

# Allegan County Board of Commissioners



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

*Jim Storey, Chair  
Dean Kapenga, Vice Chair*

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

Thursday, April 11, 2024 – 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 Jim Storey

**PLEDGE OF ALLEGIANCE:**

**PUBLIC HEARING:**

**COMMUNICATIONS:** Attached

**APPROVAL OF MINUTES:** March 28, 2024

**PUBLIC PARTICIPATION:**

**ADDITIONAL AGENDA ITEMS:**

**APPROVAL OF AGENDA:**

**PRESENTATIONS:**

**PROCLAMATIONS:**

**INFORMATIONAL SESSION:** 57<sup>th</sup> District Court—Jessica  
Winsemius, Administrator

**ADMINISTRATIVE REPORTS:**

### **DISTRICT 2**

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

### **DISTRICT 3**

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

### **CONSENT ITEMS:**

### **DISTRICT 4**

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

1. Motion to approve of claims paid and to incorporate into proceedings of the Board (4/5/24 & 4/12/24)
- 

### **ACTION ITEMS:**

1. None
- 

### **DISTRICT 5**

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

### **DISCUSSION ITEMS:**

1. Sheriff's Department—apply/accept FY2025 MDOC Comprehensive Community Corrections Grant (237-803)
  2. Board of Commissioners—appoint Environmental Health Board of Appeals (237-871)
- 

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

### **ELECTIONS:**

#### **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”

1. Road Commission Board:
  - a. One Member Representative—term expires 12/31/26
2. Economic Development Commission
  - a. Healthcare Representative—term expires 12/31/23

**APPOINTMENTS:**

1. Community Corrections Advisory Board
  - a. a representative from at least one, but not more than three of the following service areas: mental health, public health, substance abuse, employment, and training or community alternative program—term expires 12/31/23
  - b. Business Community Representative—term expires 12/31/23
2. Local Emergency Planning Committee
  - a. Media Representative—term expired 12/31/22
  - b. Facilities Representative—term expires 12/31/25
  - c. Firefighter Representative—term expires 12/31/25
3. Tourist Council
  - a. Two Representatives—term expires 12/31/23
4. Jury Board (Circuit Judge recommends/Board appoints)
  - a. One Representative—term expired 8/31/23
  - b. One Representative—term expires 3/31/25

**PUBLIC PARTICIPATION:**

**FUTURE AGENDA ITEMS:**

1. OPENING PRAYER: Commissioner Dean Kapenga
2. INFORMATIONAL SESSION: Denise Medemar, Drain Commissioner and Matt Woolford, Director—Equalization
3. CONSENT: Motion to approve of claims paid and to incorporate into proceedings of the Board (4/19/24 & 4/26/24)
3. ACTION: Sheriff's Department—apply/accept FY2025 MDOC Comprehensive Community Corrections Grant
4. ACTION: 2024 Equalization Report

**REQUEST FOR MILEAGE:**

**BOARDS AND COMMISSIONS REPORTS:**

**ROUND TABLE:**

**CLOSED SESSION:**

**ADJOURNMENT:** Next Meeting – Thursday, April 25, 2024, 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: **471420**, 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/UCQliZQstN2Pa57QAItAWdKA>
- 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: **Board**

<Continue with the rest of the instructions>

# STEP 2: Enter registration information

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

Registration details:

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

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

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

Below the form is a reCAPTCHA challenge with the text "I'm not a robot" and a "reCAPTCHA Privacy - Terms" link. A blue button labeled "Join Webinar in Progress" is located below the reCAPTCHA.

At the bottom of the page is a footer with navigation links:

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

Four blue arrows with white text provide instructions:

1. Enter name and email (points to the name and email input fields)
2. Click this box (points to the "I'm not a robot" checkbox)
3. Answer challenge question (points to the reCAPTCHA image grid)
4. Click when done. (points to the "Join Webinar in Progress" button)

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 area. The meeting content area displays the name 'Economic Development - Greg King, Director' and 'ADMINISTRATIVE REPORTS:'. Below this, it says 'CONSENT ITEMS:' followed by 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 'Settings' window shows the 'Audio' section with 'Remote Audio' selected in the 'Speaker' dropdown, 'Test Mic' in the 'Microphone' dropdown, and volume sliders for both. Other options include 'Automatically adjust volume' (checked), 'Use separate audio device to play ringtone simultaneously' (unchecked), 'Automatically join audio by computer when joining a meeting' (unchecked), 'Mute my microphone when joining a meeting' (unchecked), 'Press and hold SPACE key to temporarily unmute yourself' (checked), and 'Sync buttons on headset' (checked). An 'Advanced' button is at the bottom right of the settings window. At the bottom of the meeting window, there are icons for 'Chat', 'Raise Hand', and 'Q&A'.

Settings

General

Video

**Audio**

Share Screen

Virtual Background

Recording

Statistics

Feedback

Keyboard Shortcuts

Accessibility

Speaker: Test Speaker Remote Audio

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

Volume: \_\_\_\_\_

Microphone: Test Mic \_\_\_\_\_

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

Volume: \_\_\_\_\_

Automatically adjust volume

Use separate audio device to play ringtone simultaneously

Automatically join audio by computer when joining a meeting

Mute my microphone when joining a meeting

Press and hold SPACE key to temporarily unmute yourself

Sync buttons on headset

Advanced

269-673-4514  
mthiele@allegancounty.org

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)

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

Audio Settings

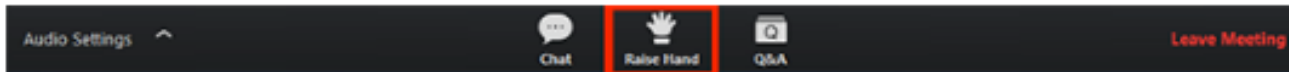
Chat Raise Hand Q&A

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

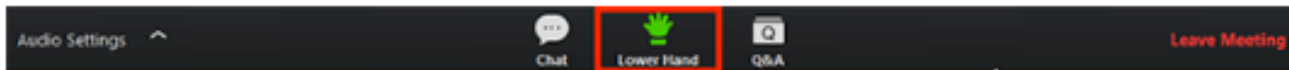
- Once “Raise Hand” is clicked, the Board Chairperson will receive notice and may UNMUTE your microphone when ready and verbally recognize you to speak.

On bottom of screen.

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



2. The host will be notified that you've raised your hand.
3. Click **Lower Hand** to lower it if needed.





# STEP 6: To leave the meeting

The screenshot shows a Zoom meeting interface. At the top, a green banner reads "You are viewing Allegan County Administration's screen" with a "View Options" dropdown. In the top right corner, there is an "Enter Full Screen" button. The main content is a document viewer displaying a Microsoft Word document titled "BOC20200409\_agenda [Compatibility Mode] - Word". The document header includes the "Allegan County Board of Commissioners" logo and contact information for County Services Building, including address, phone, fax, and website. Below the header, the document title is "BOARD OF COMMISSIONERS MEETING – AGENDA". The agenda items are listed by district: DISTRICT 1 (Dean Kasperge), DISTRICT 2 (Jim Storey), DISTRICT 3 (Max R. Thiele), and DISTRICT 4 (Mick DeYoung). The agenda items include "Virtual Meeting – Connectivity Instructions Attached", "1PM CALL TO ORDER: ROLL CALL: OPENING PRAYER: PLEDGE OF ALLEGIANCE: COMMUNICATIONS: Attached APPROVAL OF MINUTES: Attached", "PUBLIC PARTICIPATION: ADDITIONAL AGENDA ITEMS: APPROVAL OF AGENDA: PRESENTATIONS: PROCLAMATIONS: INFORMATIONAL SESSION: Attached ADMINISTRATIVE REPORTS:", and "CONSENT ITEMS:". The document footer shows "PAGE 1 OF 2 251 WORDS" and a zoom level of "100%". At the bottom of the Zoom window, there is a control bar with "Audio Settings", "Chat", "Raise Hand", "Q&A", and a red "Leave Meeting" button. A large blue arrow points to the "Leave Meeting" button.

