NA
Workforce Development:	Emily Gary	egary@westmiworks.org
<ol style="list-style-type: none"> Does your CCAB have Bylaws? Yes What steps does your CCAB take to orientate new CCAB members ensuring the understanding of their roles and responsibilities? The CCAB Manager meets with the new members and explains their roles while on the board. They are encouraged to participate in quarterly meetings, share their input, explain the services 		

and opportunities that they are affiliated with. In addition, the CCAB Manager will answer any questions that they may have, explain in detail what the acronyms used stand for, and explain in detail what programs are currently offered through the Office of Community Corrections. In addition, they are encouraged to attend our Strategic Planning meetings and provide input on how they would like to see the Allegan County Office of Community Corrections grow in the future.

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: DATA 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 3rd 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** – *These are 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: FELONY DATA ANALYSES

1. Using felony dispositional data supplied by MOCC, please fill in the rates (%) and number of dispositions for the ***previous two fiscal years*** in the two charts below.
2. Does the following data exclude felony dispositions with prisoner status at time of the offense? **Yes** **No**

FY 2021 State PCR:	16.5%	Group 2 Rate:	11.6%	Straddle Cell Rate:	19.7%	Group 2 Straddle Rate:	18.6%
Overall PCR:	13% - 91 prison dispositions out of 702 felony dispositions						
Group 1:	20.2% - 49 prison dispositions out of 243 felony dispositions						
Group 2:	9.2% - 42 prison dispositions out of 459 felony dispositions						
Straddle PCR:	8.0% - 14 prison dispositions out of 175 felony dispositions						
Group 1:	11.5% - 7 prison dispositions out of 61 felony dispositions						
Group 2:	6.1% - 7 prison dispositions out of 114 felony dispositions						
FY 2022 State PCR:	18.4%	Group 2 Rate:	12.6%	Straddle Cell Rate:	21.1%	Group 2 Straddle Rate:	20.3%
Overall PCR:	15.9% - 130 prison dispositions out of 820 felony dispositions						
Group 1:	25.5% - 93 prison dispositions out of 365 felony dispositions						
Group 2:	8.1% - 37 prison dispositions out of 455 felony dispositions						
Straddle PCR:	12.0% - 28 prison dispositions out of 234 felony dispositions						
Group 1:	18.7% - 17 prison dispositions out of 91 felony dispositions						
Group 2:	7.7% - 11 prison dispositions out of 143 felony dispositions						

3. ANALYSIS

- a. *For returning applicants:* Did you meet your Key Objectives for the previous two fiscal years? No If not, please provide an analysis of why: **One of our key objectives were to reduce the Overall PCR to 11.5%, however our Overall PCR increased to 15.9% in FY2022. The Data reflects that we had more individuals going to prison in FY2022, than in previous years. In addition, the data reflects that our total Felony Dispositions for the county increase by 118 felony dispositions. This has caused an increase in almost all of our statistical data, except for our Group 2, which decreased by 5 prison dispositions. Another key objective that we had was to maintain the County's Public Safety Rate at 85% or above, and we did meet that objective. We, also, met our last key objective which was to maintain the County's Appearance Rate at 85% or above.**

- b. *For all applicants:* Please provide information/local data to explain any changes in PCRs and dispositions. If requesting programming for specific populations (examples: OUIL-3rds, delayed/deferred sentences, prison diversion, pretrial, etc.) please provide supportive data analyses for these populations, including any additional pertinent information necessary to establish trends: **The Overall Prison Commitment Rate (PCR) for Allegan County has increased by 2.9 percentage points from FY 2021 (13%) to FY 2022 (15.9%). During this period, total felony dispositions increased by 118 (FY-2021-702; FY 2022-820). The Group 1 felony dispositions increased by 5.3% (FY2021-49; FY2022-93). The Group 2 Overall PCR decreased by 1.1% (FY2021-42; FY2022-37) The Straddle Cell PCR experienced an increase from FY 2021 (8%) to FY 2022 (12%). During this period, Straddle Cell Group 1 increased from FY 2021 (11.4%) to FY 2022 (18.7%) which states that in FY 2021 there were 7 prison dispositions, and in FY 2022 there were 17. The Straddle Cell Group 2 increased by 1.6% (FY2021- 6.1%; FY2022-7.7%) The total prison dispositions of OUIL 3rd's increased by 1 prison disposition from FY 2021 (3) to FY 2022 (4) which resulted in 10% of all OWI 3rd convictions were sentenced to prison. In FY 2021, there were 22 out of 91 prison dispositions that were Probation Violator Technical (PVT) but in FY 2022 there were 21 out of 130. There was an 8% decrease from 2021, (FY 2020-24.1%; FY 2021-16.1%). The Probation Violator New Sentence (PVNS) in FY 2021 was 14.3% (13 out of 91 prison dispositions), and in FY2021 it decreased to 4.6% (6 out of 130 prison dispositions), which is an decrease of 9.7%.**

B: FELONY RECIDIVISM ANALYSIS

Using felony recidivism data supplied by MOCC (Report #3), please fill in 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 2022 Recidivism Rates							
County Name	Allegan						Totals for Region:
FY 2022 Probation Violation - New Sentence to Prison							
Total	6						
FY 2022 Probation Violation – Technical to Prison							
Total	21						