**RESOLUTION**  
**DESIGNATING LAPEER COUNTY AS A**  
**“FREEDOM TO HOMESCHOOL” COUNTY**  
**RESOLUTION NO. 2024-R03**

- WHEREAS,** it is the parent(s) fundamental right to direct the upbringing and education of *their children*, this right is protected by the U.S. Constitution and Michigan Constitution; and,
- WHEREAS,** Article VIII, Section 1 of the Michigan Constitution states: “Religion, morality and knowledge being necessary to good government and the happiness of mankind, schools and the means of education shall forever be encouraged”; and,
- WHEREAS,** Section 380.10 of the Michigan Revised School Code states: “It is the natural, fundamental right of parents and legal guardians to determine and direct the care, teaching, and education of their children”; and,
- WHEREAS,** parental rights include, however are not limited to, making decisions regarding children’s education and health care in a manner consistent with their family values, and parents must do so to promote *their* children’s general health and well-being as well as their right to direct the education of *their* child, be it public, homeschooling, private or parochial education; and,
- WHEREAS,** according to the U.S. Supreme Court, the Due Process Clause of the 14<sup>th</sup> Amendment protects parental rights. The U.S. Supreme Court has repeatedly affirmed that they are fundamental rights; and,
- WHEREAS,** parents have every right to seek accountability, choice, and transparency in *their children’s* education, and that Government officials must be held accountable for what’s promoted to children; and,
- WHEREAS,** no single form of education can meet the needs of all students or families; and,
- WHEREAS,** the lower a student-to-teacher ratio is, the greater the ability to individualize education for an individual student becomes, as well as a better outcome; and,
- WHEREAS,** Homeschooling offers profound flexibility in how education is delivered to students, as well as open ended opportunities to customize and individualize education around learning styles, interests, moral and religious beliefs and life goals of the student; and,
- WHEREAS** no teacher or institution can know or love a child more than a child’s parent(s); and,
- WHEREAS** Statistics show that Homeschooled students have consistently shown above-average results on all standardized tests and are likely to be at least one grade ahead of public-school students; and,
- WHEREAS,** State Superintendent Michael Rice has asked the Michigan Legislature for a Homeschool Registry. This is a violation of Parental rights and privacy that would result in placing barriers that would have an intimidating adverse effect while placing obstacles and unnecessary restrictions on those wishing to Homeschool their children in Lapeer County; and,
- WHEREAS,** Michigan Attorney General Dana Nessel has stated she supports “monitoring” the private homes of Homeschoolers to inspect their private properties, a blatant violation of our 4<sup>th</sup> amendment rights.

**NOW THEREFORE IT IS HEREBY RESOLVED**, by the Lapeer County Board of Commissioners, that the County of Lapeer, Michigan, be, and hereby is, declared to be a "Freedom to Homeschool County," and,

**IT IS FURTHER RESOLVED** that this board affirms its full support for the right of parent(s) to educate *their children*, and that freedom of educational choice will lead to the best possible outcome for each individual student.

**BE IT FURTHER RESOLVED** that the Lapeer County Board of Commissioners call upon our Lapeer County Sheriff and Lapeer County Prosecutor to defend our 4<sup>th</sup> amendment constitutional rights on this matter and specifically any efforts by the those outside our county that may result in any attempt to force warrantless searches of the homes and properties of Homeschool families.

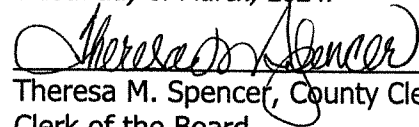
**BE IT FURTHER RESOLVED** that the Lapeer County Board of Commissioners shall not authorize or appropriate new funding, resources, employees, agencies, contractors, buildings, detention centers or offices for the sole purpose of enforcing any statute, law, rule, order, or regulation that restricts the rights of parents to Homeschool *their children*.

**BE IT FURTHER ESOLVED**, that a copy of this Resolution be sent to Governor Gretchen Whitmer, Michigan State Senators; Ruth Johnson and Kevin Daley, Michigan State Representatives; Greg Alexander, Phil Green, Jamie Greene and the other 82 County Board of Commissions in the State of Michigan, U.S. Congress Representative, Lisa McClain, U.S. Senators; Gary Peters and Debbie Stabenow, Lapeer County Sheriff Scott McKenna, Lapeer County Prosecuting Attorney John Miller, and all County Department Directors.



Tom Kohlman, Chairman of the Board

*I hereby certify that the foregoing Resolution was adopted by a roll call vote at the meeting of the Board of Commissioners of the County of Lapeer, State of Michigan, on this 28th day of March, 2024.*



Theresa M. Spencer, County Clerk  
Clerk of the Board

**LAPEER COUNTY BOARD OF COMMISSIONERS**  
**Resolution Opposing Public Act 233 of 2023**  
Resolution NO. 2024-R06

**WHEREAS,** citizens, through their local governments are best able to assess the needs of their communities and should be allowed to determine what plans and projects are appropriate; and,

**WHEREAS,** the Michigan legislature has passed, and the governor has signed Public Act 233 of 2023, which strips away local control of utility scale wind and solar projects and places control with the Michigan Public Service Commission; and,

**WHEREAS,** The Lapeer County Board of Commissioners, will do everything it legally can to prevent special interests from taking away local control from our citizens.

**NOW THEREFORE BE IT RESOLVED** that the Lapeer County Board of Commissioners expresses its strong disapproval of Public Act 233 which takes away local zoning control from our communities; and,

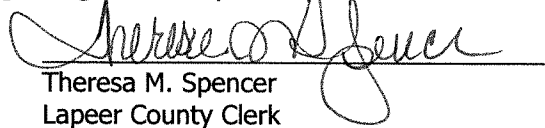
**BE IT FURTHER RESOLVED** that the **Lapeer County Board of Commissioners** supports the statewide ballot initiative, Citizens for Local Choice, a grassroots coalition of local officials and community organizers across Michigan working to amend the Clean and Renewable Energy and Energy Waste Reduction Act to, among other things, repeal Part 8 as added by Public Act 233 of 2023 which would restore local control of land use to ensure reasonable regulation in our widely diverse communities.

**BE IT FURTHER RESOLVED** that copies of this resolution shall be forwarded to all Michigan counties, the Michigan Association of Counties, the Governor, and all of our State Representatives and State Senators that represent Lapeer County.



\_\_\_\_\_  
Tom Kohlman, Chairman  
Lapeer County Board of Commissioners

*I certify that the foregoing is a true and accurate copy of the resolution adopted by the Lapeer County Board of Commissioners and that such resolution was duly adopted by a roll call vote at a regular meeting held on March 28, 2024, and that notice of such meeting was given as required by law.*



\_\_\_\_\_  
Theresa M. Spencer  
Lapeer County Clerk

## ALLEGAN COUNTY BOARD OF COMMISSIONERS

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MARCH 28, 2024 SESSION

JOURNAL 72

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DRAFT

## MORNING SESSION

**MARCH 28, 2024 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 28, 2024 at 9:02 A.M. in accordance with the motion for adjournment of March 18, 2024, and rules of this board; Chair 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 - COMMENTS**

2/ Chair Storey opened the meeting to public participation and the following individuals offered comments:

1. Ken Yonker of 3853 Forest Trail in Valley Twp addressed the board regarding the Calkins Dam and the history of decisions being made.
2. Carol Doeringer 3782 Damal Drive thanked the board for their time and support for the long-term prospects of the Calkins Dam.
3. Philip Zigulich of 4003 Manor Lane addressed the board regarding the Calkins Dam.

**AGENDA - ADOPTED AS PRESENTED**

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

**DISCUSSION ITEMS:****CONSUMERS ENERGY - CALKINS DAM UPDATE**

4/ Consumers Energy Community Affairs Director Derek Nofz addressed the board regarding the creation of the Community Prosperity Group.

Coco Soodek from the Lake Allegan Association addressed the board via Zoom in regards to pairing their efforts with Consumers Energy, Allegan County Board of Commissioners, ODC Network and other entities to preserve Lake Allegan.

Discussion followed.

**BOARD OF COMMISSIONERS - SUPPORT CREATION OF COMMUNITY PROSPERITY GROUP RE: CALKINS DAM**

5/ **WHEREAS**, in a news release dated August 9, 2022, Consumers Energy announced it will "gather opinions from the public about the 13 dams they own and operate on five Michigan rivers to help guide their decisions about the future of those electric generating facilities"; and

**WHEREAS**, on August 31, 2022, and June 27, 2023, Consumers Energy held public meetings in Allegan County regarding Calkins Bridge Dam; and

**WHEREAS**, public members and local leaders expressed great concern regarding the potential removal of the hydro facilities/dams and resulting loss of Lake Allegan to the local economy during the meeting and have further expressed concerns in writing to the Board of Commissioners (Board); and

**WHEREAS**, the Board believes that Lake Allegan is an integral part of our region and a key factor in the viability of local water availability (as a water source impacting a primary aquifer), and other dams and lakes are likely an integral part of their respective regions, the dams and lakes should be preserved; and

**WHEREAS**, the Board has identified river hydroelectric power as a reliable, stable source of power for both Allegan County and the State of Michigan; and

**WHEREAS**, the Board hosted a meeting with the Michigan Public Service Commission (MPSC) locally in Allegan County to consider local input, educate stakeholders on the role of the MPSC and impact that may have on the future of the Calkins Dam, and to discuss the unique value proposition the Calkins Dam offers; and

**WHEREAS**, Consumers Energy is convening a Community Prosperity Group (Group) in consultation with the Lake Allegan Association, and led by the ODC Network; and

**WHEREAS**, Consumers Energy and the Lake Allegan Association are requesting the participation from the Board and Administration as members of the Group.

**THEREFORE, BE IT RESOLVED** that the Allegan County Board of Commissioners supports the development of an independent Group; and

**BE IT FURTHER RESOLVED** the Board hereby appoints Commissioner Beltman to the Group and the County Administrator (or designee) to the Group; and

**BE IT FURTHER RESOLVED** the County Administrator has designated Executive Director of Services Dan Wedge to participate in the Group (and the County Administrator may continue to attend as a resource or in coverage of Mr. Wedge should he be unavailable) and is authorized to assist with meeting space for the Group if necessary; and

**BE IT FINALLY RESOLVED**, Midwest Strategies Group is requested to notify the MPSC and all members of the legislature representing Allegan County, of the creation of the Group.

Moved by Commissioner Beltman, 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.

#### **ADMINISTRATIVE UPDATE**

6/ Administrator Sarro noted his written report was submitted to Commissioners. Highlights included: M89/M40 roundabout construction; Courthouse/County Services construction; animal shelter; economic development; transportation technology; Stork Club; Human Services construction; old animal shelter demolition; and the broadband project.

**PUBLIC PARTICIPATION - COMMENTS**

7/ Chair Storey opened the meeting to public participation and the following individuals offered comments:

1. Al Radspieler of Hopkins addressed the board regarding the M89/M40 roundabout; courthouse construction; animal shelter volunteers; and deer carcasses.
2. Sally Brooks of 1224 Turkey Lane, addressed the board with a complaint with the animal shelter and the new design of the courthouse.

Al Radspieler had submitted a list of questions to the Board of Commissioners on March 18, 2024. Commissioner Storey requested the responses be a part of the record.

DRAFT

## **Allegan County Administrative Services**



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

March 26, 2024

Al Radspieler  
P.O.Box 266  
Hopkins, MI 49328

Dear Mr. Radspieler,

The Allegan County Board of Commissioners received your questions on March 18, 2024. Below are responses to each question.

- Q1. Why are you moving offices out of the courthouse when you are building enough space for the new judge? State law says they are to remain in the county seat. 'I spoke to Bob Genetski, Sally Brooks, and Denise Medemar, they are happy with where they are located.
- R1. The inability of the Courthouse, in its current state, to meet modern justice needs has long been discussed and documented. The addition of a Circuit Court Judge is just one factor. Since at least 2009, additional space has been requested by several offices now housed at the Courthouse. Lack of space for: client/attorney conference rooms, appropriate jury processes, separation of opposing parties, separation of victims and witnesses from the accused, probable cause conferences, District Court clerical functions, and expected growth needs for judicial space are just a few examples of other well-documented issues that are required to be addressed in the Courthouse.

The County's plan complies with State law. The County will continue to provide for the principal office of each elected official you mentioned in the Courthouse. The County's plan also utilizes vacant space at the County Services Building for general government services. Among other benefits, the County Services Building offers more direct physical access to service, increased easy access to parking, flexible office space, proximity to other general government offices, and a central County location. In addition, the plan supports expanding services to citizens through technology. The law does not prevent service from being supplied in multiple locations and through different methods.

Vickie Herzberg,  
Executive Director of Human  
Resources  
Phone 269.673.0203  
Fax 269.673.0367  
vherzberg@allegancounty.org

Steve Sedore,  
Executive Director of  
Operations  
Phone 269.673.0373  
Fax 269-673-0473  
ssedore@allegancounty.org

Jennifer Ludwick,  
Executive Director of Financial  
Services  
Phone 269.673.0228  
Fax 269.673.0367  
judwick@allegancounty.org

Dan Wedge,  
Executive Director of  
Services  
Phone 269.686.5235  
Fax 269.673.0367  
dwedge@allegancounty.org



- Q2. Why wasn't the statue moved to the spot across from the library where more people would be able to see his face?
- R2. The County sought input from the Historical Society, the City, and the contractor. All recommended the location to which the statue was moved. The orientation of the statue is historically correct.
- Q3. What were the engineering costs for the new addition?
- R3. Engineering costs were not specific to each area. The total costs for engineering of the entire project were approved not to exceed \$600,000, which accounts for approximately 6% of the project cost, which is very competitive.
- Q4. Was the engineering job put up for bids?
- R4. Yes, the County requested bids for Facility Master Planning services from firms that have performed with Allegan County properties, specifically the Courthouse. The bids formed the basis for construction-specific work from the master planning. Wightman and Associates had the lowest cost and most qualified bid. The central entrance, holding cells, and sally port improvements to the Courthouse were engineered by the County's previously contracted architect and engineering firm, GMB. After those projects, GMB changed its primary focus and notified the County that it would not be continuing in its ongoing contract.
- Q5. Bike trails? There are over 50 K acres of state land in Allegan. Why place disruptive activity in the environment of one of the few places where the blue butterfly can survive? There is no NEED to put the trails there, choose another area.
- R5. Thank you for sharing your perspective. The blue butterfly issue was specific to the snowmobile trails. DNR has requested that the trail be re-routed. Yes, bike trails can exist within the 50,656 acres of the Allegan State Game area without detriment to the butterfly or other activities.
- Q6. Why was a flag and flagpole placed at the animal shelter at county expense? What was the cost of the flag and pole and installation? How many employees work at the animal shelter and what is their hourly wage?
- R6. A local veteran asked the County why there was no flagpole at the Animal Shelter. A flagpole exists at all other County-owned buildings; therefore, for consistency one was installed. A flagpole should have been installed when the building was constructed. The pole, solar lighting, outdoor rated American flag, professional installation, and all other supplies cost \$2,140.
- The County directly employs 11 staffed positions at the shelter. In general, 2024 base wages range between \$16.02/hr to \$25.63/hr. We also have a medical director position and paid

independent contractor positions for medical and veterinary services. Through the facilitation of a non-profit partner, over 75 volunteers also support the care of the shelter animals.