1. ANALYSIS

- a. ***For all applicants:*** Please provide information/local data to explain any changes in Probation Violator data, including prison and non-prison dispositions: **In FY 2021, PVNS were 13 out of 91 prison dispositions, however in FY 2022, there were 6 out of 130 prison dispositions, which resulted in a 9.7% decrease. In FY 2021, the PVT's were 22 out of 91 prison dispositions, however in FY 2022, there were 21 out of 130 prison dispositions. This is a 8% decrease. In FY 2021, the PVNS Straddle Offense Group 2, had 0 prison disposition, however in FY 2022, there was 1. In FY 2021, the PVT SGL Offense Group 2, had 0 prison disposition and in FY 2022 there were 0, resulting in no change. In FY 2021, PVNS were 63 out of 611 non prison dispositions, however in FY 2022, there were 61 out of 690 non-prison dispositions, which resulted in a 1.5% decrease. In FY 2021, the PVT's were 109 out of 702 non prison dispositions, and in FY 2022, there were 138.5 out of 690 non prison dispositions, which is a 4.6% increase.**

C: 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 decrease the County's Overall Prison Commitment rate to 14.9%.**

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

C01 Seeking Safety, C01 MRT, B15 Career Readiness

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

Mental Health Court, Veteran's Court, GED, Inmate Worker, Work Release, DEBT's Crew, AA/NA, Anger Management, Bible Study, Families Victorious, Parenting Class, and Swift and Sure Sanctions Probation Program.
2. Key Objective #2 is intended to impact Pretrial Population Please state the Objective: To maintain the County's Public Safety Rate to 87% or above.
List OCC Programs in support of Objective #2 (include CCIS Code and Local Name of Program <i>as they appear on the program descriptions</i>):
F23 Pretrial Supervision Services, F22 Pretrial Assessments (PRAXIS), and G17 Substance Abuse Testing
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: To Maintain the County's Appearance Rate at 87% or above.
List OCC Programs in support of Objective #3 (include CCIS Code and Local Name of Program <i>as they appear on the program descriptions</i>):
F23 Pretrial Supervision Services, F22 Pretrial Assessments (PRAXIS), and G17 Substance Abuse Testing.
List Non-OCC funded Programs in support of Objective #3:
NA
4. Key Objective #4 is intended to impact Choose an item. Please state the Objective: NA
List OCC Programs in support of Objective #4 (include CCIS Code and Local Name of Program <i>as they appear on the program descriptions</i>):
NA
List Non-OCC funded Programs in support of Objective #4:
NA

D: COMPAS CRIMINOGENIC NEEDS PROFILE

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 **all probationers** provided by OCC. Additionally, identify both the local and proposed OCC strategies that will impact the identified needs scales. **OCC funded strategies must be identified by CCIS Code and Local Name of Program as it appears on the program descriptions: The top 3 needs scales for all Probations are Substance Abuse at 82%, Criminal Personality at 61%, Family Criminality at 54%, and Cognitive Behavior at 54%. The OCC funded strategies that will assist in addressing the needs of the Probationers is C01 MRT and C01 Seeking Safety. In addition, the 4th documented need in our county is Vocational/Educational and that is why the B15 Career Program is so important to maintain.**

E: LOCAL PRACTICES TO ADDRESS PERSONS WITH SUBSTANCE USE DISORDER(S)

- How do defendants and offenders get screened for substance use services in your area (regardless of funding source)? **Offenders and defendants will get screened for Substance use by our local Community Mental Health Department.**
- How do defendants and offenders get referred for a substance use assessment and subsequent appropriate ASAM Level of Care in your area (regardless of funding source)? **They can be referred by the Allegan County Office of Community Corrections Manager, their Probation Officer, or self reporting to the Allegan County Community Mental Health Department to receive an appropriate Substance Abuse Assessment.**
- 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**
- 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.**

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: his 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 and on Probation. 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 several inmates who have been able to obtain employment as a sentenced offender. This secured employment opportunity has boosted their confidence and many of them have not returned to the Corrections Center for new criminal charges or Probation Violations. It is the mission of the 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 Allegan County Office of Community Corrections will take several steps if we are not meeting the objectives or strategies set out in this plan. Those steps include: the CCAB Manager will monitor the data for the progress of the programming offered, and compare that data with the objectives and strategies set in place by the Allegan County Community Corrections Advisory Board 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 members, 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: 2024

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 and must be identified in the Budget Cost Descriptions.

NOTE:

- Staff time for completing Administration duties and responsibilities, including eligibility screening, must be billed for actual time worked. Duties billed to Administration cannot also be billed under individual program codes.
- 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: \$ 33,833.00 <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, Review and approval of Quarterly Reports, 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



Program Description

Administration

<p>our CCAB Meetings and has discussions with the referral source via email when the referrals are sent.</p>
<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 explains their roles on the CCAB Board. There is a pamphlet that is sent to the new stakeholders which explains our current programs. In addition, the CCAB manager is working on creating a training power point to share with the stakeholders.</p>



Program Description

Group Programming

CCAB: Allegan County	FY: 2024
Local Program Name: Career Readiness	
Service Provider: Outlook Academy	
CCIS Service Type: B15- Employment Skills	
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 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.

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

2. Describe the program:
<p>a. What is your referral process to this program? The CCAB Manager will screen all potential participants, then reach out to the MDOC Probation Department to obtain their COMPAS results to confirm eligibility.</p>
<p>b. What assessment is used, identify the tool: COMPAS</p>
<p>c. Who completes the assessment? The MDOC Probation Agents will complete the COMPAS.</p>
<p>d. P.A. 511 states eligibility for programming must include moderate to high risk. Please select which needs the program will impact for your target population(s).</p> <p style="margin-top: 20px;">Sentenced Felons: <i>You must identify the number of scales required for eligibility here: 1</i></p>



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>Gender Responsive Scales:</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"/> Felony Probation Violator, regardless of COMPAS Assessment Score		
<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: Career Readiness</p>		
<p>ii. Identify what skills are taught in this program: 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).</p>		
<p>iii. Is the group open or closed? Open</p>		
<p>iv. What is the minimum/maximum number of participants per group, as identified in the curriculum? The minimum number of group is 3 and the maximum of group 10.</p>		
<p>v. Minimum number of group sessions attended for successful completion: 15</p>		
<p>vi. If the group occurs in various locations, (jail/residential/community) identify how participants transition between them: NA</p>		
<p>f. Identify the training or credentials held by your service provider qualifying him/her to provide this service: 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.</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) The facilitator provides attendance reports and progress reports on a monthly basis, but they can provide them sooner if requested by the CCAB Manager.</p>		
<p>h. Provide any other pertinent information you feel is necessary: 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</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, while 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 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** - 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 – Case notes and follow up interviews.