- Q7. How can we get the carcasses of dead animals removed from beside our roads? Their bloated bodies are gruesome and negative pictures as you drive pass them. The rotting and decaying of the animals present a HEALTH HAZZARD! Several of our neighboring counties have programs in place to alleviate the problem. So should we!
- R7. The County general government does not have jurisdiction over the roads. Roads, roadsides, road hazards, etc., are primarily governed by the Road Commission (a separate entity from Allegan County Government), the Michigan Department of Transportation, and certain local government units. The County Road Commission will move deceased animals to the roadside if they are a traffic hazard. According to the Michigan Department of Natural Resources and the Road Commission, the animals are left to decompose naturally, or if the deceased animal is near private property, the owner may opt to have the animal disposed of through a service provider at the property owner's cost. However, based on your reference to other counties, it is understood there may be exceptions, such as the Ottawa County Road Commission, that handles the removal of deceased animals. Barry County also has a program through its Sheriff's Department; however, that is funded through Solid Waste Tipping Fees. Allegan County does not receive that revenue as we do not have an active landfill.

If you have any additional questions, please contact me at (269) 686-5235.

Sincerely,



Executive Director of Services  
Allegan County  
3283 122<sup>nd</sup> Avenue  
Allegan, MI 49010

**CLOSED SESSION: PERIODIC PERSONNEL EVALUATION FOR THE COUNTY ADMINISTRATOR**

8/ Moved by Commissioner Kapenga, seconded by Commissioner Beltman to recess to closed session to discuss a periodic personnel evaluation of the County Administrator. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

**RECONVENE/ROLL CALL FROM CLOSED SESSION**

9/ Moved by Commissioner Beltman, seconded by Commissioner DeYoung that the Board come out of closed session at 11:39 A.M. Motion carried by voice call vote. Yeas: 5 votes. Nays: 0 votes.

**ADJOURNMENT UNTIL APRIL 11, 2024 AT 9:00 A.M.**

10/ Moved by Commissioner DeYoung, seconded by Commissioner Beltman to adjourn until April 11, 2024 at 9:00 A.M. The motion carried by voice vote and the meeting was adjourned at 11:39 A.M. Yeas: 5 votes. Nays: 0 votes.

**AFTERNOON SESSION**

**MARCH 28, 2024 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 28, 2024 at 1:00 P.M. in accordance with the motion for adjournment of March 18, 2024, and rules of this Board; Chair Storey presiding.

The invocation was offered by District #2 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 - left at 2:03 P.M.
- DIST #4 SCOTT BELTMAN
- DIST #5 GALE DUGAN

**COMMUNICATIONS**

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

1. Grand Traverse County resolution of support for adoption of SB662
2. Tuscola County resolution to support local control for wind and solar operations
3. Ogemaw County resolution of support for statewide ballot initiative to restore local control of siting decisions for renewable energy and energy storage projects
4. Ingham County resolution supporting statewide water affordability legislation

**MARCH 18, 2024 SESSION MINUTES - ADOPTED**

13/ Moved by Commissioner Kapenga, seconded by Commissioner Dugan to approve the minutes for the March 18, 2024 session as distributed. Motion carried by voice vote. Yeas: 5 votes. Nays: 0 votes.

**PUBLIC PARTICIPATION - COMMENTS**

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

1. Emily Jipp, candidate for the 48<sup>th</sup> Circuit Court judgeship, introduced herself to the board.
2. Michelle Harris from Watson Township addressed the board regarding the marijuana revenue and the movie Fingerprints of Fraud.
3. Mike Staton, MSU Extension office, thanked the board for all the support he has received from the county. He will be retiring in May.

**AGENDA - AMENDMENT**

15/ Chair Storey asked if there were any additions or changes to the agenda. Commissioner Storey noted that discussion item #1 on the Calkins Dam was addressed during the morning session.

Moved by Commissioner Storey, seconded by Commissioner Dugan 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**

16/ Moved by Commissioner Kapenga, seconded by Commissioner Dugan to adopt the meeting agenda as amended. Motion carried by voice vote. Yeas: votes. Nays: votes.

**EMPLOYEE RECOGNITION**

17/ Sheriff Frank Baker presented Corrections Officer Karen Larson with a plaque for her 16 years of service to Allegan County.

**MEMORIAM - JOHN G. KLEINHEKSEL**

18/ Commissioner Storey read the memorial resolution for John G. Kleinheksel and commissioners did a standing vote to adopt the resolution of memoriam.

Road Commission Managing Director Craig Atwood and Road Commissioner Larry Brown also presented a resolution to the family of John G. Kleinheksel.

ALLEGAN COUNTY BOARD OF COMMISSIONERS  
I N M E M O R I A M

John G. Kleinheksel  
March 21, 1948 - February 28, 2024

TO THE HONORABLE THE BOARD OF COUNTY COMMISSIONERS,  
Gentlemen:

WHEREAS, our Almighty God, in His providence, has removed from this life our friend and public servant, John Kleinheksel; and

WHEREAS, the members of this Board recognize and are grateful for his passionate commitment to citizenship and public service in our Allegan County Community. From November 1988 through November 2012, John served as Fillmore Township Trustee. Since January 1, 2009, John served as an Allegan County Road Commissioner and Chair of the Road Commission Board since October 10, 2018. John was also a Veteran of the Michigan National Guard, Wyoming Unit from 1966-1972; and

WHEREAS, John's joys were founded in family, farming, livestock, and a lifelong passion for God's land.

THEREFORE, BE IT RESOLVED that we, the Allegan County Board of Commissioners, mourning his loss, not only to his family but to his friends, to the public, and ourselves, do hereby extend our sincere sympathy to his bereaved family, and in cherishing his memory in respect to his many virtues, we do hereby instruct the Clerk of this Board to inscribe a page of this Journal to his memory and to forward a copy of this resolution to his family.

Dated at Allegan, Michigan, this 28<sup>th</sup> day of March 2024.

\_\_\_\_\_  
Jim Storey, Board Chair

\_\_\_\_\_  
Dean Kapenga, Board Vice-Chair

The members of the Board of Commissioners rose for a moment of silence to honor the life and memory of John Kleinheksel.

STATE OF MICHIGAN)  
ss  
COUNTY OF ALLEGAN)

I, Bob Genetski, Clerk of the Allegan County Board of Commissioners and Clerk of the County of Allegan do hereby Certify that the Above Resolution was duly adopted by said Board on March 28<sup>th</sup> of the year 2024.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County and Court in Allegan, Michigan, this 28<sup>th</sup> day of March 2024.

\_\_\_\_\_  
Bob Genetski, Clerk-Register



**INFORMATIONAL SESSION - LAKESHORE ADVANTAGE**

19/ Vice President of Strategic Initiatives Mandy Cooper presented Lakeshore Advantages annual report.

**FINANCE COMMITTEE - CLAIMS & INTERFUND TRANSFERS**

20/ **WHEREAS**, Administration has compiled the following claims for March 22, 2024 and March 29, 2024; 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 2024 Claims folder of the Commissioners' Record of Claims.

**March 22, 2024**

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
GENERAL FUND - 101	66,144.19	66,144.19	
PARKS/RECREATION FUND - 208	2,162.26	2,162.26	
FRIEND OF THE COURT -Cooperative Reimb - 215	3,251.00	3,251.00	
HEALTH DEPARTMENT FUND - 221	3,684.75	3,684.75	
SOLID WASTE / RECYCLING - 226	62,145.48	62,145.48	
ANIMAL SHELTER - 254	1,285.32	1,285.32	
INDIGENT DEFENSE FUND - 260	6,755.58	6,755.58	
SHERIFFS CONTRACTS - 287	6,549.33	6,549.33	
TRANSPORTATION FUND - 288	111,927.81	111,927.81	
CHILD CARE FUND - 292	5,102.93	5,102.93	
SENIOR SERVICES FUND - 298	109,971.39	109,971.39	
CAPITAL IMPROVEMENT FUND - 401	25,823.00	25,823.00	
PROPERTY TAX ADJUSTMENTS - 516	31.30	31.30	
FLEET MANAGEMENT / MOTOR POOL - 661	583.44	583.44	
SELF-INSURANCE FUND - 677	2,500.00	2,500.00	
DRAIN FUND - 801	74,666.47	74,666.47	
GENERAL FUND - 101	66,144.19	66,144.19	
PARKS/RECREATION FUND - 208	2,162.26	2,162.26	
FRIEND OF THE COURT -Cooperative Reimb - 215	3,251.00	3,251.00	
HEALTH DEPARTMENT FUND - 221	3,684.75	3,684.75	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$482,584.25</b>	<b>\$482,584.25</b>	

**March 29, 2024**

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 101	169,953.15	169,953.15	
Parks/Recreation Fund - 208	5,847.28	5,847.28	

Friend of the Court Fund - Cooperative Reimb – 215	280.94	280.94	
Health Department Fund - 221	2,350.33	2,350.33	
Solid Waste/ Recycling –226	10,955.20	10,955.20	
Animal Shelter - 254	628.53	628.53	
Indigent Defense Fund- 260	61,837.26	61,837.26	
Central Dispatch Fund - 261	62,226.61	62,226.61	
Local Corrections Officers Training Fund – 264	4,800.00	4,800.00	
Grants – 279	5,173.90	5,173.90	
Sheriffs Contract - All Other - 287	972.64	972.64	
Transportation Fund – 288	4,387.78	4,387.78	
Child Care Fund - 292	4,199.44	4,199.44	
Veterans Relief Fund - 293	4,122.30	4,122.30	
Senior Services Fund - 298	78,828.86	78,828.86	
American Rescue Plan Act - ARPA - 299	10,881.59	10,881.59	
Capital Improvement Fund - 401	24,295.67	24,295.67	
Delinquent Tax Revolving Fund - 516	5,203.49	5,203.49	
Delinquent Tax Revolving Fund 2023 Taxes - 523	2,900,195.22	2,900,195.22	
Fleet Management / Motor Pool- 661	169.53	169.53	
Self-Insurance Fund - 677	2,010.04	2,010.04	
Drain Fund - 801	49,996.40	49,996.40	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$3,409,316.16</b>	<b>\$3,409,316.16</b>	

**THEREFORE BE IT RESOLVED** that the Board of Commissioners adopts the report of claims for March 22, 2024 and March 29, 2024.

Moved by Commissioner Dugan, seconded by Commissioner Beltman to adopt the report of claims for March 22, 2024 and March 29, 2024. Motion carried by roll call vote. Yeas: 5 votes. Nays: 0 votes.

**DISCUSSION ITEMS:**

**COMMUNITY ACTION OF ALLEGAN COUNTY PROPERTY INQUIRY**

21/ Commissioner Kapenga discussed Community Action's inquiry to use vacant county facilities to house a child care center or other uses. This is for discussion only to see if this is something the board would consider and to gather more information.

**ELECTIONS – COMMUNITY MENTAL HEALTH**

22/ Chair Storey opened nominations to fill the 3-year term on the Community Mental Health; term to expire 3/31/2027.

Commissioner Storey nominated:

Elizabeth Johnson, 2355 122<sup>nd</sup> Ave, Hopkins (Family member)

Craig Van Beek, 4290 Summer Creek Dr, Dorr (Family member)

Jessica Castaneda, 3996 Rabbit River Ln, Dorr (Family member)

Kim Bartnick, 1125 144<sup>th</sup> Ave Apt 1, Wayland (General Public)

Moved by DeYoung, seconded by Beltman to close the nominations and cast a unanimous ballot for the slate as nominated. Motion carried unanimously. Yeas: 4 votes. Nays: 0 votes. Absent: Kapenga.

**APPOINTMENTS - 911 POLICY AND PROCEDURE BOARD**

**23/** Chair Storey announced the appointment of the following individual to the 911 Policy and Procedure Board to fill the remainder of a 2-year term; term to expire 7/31/2024.

Gary Fordham, 4103 Whitepine Dr, Dorr MI (Dorr Fire Dept)

Moved by Commissioner DeYoung, seconded by Commissioner Dugan to approve the appointment as made. Motion carried by voice vote. Yeas: 4 votes. Nays: 0 votes. Absent: 1 vote.

**PUBLIC PARTICIPATION - NO COMMENTS**

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

**REQUEST FOR MILEAGE**

**25/** Commissioner Storey requested mileage reimbursement for attending the grant ceremony at Holtec International on March 27, 2024.

Moved by Commissioner Dugan, seconded by Commissioner Beltman to approve mileage reimbursement for Commissioner Storey. Motion carried by roll call vote. Yeas: DeYoung, Beltman and Dugan. Abstain: Storey. Absent: Kapenga.

**ADJOURNMENT UNTIL APRIL 11, 2024 AT 1:00 P.M.**

**26/** Moved by Commissioner Dugan, seconded by Commissioner DeYoung to adjourn until April 11, 2024 at 1:00 P.M. The motion carried by voice vote and the meeting was adjourned at 2:33 P.M. Yeas: 4 votes. Nays: 0 votes. Absent: 1 vote.



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Deputy Clerk

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Board Chair

Minutes approved during the 00/00/2024 Session



# 2023 ANNUAL REPORT

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# A Message from the Chief Judge

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It is once again my honor and pleasure to serve as the Chief Judge of the 57th District Court, Allegan County. It is my privilege to report on the progress our court and staff have made to promote greater access to Justice and create efficiencies within the courthouse.

District Court has led Allegan county and West Michigan in the development of specialty courts. Judge Skocelas' mental health treatment court was one of the first in West Michigan and is now considered the gold standard. Judge Skocelas also mentors judges starting new mental health treatment courts in their own jurisdictions.



I am proud that I have also been able to establish strong specialty courts for the benefit of our county. First came the Adult Drug Treatment Court, which focused on felony drug offenders. The second court, which I confess is my proudest achievement, is the pioneering West Michigan Regional Veterans' Treatment Court (WMRVTC). The first such regional veterans court that partners with and has jurisdiction over Allegan, Ottawa and Van Buren counties. WMRVTC turned 10 years old this year and we celebrated the successful graduation of our 50th veteran corps member this December. Thirdly we have created and I continue to preside over a strong and highly successful sobriety treatment court. We are doing our best to expand our capacity in this court as demand continues to grow.

After many years of discussing the possibility, our District Court, teamed with the SCAO to launch MiFILE, allowing the entirety of our civil docket to transition to 100% paperless. Although this transition created some unique challenges, the district court staff rose to the occasion to make this process seamless for the public. This, together with allowing nearly all of our hearings to be conducted via zoom, further enhances public access to Justice. Obviously, this removes a significant obstacle for many of our citizens by allowing them to attend court hearings without having to take off time from work, arrange transportation or childcare or any number of other matters that interfered with physically appearing in court.