Tracking Source -

1. Who is tracking the Data Element? The CCAB Manager is tracking this data.
2. How is it being tracked? This data will be tracked by the Case Notes and follow up interview results that are provided by the provider.
3. At what frequency is it being tracked? This data will be tracked quarterly.

Additional Program Key Performance Measure - NA

Data Element - NA

Tracking Source –

1. Who is tracking the Data Element? NA
2. How is it being tracked? NA
3. At what frequency is it being tracked? NA

Additional Program Key Performance Measure - NA

Data Element - NA

Tracking Source -

1. Who is tracking the Data Element? NA
2. How is it being tracked? NA
3. At what frequency is it being tracked? NA

Additional Program Key Performance Measure - NA

Data Element - NA

Tracking Source -

1. Who is tracking the Data Element? NA
2. How is it being tracked? NA
3. At what frequency is it being tracked? NA



Program Description

Group Programming

CCAB: Allegan County	FY: 2024
Local Program Name: MRT	
Service Provider: Allegan County Office of Community Corrections	
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 checked="" type="checkbox"/> Residential: <input type="checkbox"/> Community: <input checked="" 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.

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

2. Describe the program:
<p>a. What is your referral process to this program? 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.</p>
<p>b. What assessment is used, identify the tool: The COMPAS is the assessment tool used for program eligibility.</p>
<p>c. Who completes the assessment? The assessment is completed by the MDOC Probation Agents prior to enrollment in the program by completing a COMPAS.</p>
<p>d. P.A. 511 states eligibility for programming must include moderate to high risk. Please select which needs the program will impact for your target population(s).</p> <p style="margin-left: 20px;">Sentenced Felons:</p>



Program Description

Group Programming

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

- | | | |
|--|---|--|
| <input type="checkbox"/> Vocational/Education | <input 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 | |

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: Commitment to change, Honesty, Trust, Long and short term Goal setting, Keeping Moral Commitments, Healing damaged relationships, Raising Awareness, Helping Others, Acceptance, and Maintaing a positive change.**

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

iv. 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.**

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

vi. 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.**

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 Facilitator. The primary facilitator has completed an MRT refresher course 5 years ago and then the county paid for this facilitator to attend the Advanced MRT Course 4 years ago. In addition, the county has paid for an additional person to become a certified MRT facilitator, to utilize as a back up instructor, when needed. Refresher training will be utilized, when appropriate.**



Program Description

Group Programming

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. 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/Community Service, 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 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



Program Description

Group Programming

to the participant are practiced which results in pro-social attitudes and behaviors are positively reinforced by the facilitator.

5. Increase Positive Reinforcement - The participants in the group provide their 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 is 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** - 85% of participants who successfully complete the program will not receive a new conviction in Allegan County within 12 months.

Data Element - Judicial Data Warehouse and the Jail Management system data will be used to retrieve that data.

Tracking Source -

1. Who is tracking the Data Element? The CCAB Manager will obtain and review this data.
2. How is it being tracked? The successfully completors data will be compared to all new convictions within the county.
3. At what frequency is it being tracked? This data will be tracked quarterly.

Additional Program Key Performance Measure - NA

Data Element - NA

Tracking Source -

1. Who is tracking the Data Element? NA
2. How is it being tracked? NA
3. At what frequency is it being tracked? NA

Additional Program Key Performance Measure - NA

Data Element - NA

Tracking Source -

1. Who is tracking the Data Element? NA
2. How is it being tracked? NA
3. At what frequency is it being tracked? NA



Program Description

Group Programming

Additional Program Key Performance Measure - NA

Data Element - NA

Tracking Source -

1. Who is tracking the Data Element? NA
2. How is it being tracked? NA
3. At what frequency is it being tracked? NA



Service Description

Pretrial Risk Assessment Services

CCAB: Allegan County	FY: 2024
Local Program Name: Pretrial Assessments	
Service Provider: Allegan County Office of Community Corrections	
CCIS Service Type: F22 - Pretrial Assessment	
Total Projected Number of New Assessments (enrollment): 150	
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 checked="" 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: All defendants charged with a felony or serious misdemeanor awaiting arraignment.
b. What programs (PA511 and/or locally funded) require this assessment to determine eligibility? Pretrial Supervision
c. What assessment instrument is proposed? The PRAXIS
d. Is the assessment completed through an interview with the defendant or would the defendant fill out a questionnaire for later scoring? The assessment will be completed through an interview, a criminal history investigation, with the defendant.
e. Is the assessment completed prior to arraignment? Yes
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: 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.
g. How much time is anticipated to score one pretrial risk assessment (not including subsequent development of a recommendation or plan)? 10 minutes.



Service Description

Pretrial Risk Assessment Services

<p>h. How much time is estimated to interview the defendant? 10 minutes. Explain your response. It is estimated to take 10 minutes per defendant to interview them and receive a clear directional path for their needs.</p>
<p>i. How much time is estimated to complete a criminal history investigation on the defendant? 10 minutes Explain your response. 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.</p>
<p>j. How much time is estimated to verify interview information? 10 minutes Explain your response. 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.</p>
<p>k. How much time is estimated to complete the subsequent report, including the presentation at arraignment/court? 20 minutes Explain your response. It is estimated that it will take 20-30 minutes per defendant to complete all subsequent reports including a presentation at arraignment, if needed.</p>
<p>l. What is the total amount of time required to complete the assessment process? (add the time responses to questions i. through m.) The total amount of time it is estimated to take per individual, is 1 hour.</p>
<p>m. Is subsequent verification of information attempted prior to making a recommendation or determining eligibility? Yes</p>
<p>n. Is the recommendation written? Yes</p>
<p>o. For defendants who do not gain release, does your County utilize a review process (sequential review)? Choose an item. Explain: Each defendant who receives the assessment can be reviewed at a later time for possible approval for services.</p>
<p>p. Is information about the number of completed assessments entered in COMPAS Case Manager and tracked for CCIS purposes? Yes, it will be entered weekly, and more frequently if needed.</p>
<p>q. Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: This program 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.</p>
<p>3. 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 include additional key performance measures as well. Be sure to include the data source, how its tracked and measured. <u>NOTE:</u> Successful completion of programming, if listed as the only key performance measure, is not sufficient.</p>
<p>a. Describe how this program meets each of the following Evidence Based Principles:</p> <p>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</p>



Service Description

Pretrial Risk Assessment Services

determine the level of risk and needs for participants 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** - Through support of the PRAXIS, Pretrial Supervision encourages willful participation through least restrictive means.
3. **Target Interventions (indicate all that apply)**
 - a. **Risk Principle: Prioritize supervision and treatment resources for higher risk offenders** -The PRAXIS specifically assesses public safety and appearance risk for pretrial defendants.
 - 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** -NA
 - 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** - Through the support of the PRAXIS, Pretrial Supervision encourages and allows participants to practice compliance with pretrial release orders in the least restrictive environment while honoring due process.
5. **Increase Positive Reinforcement** - Through the support of the PRAXIS, continued compliance with pretrial supervision rules and expectations results in reduced requirements when appropriate.
6. **Engage Ongoing Support in Natural Communities** - Through the support of the PRAXIS, Pretrial Supervision utilizes participants natural resources and makes referrals to relevant/helpful community-based supports and programming when appropriate.
7. **Measure Relevant Processes/Practices** – It captures statistical data regarding concurrence and release rates.
8. **Provide Measurement Feedback** – It shares data regarding the supervision process and effectiveness of interventions with stakeholders.

b. **Program Key Performance Measure - Concurrence Rate – (REQUIRED)** – Enter your projected percentage in the text box: **85 % of OCC-funded defendants will have release decisions/court-ordered bail corresponding with their assessed risk level (PRAXIS).**

Data Element - PRAXIS and Pretrial Release Order/Decision.

Tracking Source -

1. **Who is tracking the Data Element?** The CCAB Manager will track this.
2. **How is it being tracked?** The CCAB Manager will review the data from all of the Pretrial Assessments that were sent to the courts, and compare it to the release decisions that were made.
3. **At what frequency is it being tracked?** This will be tracked quarterly.



Service Description

Pretrial Risk Assessment Services

Program Key Performance Measure – **Release Rate (REQUIRED)** - Enter your projected percentage in the text box: **80 % of OCC-funded defendants will secure release pending case disposition.**

Data Element - Pretrial Release Order

Tracking Source –

1. Who is tracking the Data Element? The CCAB Manager.
2. How is it being tracked? The CCAB Manager will track this with the Pretrial Release Order review.
3. At what frequency is it being tracked? This will be tracked quarterly.

Additional Program Key Performance Measure - NA

Data Element - NA

Tracking Source -

1. Who is tracking the Data Element? NA
2. How is it being tracked? NA
3. At what frequency is it being tracked? NA

Additional Program Key Performance Measure - NA

Data Element - NA

Tracking Source -

1. Who is tracking the Data Element? NA
2. How is it being tracked? NA
3. At what frequency is it being tracked? NA



Program Description

Pretrial Supervision Services

CCAB: Allegan County	FY: 2024
Local Program Name: Pretrial Supervision	
Service Provider: Allegan County Office of Community Corrections	
CCIS Service Type: F23 – Pretrial Supervision Services	
Total Projected New Enrollment: 30	
For Regional CCABs, total projected new enrollment by member county: NA	
Projected Length of Stay in Days: 90	
Program Location (select all that apply): Jail: <input checked="" type="checkbox"/> Residential: <input type="checkbox"/> Community: <input checked="" type="checkbox"/>	
Program Status: Continuation	
If modification, describe here: 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.

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

2. Describe the program:
<p>a. A Pretrial risk assessment is mandatory for pretrial supervision services. What are your eligibility criteria based on the assessed risk levels? Be sure to include assessment scores. For Pretrial Supervision without electronic monitoring, the Pretrial defendants who score moderate (scoring 3-5) to high (scoring 6-9) on the PRAXIS will be eligible. For electronic monitoring defendants, they must be: 1) Charged with OUIL-3rd; -OR- 2) Have a victim case; -OR- 3) Serious misdemeanor or non-violent felony with a PRAXIS score of 6 or higher; -OR- violent felony with a PRAXIS score of 3 or higher.</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>**Refer to the first page for information on pretrial EM eligibility information.</p>
<p>i. What kind of equipment/system: GPS monitoring.</p>