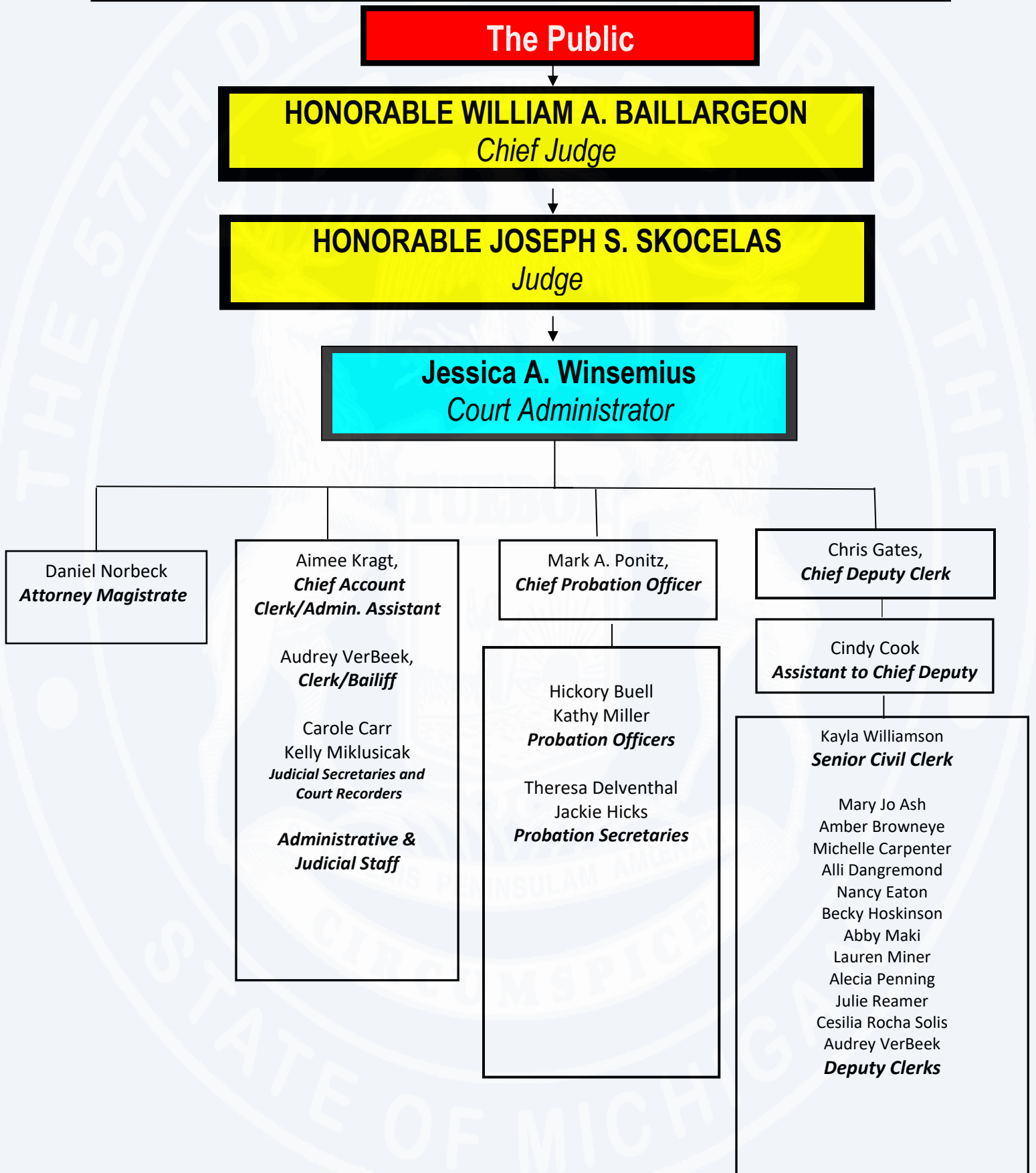
District Court also had a great deal of success implementing the Clean Slate legislation, allowing citizens to effectively hit the reset button for some of their past mistakes.

Happily, continuing our march back from the restrictions of the pandemic era, District Court has fully eliminated all backlogs and has also resumed conducting marriage ceremonies.

Respectfully,

Judge William A. Baillargeon  
Chief District Court Judge

# ORGANIZATIONAL CHART





# DISTRICT COURT JUDGES FAQs

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



**HONORABLE JOSEPH S. SKOCELAS**, 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.



# JURISDICTION

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

# NEW CASES FILED

## CIVIL DIVISION

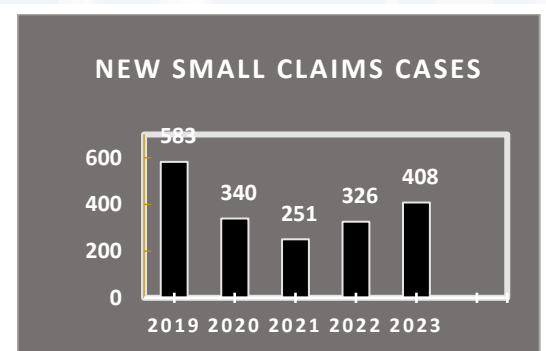
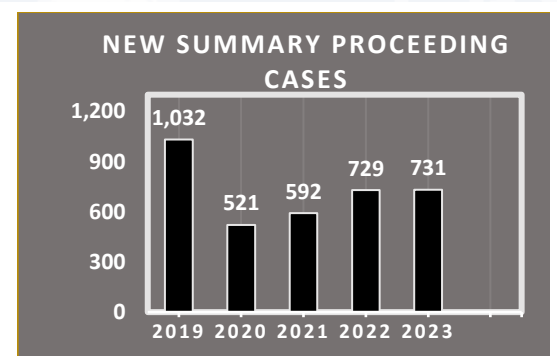
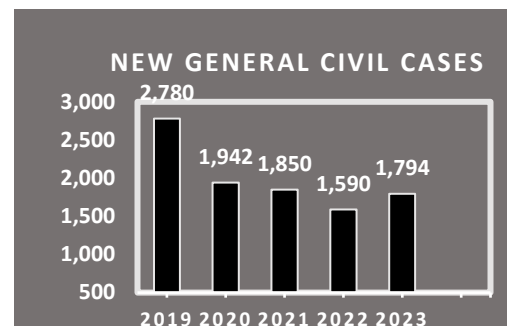
The *Civil Division* consists of the following sub-divisions:

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

The *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 *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.

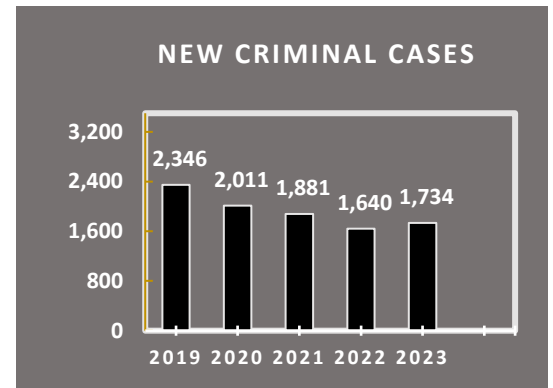


# NEW CASES FILED

## 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 2023, seven (7) felony pleas were accepted by District Court Judges.

In 2023, the criminal division processed 1,734 new case filings. The Court conducted felony preliminary examinations and waiver hearings and bound over 719 cases to the 48<sup>th</sup> Circuit Court. This number includes traffic division bind overs, as well.

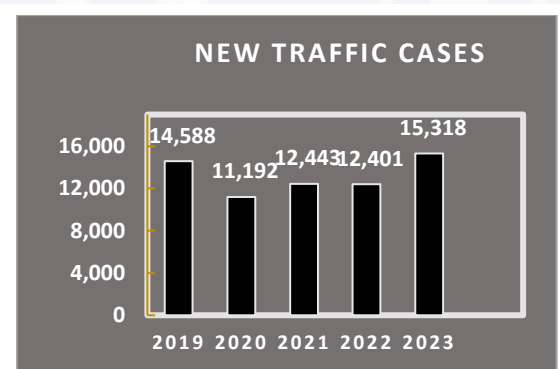


## TRAFFIC DIVISION

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 2023, the traffic division accepted 15,318 new case filings. The traffic division disposed of 16,155 cases through various dispositions, i.e., guilty plea, admission of responsibility, default, dismissal, warrant, and trial/hearing verdict. In 2023, the Judges disposed of 27 cases by jury verdict (all case types) and 194 cases by bench trial, formal or informal hearing for all case types.

New case filings in the traffic division have increased to pre-pandemic levels.



# NEW CASES FILED

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## 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.