Program Description

Pretrial Supervision Services

	ii. Vendor for equipment/service: Attenti
	iii. Cost assessed by the vendor per unit/defendant/day (clearly describe): GPS unit per day is \$10, and a \$25 installation fee per unit.
	iv. Who does the equipment installation/retrieval? The CCAB Manager will install/retrieve the equipment.
	v. Who sets up schedules and/or monitors compliance? The CCAB Manager will install/retrieve the equipment.
	c. What are your supervision reporting requirements, i.e. frequency and type of reporting? 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.
	d. What is your average daily caseload per full time equivalent position (FTE) for pretrial supervision? 10
	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): 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. Time per check in (including the time to complete compliance report documentation) 15 minutes
	f. Does the program design include collateral contacts with family, employer, school, treatment provider, etc.? No
	g. This program uses PA-511 funds for drug/alcohol testing. If you select “uses PA-511 funds” then you are required to complete a G17 Substance Abuse Testing program description.
	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: The plan for positive drug tests will be to refer the defendant to the treatment provider for a substance abuse assessment or treatment.
	i. How is the County’s plan mentioned in (h.) documented per defendant? Progress reports will be completed and submitted to the Defense Attorney, the Prosecutor, and the PSI writer for each defendant.
	j. Are compliance reports shared with MDOC PSI writers? Yes, they will be shared with the MDOC PSI Writer.
	k. Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: Pretrial Supervision is tailored and individualized to a defendant's assessed risk levels and geared to promoting court appearance and public safety.



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 your current Appearance Rate? 100%** (The percentage of released defendants on OCC-funded pretrial supervision who attend all scheduled court appearances pending case disposition.)
- b. **What is your current Public Safety Rate? 50%** (The percentage of released defendants on OCC-funded pretrial supervision who are not charged with a new criminal offense pending case disposition.)
- c. **What is your current Success/Compliance Rate? 100%** (The percentage of released defendants on OCC-funded pretrial supervision who appear for all scheduled court appearances and are not charged with a new crime pending case disposition.)

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** - Release/bond/supervision conditions are based on assessed risk through utilization of the PRAXIS.
2. **Enhance Intrinsic Motivation** - Encourages willful participation through least restrictive means.
3. **Target Interventions (indicate all that apply)**
 - a. **Risk Principle: Prioritize supervision and treatment resources for higher risk offenders** -Utilizes court reminder calls made by the Allegan County Office of Community Corrections to increase appearance and compliance..
 - 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** -NA
 - 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** - Encourages and allows participant to practice compliance with pretrial release order in least restrictive environment while honoring due process.
5. **Increase Positive Reinforcement** - Continued compliance with supervision rules and expectations results in reduced requirements when appropriate.
6. **Engage Ongoing Support in Natural Communities** - Utilizes participants natural resources and makes referrals to relevant/helpful community-based supports and programming when appropriate.
7. **Measure Relevant Processes/Practices** - Captures statistical data regarding aspects of supervision process, including public safety rate, appearance rate, electronic monitoring compliance, and success rates.



Program Description

Pretrial Supervision Services

8. Provide Measurement Feedback - Shares data regarding the supervision process and effectiveness of interventions with stakeholders.

b. Program Key Performance Measure – *Appearance Rate (REQUIRED)* – Enter your projected percentage in the text box: **90 % of released defendants on OCC-funded pretrial supervision will attend all scheduled court appearances pending case disposition.**

Data Element - Court data for Failure to Appear information.

Tracking Source -

1. Who is tracking the Data Element? The CCAB Manager will obtain and track this data.
2. How is it being tracked? This will be tracked via a spreadsheet and/or the Northpointe CCM.
3. At what frequency is it being tracked? This data will be tracked quarterly.

Program Key Performance Measure – *Public Safety Rate (REQUIRED)* – Enter your projected percentage in the text box: **90 % of released defendants on OCC-funded pretrial supervision will not be charged with a new criminal offense pending case disposition.**

Data Element - ail Management Data and/or Court Arraignment Docket.

Tracking Source –

1. Who is tracking the Data Element? The CCAB Manager will obtain and track this data.
2. How is it being tracked? This information will be tracked via a spreadsheet and/or the Northpointe CCM.
3. At what frequency is it being tracked? This data will be tracked quarterly.

Program Key Performance Measure – *Success/Compliance Rate (REQUIRED)* – Enter your projected percentage in the text box: **90 % of released defendants on OCC-funded pretrial supervision will appear for all scheduled court appearances and will not be charged with a new criminal offense pending case disposition.**

Data Element - Northpointe CCM and Jail/Court data management systems.

Tracking Source -

1. Who is tracking the Data Element? The CCAB Manager will obtain and track this information at program completion.
2. How is it being tracked? This data will be tracked via a spreadsheet and/or the Northpointe CCM.
3. At what frequency is it being tracked? This data will be tracked quarterly.

Additional Program Key Performance Measure - NA

Data Element - NA

Tracking Source -

1. Who is tracking the Data Element? NA



Program Description

Pretrial Supervision Services

2. How is it being tracked? NA
3. At what frequency is it being tracked? NA



Program Description

Group Programming

CCAB: Allegan County	FY: 2024
Local Program Name: Seeking Safety	
Service Provider: Allegan County Office of Community Corrections	
CCIS Service Type: C01 - Cognitive	
Total projected number of new enrollments: 40	
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 checked="" 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.

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

2. Describe the program:
<p>a. What is your referral process to this program? 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.</p>
<p>b. What assessment is used, identify the tool: The COMPAS Score is the assessment tool used for program eligibility.</p>
<p>c. Who completes the assessment? The assessment is completed by the MDOC Probation Agents prior to enrollment in the program by completing a COMPAS.</p>
<p>d. P.A. 511 states eligibility for programming must include moderate to high risk. Please select which needs the program will impact for your target population(s).</p> <p style="margin-left: 20px;">Sentenced Felons:</p>



Program Description

Group Programming

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

- | | | |
|--|---|--|
| <input type="checkbox"/> Vocational/Education | <input 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 | |

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: **Seeking Safety by Lisa Najavits.**

ii. Identify what skills are taught in this program: **The skills that are taught in this program are as followed: "change-work" assignments include: Thought Process Diagram (think-feel-act), Self-Talk, Stop and Think (SAT), Think About Thinking (TAT), Use of Cognitive and Behavioral Tools (CBTs) to be more successful on probation, Identification of Rational vs. Irrational Thinking, Identification of Cognitive Distortions/Thinking Errors (as well as CBTs to address), Motivation Ruler, Values versus Behaviors, Identification of Self-Defeating Beliefs/Attitudes and Alternative Beliefs/Attitudes, Perceptions and Empathy, Cognitive and Behavioral Emotion Management Strategies (to address impulsivity, self-regulation, frustration tolerance, and risk-taking), Problem Solving, Consider All Factors (CAF), Consider All Consequences (CAC), Consider All Benefits (CAB), Consider All Alternatives (CAA), Cognitive and Behavioral Strategies to address environmental risk factors (peers and leisure activities), Client identification of criminogenic risks, needs, and responsivity factors, Goal-setting and Planning. New cognitive and behavioral habits and routines are necessary for changed behavior, so "change-work" / homework is an essential element. Clients are required not only to attend and participate but also to complete assignments and practice new skills and approaches outside of group.**

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

iv. 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.**

v. Minimum number of group sessions attended for successful completion: **The minimum number of group sessions attended for a successful completion is 12.**



Program Description

Group Programming

<p>vi. 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.</p>
<p>f. Identify the training or credentials held by your service provider qualifying him/her to provide this service: Groups will be ran by all trained facilitators. The CCAB Manager was trained on September 22, 2022. The second facilitator attended the Seeking Safety Facilitator Training on February 7th, 2023.</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) Attendance verification sheets, progress reports, and discharge reports are provided to the CCAB Manager weekly. Then the CCAB Manager will send the Probation Agents monthly status reports on all participants.</p>
<p>h. Provide any other pertinent information you feel is necessary: NA</p>
<p>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.</p>
<p>a. Describe how this program meets each of the following Evidence Based Principles:</p> <ol style="list-style-type: none">1. Assess Actuarial Risk/Needs - COMPAS Risk Assessment completed by probation staff provides overall criminogenic risk and specific risk areas for each participant.2. Enhance Intrinsic Motivation - Participants become self-motivated as they engage in class and apply the concepts successfully.3. Target Interventions (indicate all that apply)<ol style="list-style-type: none">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 -Seeking Safety 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.d. Dosage: Structure 40-70% of high-risk offenders' time for 3-9 months -Seeking Safety participants are given homework which it is due the following week. In addition, this program requires the participants to attend group weekly. It creates a structured environment for them while attending the program.



Program Description

Group Programming

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 teaches a new skill each week with in-class examples and practice as well as assignments to complete and share the following week.

5. Increase Positive Reinforcement - Positive feedback is provided by the facilitator and by group members; bi-monthly updates are provided to the probation officers so that they can also provide positive reinforcement at the check-ins.

6. Engage Ongoing Support in Natural Communities - The facilitator and/or probation officer can make community referrals to address additional issues presented by the participant.

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 the 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 - 85% of participants who successfully complete the program will not receive a probation violation within 12 months of program completion.

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

Tracking Source -

1. Who is tracking the Data Element? The CCAB Manager will review this data.
2. How is it being tracked? The information is being tracked through the reviewing of the Judicial Data Warehouse and the Jail Management Systems data.
3. At what frequency is it being tracked? This data will be tracked quarterly.

Additional Program Key Performance Measure - NA

Data Element - NA

Tracking Source -

1. Who is tracking the Data Element? NA
2. How is it being tracked? NA
3. At what frequency is it being tracked? NA

Additional Program Key Performance Measure - NA

Data Element - NA

Tracking Source -

1. Who is tracking the Data Element? NA



Program Description

Group Programming

2. How is it being tracked? NA
3. At what frequency is it being tracked? NA

Additional Program Key Performance Measure - NA

Data Element - NA

Tracking Source -

1. Who is tracking the Data Element? NA
2. How is it being tracked? NA
3. At what frequency is it being tracked? NA



Service Description

Substance Abuse Testing

For Pretrial Supervision and/or Felony Treatment Court

CCAB: Allegan County	FY: 2024
Service Provider: Allegan County Office of Community Corrections	
CCIS Service Type: G17 - Substance Abuse Testing	
Total Projected New Enrollment: 20	
If Regional CCAB, Total Projected New Enrollment by each member county: NA	
Projected Length of Stay in Days: 90	
Program Location (select all that apply): Community: <input checked="" type="checkbox"/>	
Program Status: Continuation	
If modification, describe here: NA	

IMPORTANT INFORMATION:

- Substance abuse testing cannot be used as a stand-alone program and is, therefore, considered a supportive service. The MOCC will only fund G17 Substance Abuse Testing for the following populations: 1) Sentenced felons participating in a treatment court; 2) Offenders convicted of a felony placed on Delayed or Deferred Sentence who are participating in a treatment court; 3) Pretrial defendants on Pretrial Supervision with a documented history/need for substance abuse testing.
- Supportive documentation, including Court Order, must be on file for all enrollments.
- “Treatment Court” is defined as: Drug Court, Sobriety Court, Hybrid Treatment Court, Mental Health Court, or Veterans Court. *Please note: Swift and Sure Sanctions Probation is NOT a treatment court and is NOT eligible for this service.*
- Substance Abuse Testing Best Practice Standards must be followed.
- This service must comply with Section 2 of CFR-42.
- Because substance abuse testing is part of the Treatment Court model, eligibility screening and substance abuse testing intake/orientation cannot be billed to P.A. 511 funding.