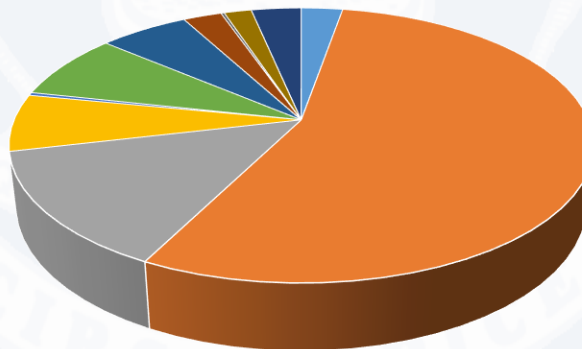
TOTAL NEW CASES FILED	
Traffic cases filed	15,318
Criminal cases filed	1,734
Civil cases filed	<u>2,933</u>
<b>Total new cases filed</b>	<b>19,985</b>

# CASE DISPOSITIONS

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## TOTAL DISPOSITIONS BY CATEGORY

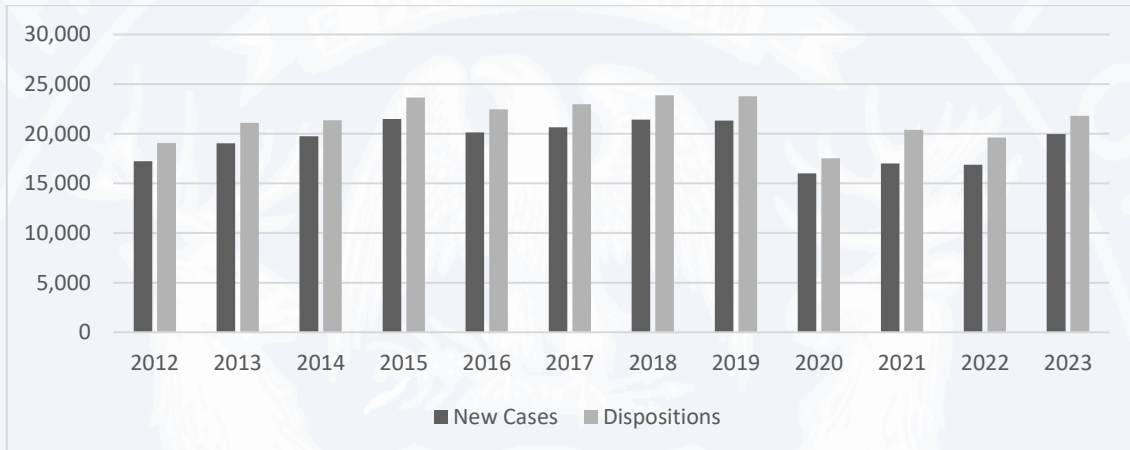
Total Dispositions: 21,801



- Civil Infaction Non-Traffic
- Civil Infaction Traffic
- Felony and Misdemeanor Traffic
- Felony Non-Traffic
- Felony OUIL
- General Civil
- Misdemeanor Non-Traffic
- Misdemeanor OUIL
- Parking
- Small Claims
- Summary Proceedings

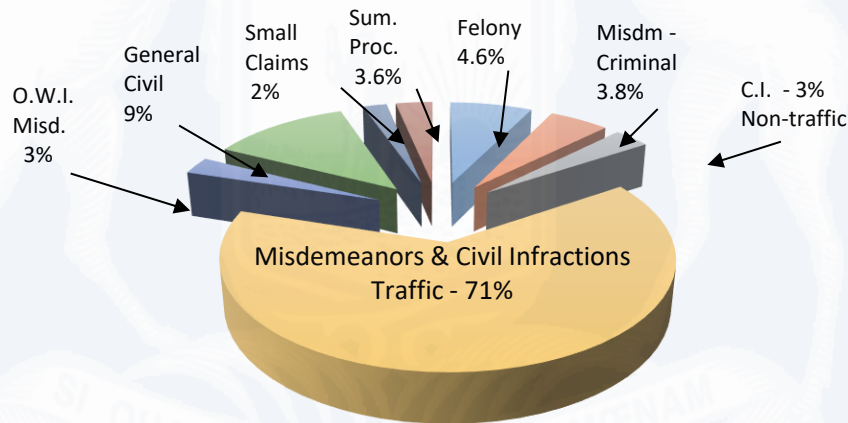
# STATISTICAL ANALYSIS

As you can see from the comparison chart below, total new case filings have been increasing and the District Court has continued to diligently dispose of its caseload in a timely fashion.



## 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	22,254
Dispositions	21,801
Ratio	98%

# 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 2023 was 316. The total number of probationers being supervised by the Probation Officers for the period ending December 31, 2023, was 429 including diversion programs.

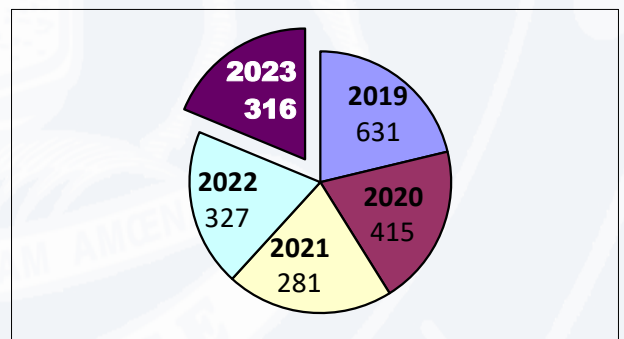
The difference between the total number placed on probation (316) and supervised (429) reflects the number of probationers who completed their terms and conditions of probation and were released. The time span of probation can generally range from a minimum of 30 days to a maximum of two years. Consequently, probationers are continually being released and new probationers added.

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

## DEFENDANTS PLACED ON PROBATION

Judge	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTALS
SKOCELAS	13	22	26	26	20	14	12	15	13	14	3	10	<b>188</b>
BAILLARGEON	14	13	5	13	7	12	7	13	15	15	11	3	<b>128</b>
NORBECK	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>TOTAL</b>	<b>27</b>	<b>35</b>	<b>31</b>	<b>39</b>	<b>27</b>	<b>26</b>	<b>19</b>	<b>28</b>	<b>28</b>	<b>29</b>	<b>14</b>	<b>13</b>	<b>316</b>

The pie chart reflects the total number of cases or individuals that were placed on probation from 2019 through 2023. For the period of 2019 through 2023, the caseload decreased 315 cases. Caseload decreased by 11 cases between 2022 and 2023.





# MENTAL HEALTH TREATMENT COURT

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Mental Health Court Graduate  
Michael Milburn and Judge Skocelas

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

Since its inception, 503 defendants have been referred to the program. Of those, 225 were accepted into the program and 273 were rejected. Of the 225 who were accepted, 139 have successfully graduated, and 5 are currently in the program – 4 in Phase I and 1 in Phase II. After acceptance into the program, 81 were discharged unsuccessfully – 58 for cause and 23 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.

# WEST MICHIGAN REGIONAL VETERANS' TREATMENT COURT

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The West Michigan Regional Veterans' Treatment Court began operation on February 7, 2014, and was the first fully regionalized Veteran Treatment Court in the State of Michigan. The jurisdiction of the Veterans' Treatment Court is that of both the district and circuit courts of Allegan, Van Buren and Ottawa counties but it also accepts veterans from surrounding counties. It was developed and organized by Judge Baillargeon and the treatment court team to help veteran participants address underlying service related issues that bring them in contact with the criminal justice system. The court currently has 9 veterans participating with new applicants being reviewed by the team for admission as they arise. The court makes sure that veterans are provided proper mental and physical health care and follows up to ensure that they maintain their treatment protocol as well as a complete abstinence from drugs and/or alcohol. Common issues addressed by the treatment court include Post Traumatic Brain Injury, Post-Traumatic Stress Injury and issues related to substance abuse. The goal of the court is to divert veterans from prison or jail, to help them have a more satisfying productive law abiding life by addressing the underlying conditions impacting them and thereby assisting them to restore their sense of honor and integrity. The court has participants from Van Buren County, Kent County, Ottawa County, and Allegan County. We are proud to report that our regional court has already recognized 47 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.



# SOBRIETY TREATMENT COURT

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

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

The target population criteria includes:

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



The mission of the 57<sup>th</sup> 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 fifteen (15) current participants both male and female. To date, we have graduated eighty-seven (87) participants and helped one hundred and two (9) participants gain a restricted driver's license. As required by statute, this court achieved certification in 2019 from the State Court Administrative Office.