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

<p>1. P.A. 511 states eligibility for programming must include moderate to high risk. Please select your target population, eligibility criteria, and supportive documentation for this service (check all that apply):</p>
<p><input type="checkbox"/> Sentenced felony offenders participating in an eligible Treatment Court (Drug Court, Sobriety Court, Hybrid Treatment Court, Mental Health Court, or Veterans Court). <i>Approved Supportive Documentation on file:</i> Verification of treatment court enrollment/participation.</p> <p><input type="checkbox"/> Convicted felony offender on Delayed/Deferred Sentence participating in an eligible Treatment Court (Drug Court, Sobriety Court, Hybrid Treatment Court, Mental Health Court, or Veterans Court). <i>Approved Supportive Documentation on file:</i> Verification of treatment court enrollment/participation.</p>



Service Description

Substance Abuse Testing

For Pretrial Supervision and/or Felony Treatment Court

Pretrial defendants with a current self-identified substance abuse issue or a documented recent history of substance abuse -AND- placed on F23 Pretrial Supervision.

2. This service must meet the following Substance Abuse Testing Best Practice Standards. Please indicate if and how you are in compliance with all of them:

1) Importance of Substance Abuse Testing – Not about “busting” participants. • Identifies those that have relapsed - offers rapid intervention. • Identifies those that are abstinent – guides incentives, and least restrictive requirements. • Integrity of the program

Not Compliant Compliant - **How: If a participant of Pretrial Services tests positive for a substance, the CCAB Manager will connect them with a local provider (Arbor Circle) and gives them their contact information along with contact information for Allegan County Community mental Health and Health Department for additional resources and assistance. In addition, the CCAB Manager will ask them to report an additional time to offer assistance, if needed.**

2) Random testing - Lacking a definite plan, purpose, or pattern. • Odds of being tested are the same on any given day of the week, including weekends and holidays. • The schedule of drug and alcohol testing is random and unpredictable. • Urine tests are delivered no more than 8 hours after a participant is notified to test. • Oral fluid tests should be delivered no more than 4 hours after being notified that a test was scheduled.

Not Compliant Compliant - **How: Currently, the substance abuse testing is administered during random visits throughout their reporting times and the plan is that it will not occur during the same scheduled visit each month.**

3) Frequency (DOES NOT APPLY TO PRETRIAL POPULATION) - Urine testing at least twice per week. • Examine samples for drugs of abuse other than the participant’s drug of choice.

Not Compliant Compliant - **How: NA**

4) Observed Collection - Collection of test specimen is witnessed directly by a trained staff person. • The person collecting the urine sample must be of the same sex.

Not Compliant Compliant - **How: We only have 1 trained staff member to complete these services, which is female. Allegan County uses oral swab testing because we don't have a male trained staff member to provide this service.**

5) The Sample - Test specimens are examined routinely for evidence of dilution and adulteration.

Not compliant Compliant - **How: The test are examined on a monthly basis.**

6) Valid Drug Testing Methodologies - Using to the extent practicable the best available, accepted, and scientifically valid methods: • Oral / saliva testing • Sweat patch • Hair testing • Urine testing • Point of Contact (Instant) Testing Devices • Automated testing • EtG / EtS • Transdermal alcohol

Not compliant Compliant - **How: We use a valid oral/saliva drug test provided by the manufacturer-TSquare.**



Service Description

Substance Abuse Testing

For Pretrial Supervision and/or Felony Treatment Court

7) Confirmation Testing - A confirmation should be mandatory unless the participant admits use on a positive test, • Sanctions should not be imposed without a confirmation or admission
• Confirmatory tests are not withheld due to the participant's inability to pay
Not compliant Compliant - **How: The oral/saliva test provides an immediate test result. The participants are not required to pay for these tests.**

8) Use of Levels - Cutoff levels are not interpreted as evidence of new substance use or changes in participants' substance use patterns.
Not compliant Compliant - **How: The current tests that we use do not provide evidence of levels, just evidence of the presence of drug use.**

9) Chain of Custody - A chain of custody form is completed once a urine sample has been collected. This form ensures the identity and integrity of the sample through transport, testing, and reporting of results.
Not Compliant Compliant - **How: Allegan County does not use urine tests for this process, but instead they use oral/saliva test. If the test results are positive, the chain of custody will occur, maintaining the test in a sealed container, and a positive drug screen report will be completed.**

10) Test Results - Test results, including the results of confirmation testing, are available to the drug court within 48 hours of sample collection.
Not compliant Compliant - **How: NA. This testing will be used for Pretrial Services only, and Allegan County no longer has a Drug Court.**

3. Provide the itemized cost for testing supplies and equipment: **The cost for the drug testing supplies is \$124.75 per case (25 tests in each case). It is estimated that 4 cases will be needed throughout the year. In addition, the cost of PBT straws are approximately 0.30 per straw and it estimated that approximately 100 straws will be needed throughout the year for a total cost of \$30 for PBT straws.**

4. Is PA 511-funded substance abuse testing staff/provider billed hourly or per test? **The OCC funded drug testing will be billed hourly.**

5. If this service supports a Treatment Court: Explain why the Treatment Court is not funding this service: **This service doesn't support a treatment court. Allegan County no longer has a Drug Treatment Court.**

6. If this service supports Pretrial Supervision: Does your County/Region decrease/eliminate substance abuse testing of defendants after sequential negative test results? **Yes**

7. How is defendant/offender participation reported to the treatment court case manager and probation agent or and/or Court? Include frequency of reporting positive and negative tests and types of reports provided such as intake, monthly, termination, etc. **The provider will document the testing and provide a written report to the Defense Attorney, Prosecutor, and PSI writer for any positive tests.**

8. You are **required** to identify at least one Key Performance Measure (KPM) that will measure the intended impact of Substance Abuse Testing as it relates to the program(s) it supports. **NOTE: Successful completion of programming, if a stand-alone KPM, is not acceptable.**



Service Description

Substance Abuse Testing

For Pretrial Supervision and/or Felony Treatment Court

a. Program Key Performance Measure - 90% of all defendants who successfully complete this program will have no positive drug tests while in the program.

Data Element - Substance Abuse Testing Results/Reports.

Tracking Source -

1. **Who is tracking the Data Element?** The CCAB Manager will track this data.
2. **How is it being tracked?** It is being tracked through a spreadsheet.
3. **At what frequency is it being tracked?** This information will be tracked quarterly.

Additional Program Key Performance Measure - NA

Data Element - NA

Tracking Source -

1. **Who is tracking the Data Element?** NA
2. **How is it being tracked?** NA
3. **At what frequency is it being tracked?** NA

Additional Program Key Performance Measure - NA

Data Element - NA

Tracking Source -

1. **Who is tracking the Data Element?** NA
2. **How is it being tracked?** NA
3. **At what frequency is it being tracked?** NA

Additional Program Key Performance Measure - NA

Data Element - NA

Tracking Source -

1. **Who is tracking the Data Element?** NA
2. **How is it being tracked?** NA
3. **At what frequency is it being tracked?** NA

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

PARKS & RECREATION—PURCHASE THREE TRAILERS

WHEREAS, the Board of Commissioners (Board) appropriated \$20,000 for a 2023 capital project to replace three Parks trailers; and

WHEREAS, consistent with the County's Purchasing Policy, three quotes were solicited for trailers meeting the minimum desired specifications; and

WHEREAS, the recommended bid award exceeds the \$20,000 budgeted amount.

THEREFORE BE IT RESOLVED that the Board authorizes a reallocation of appropriated funds within the Parks Pavement Maintenance Project Activity 401.751.751 in the amount of \$3,215 to increase the budget for this trailer replacement project to \$23,215; and

BE IT FINALLY RESOLVED that the County Administrator is authorized to make the necessary budget adjustments, and any necessary documents to complete this action are authorized to be signed.

REQUEST FOR ACTION - PROCUREMENT OF GOODS AND/OR SERVICES

RFA #: 000-000 RFA Date: 4/4/2023 RFA Submitted By: Kristin VanAtter

PROJECT/SERVICE: Replace Three Parks Utility Trailers
Project/Service: Procurement of three replacement utility trailers for Parks Service Area as part of
Description: capital project #1019-23
Project/Contract #: 1019-23 Contact Name: Brandy Gildea
Department: Parks & Recreation Contact Info: bgildea@allegancounty.org

PROCUREMENT METHOD: Three Solicited Written Bids/Quotes
6 Firms invited to bid and bidding opportunity posted to County Website. 3 Bids Received

CONTRACT AWARD: \$23,215.00
Parties - County and: Steensma Lawn & Power Equipment
Contract Duration: Equipment deliver and warranty period
Evaluation Team: Kristin VanAtter, Brandy Gildea, Keith Hamilton
References Checked: No - Current or previous vendor with satisfactory performance Debarred: No

BUDGETARY ACTION NEEDED: BOC - Budget Adjustment or Additional Appropriation Needed
Amount: \$ 3,215 Source: Re-allocation within #401 To Account: 401-751.751-978.000

FUNDING SOURCE: Capital Improvement - Parks
\$ 20,000.00 Approved Appropriation
\$ 3,215.00 Additional Appropriation Requested through this RFA
\$ 23,215.00 Total Funding available if this RFA is approved
\$ - Expenditures to Date
\$ - Committed Funds
\$ 23,215.00 Award Amount

\$ - Funds Remaining

NEW CONTRACT SUMMARY: No Contract Terms (Purchase Order, Reverse Auction, etc.)

BID PRESENTATION FOR PROJECT #: 1019-23
Project Name: Parks Trailer Replacement
Service Area: Parks
Award Recommendation: Steensma Lawn & Power Equipment
Award Criteria: Near-lowest bidder with local presence for repairs and warranty work if needed.

Date: 4/4/2023
 Advertised: County website and invitations to bid
 # of Firms Invited to Bid: 9
 # of Bids Received: 3

VENDOR TABLE	Vendor 1	Vendor 2	Vendor 3
Company Name	Steensma Lawn & Power Equipment	Monmouth Solutions, Inc	Holden Industries Inc
Company Address1	7561 Stadium Dr.	93 Butman Rd	5624 S. State Highway 43
City, State, Zip	Kalamazoo, MI 49009	Lowell, MA 01852	South Westy City, MO 64863

COST TABLE

18' Trailer #1	\$ 9,140.00	\$ 8,199.00	\$ 9,948.00
18' Trailer #2	\$ 9,140.00	\$ 8,199.00	\$ 9,948.00
10' Trailer #3	\$ 4,935.00	\$ 6,499.00	\$ 7,958.00
TOTAL NOT TO EXCEED	\$ 23,215.00	\$ 22,897.00	\$ 27,854.00

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

HUMAN RESOURCES—EQUALIZATION DIRECTOR POSITION WAGE STEP

WHEREAS, through policy, the County Administrator's authority to offer an initial wage step is limited to the midpoint of an established wage range; and

WHEREAS, the Equalization Director position has mandated, specialized requirements and authorities that heavily influence what a fair and reasonable wage offering is at any point in time; and

WHEREAS, the County has been meeting the requirements of the position through a multiagency contract and may now fill the position in-house.

THEREFORE BE IT RESOLVED, that the Board of Commissioners does hereby authorize the County Administrator to approve any wage step necessary within the D63 range for the Equalization Director position (reclassified from D61 in consideration of the additional authority and responsibility added primarily through legislation since the previous classification), upon receipt of an analysis and recommendation from Human Resources, and demonstration of a candidate's experience and qualifications commensurate with the wage step being recommended; and

BE IT FINALLY RESOLVED, that the County Administrator is authorized to make any necessary budget adjustments to complete this action.