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

# 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	0.00
Drunk Driving Reimbursement Fund	29,363.53
Court Costs	1,004,274.95
Appointed Attorney Fees	12,038.43
10% Bond Costs	0.00
Crime Victims' Rights Fund	13,970.00
Civil Filing Fees	153,165.00
Miscellaneous Fees	13,522.30
Driver's License Reinstatement Fees	13,1187.25
Motion Fees	7,530.00
NSF Fees	50.00
Bond Forfeitures	51,869.00
DNA Sample Fee (Court)	78.00
Ordinance Fine and Costs	43,166.05
Jury Reimbursement	13,226.75
Insurance Fee	4,970.00
Probation Alcohol Assessments	25,768.00
Probation Oversight Costs	94,747.92
Cities, Townships, Villages	16,850.82
DNA fee – Sheriff's Department	195.00
State Treasury – Trust and Agencies	816,863.18
Libraries	548,413.57
Veterans' Court Participant Fees	1,290.00
Mental Health Court Participant Fees	84.00
Sobriety Court Participant Fees	9,825.00
Interest Earned	0.00
Cash Over/Short	0.00
Credit Card Fees	(-4,675.78)

# EXPENSES

EXPENDITURE	DISTRICT COURT	PROBATION DEPT.
Salary and wages	1,192,338.87	311,485.82
Employee benefits	454,573.66	122,759.66
Office supplies	8,689.45	1,556.28
Printing and binding	11,177.61	88.85
Books and maps	682.50	0
Probation Assessment Fees	0	3,303.00
Jury	26,125.99	0
Witnesses	52.00	0
Interpreter fees	9,110.80	0
Court appointed attorney fees	0	0
Memberships and subscriptions	4,038.70	50.00
Other Contractual Services	55.50	0
Travel Expense – routine	212.04	399.03
Education – miscellaneous	0.00	0.00
Education – travel	0.00	485.26
Education – registration	238.38	250.00
Travel – visiting judge	0.00	0
Repairs and maintenance	13,403.00	0
Software lease	39,727.02	0
Equipment	1,750.92	0
<b>TOTAL</b>	<b>1,762,176.44</b>	<b>440,377.90</b>

# CUMULATIVE TOTALS

## REVENUES

General fund	1,467,826.43	
Jury Reimbursement	6,236.71	
Interest	0.00	
Credit Card Fees/Cash over/short	(4,675.78)	
Trust and Agencies	833,714.00	
Libraries	548,413.57	
Grant Specialty Courts	92,086.08	
Problem Solving Court Transfer to Another Court	7,075.00	
Restitution Payable	206,413.70	
Bonds Payable	531,289.09	
<b>TOTAL</b>		<b>\$3,688,378.80</b>

## EXPENDITURES

Court	1,762,176.44	
Probation	440,377.90	
<b>TOTAL</b>		<b>\$2,202,554.34</b>

# COLLECTIONS

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## COLLECTIONS TOTAL FOR 2023

JANUARY	\$33,312.68
FEBRUARY	\$47,952.25
MARCH	\$43,713.55
APRIL	\$38,389.68
MAY	\$39,752.40
JUNE	\$35,702.34
JULY	\$32,578.65
AUGUST	\$36,585.30
SEPTEMBER	\$35,603.86
OCTOBER	\$36,161.95
NOVEMBER	\$33,207.96
DECEMBER	\$30,889.49
<b>YEAR END TOTAL:</b>	<b>\$443,850.11</b>

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

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**FINANCE - CLAIMS & INTERFUND TRANSFERS**

**WHEREAS**, Administration has compiled the following claims for 4/5/24, 4/12/24; 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 2024 Claims folder of the Commissioners' Record of Claims.

April 5, 2024

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 101	187,370.93	187,370.93	-
Friend of the Court Fund - Cooperative Reimb - 215	286.32	286.32	-
Health Department Fund - 221	3,136.97	3,136.97	-
Solid Waste/ Recycling -226	4,722.50	4,722.50	-
Register of Deeds Automation Fund - 256	243.54	243.54	-
Indigent Defense Fund- 260	58,602.40	58,602.40	-
Local Corrections Officers Training Fund - 264	1,035.98	1,035.98	-
Law Library Fund - 269	2,152.50	2,152.50	-
Grants - 279	3,172.80	3,172.80	-
Crime Victim Rights Grant - 280	40.27	40.27	-
Sheriffs Contract - All Other - 287	75.00	75.00	-
Transportation Fund - 288	3,943.46	3,943.46	-
Child Care Fund - 292	10,101.36	10,101.36	-
Veterans Relief Fund - 293	700.00	700.00	-
Senior Services Fund - 298	1,494.85	1,494.85	-
Capital Improvement Fund - 401	15,705.00	15,705.00	-
Delinquent Tax Revolving Fund - 516	24,293.38	24,293.38	-
Delinquent Tax Revolving Fund 2023 Taxes- 523	4,429,741.89	4,429,741.89	-
Self-Insurance Fund - 677	121,017.50	121,017.50	-
Drain Fund - 801	1,685.00	1,685.00	-
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$4,869,521.65</b>	<b>\$4,869,521.65</b>	<b>-</b>

April 12, 2024

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund - 101	156,613.65	156,613.65	0.00
Friend of the Court Fund - Cooperative Reimb - 215	109.60	109.60	0.00
Friend of the Court - Other - 216	169.00	169.00	0.00
Health Department Fund - 221	10,280.04	10,280.04	0.00
Animal Shelter - 254	11,841.60	11,841.60	0.00
Indigent Defense Fund- 260	10,585.34	10,585.34	0.00
Central Dispatch Fund - 261	16,874.52	16,874.52	0.00
Grants - 279	2,424.03	2,424.03	0.00
Sheriffs Contracts - 287	8,353.87	8,353.87	0.00
Transportation Fund - 288	18,339.73	18,339.73	0.00
Child Care Fund - 292	23,679.30	23,679.30	0.00
Veterans Relief Fund - 293	3,046.40	3,046.40	0.00
Senior Services Fund - 298	1,031.72	1,031.72	0.00
Radio Debt Fund - 367	271,463.00	271,463.00	0.00
Capital Improvement Fund - 401	36,534.28	36,534.28	0.00
Central Dispatch CIP - 496	1,539.93	1,539.93	0.00
Tax Reversion 2018 - 629	63.00	63.00	0.00
Revolving Drain Maintenance Fund - 639	866.01	866.01	0.00
Fleet Management / Motor Pool- 661	134.99	134.99	0.00
Self-Insurance Fund - 677	430,833.23	430,833.23	0.00
Drain Fund - 801	22,393.03	22,393.03	0.00
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>\$1,027,176.27</b>	<b>\$1,027,176.27</b>	<b>\$0.00</b>

**THEREFORE BE IT RESOLVED** that the Board of Commissioners adopts the report of claims for 4/5/24, 4/12/24, and interfund transfers.

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

## BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**SHERIFF'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 FY2025 (October 1, 2024 through September 30, 2025), to continue programs: Career Readiness, Moral Reconciliation Therapy, Seeking Safety, and Administration, as well as the addition of the GED Program and the Opiates/Methamphetamine Specific Program; 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

<b>Name of Grant</b>	<b>Grant Period / Term</b>
<b>Community Corrections Advisory Board (CCAB) Grant</b>	10/01/2024-09/30/2025
<b>Source of Grant Funding - Agency Name</b>	<b>Federal, State, Local</b>
Michigan Dept of Corrections	State
<b>Submitted by and/or Program Manager</b>	<b>Service Area Requesting</b>
Lt. Charity Cummins	Sheriffs
<b>Brief summary of Grant program</b>	This grant provides funding to communities to assist in goals to decrease prison admissions and increase utilization of community-based sanctions and services for non-violent offenders. There are a variety of programs that are run through the CCAB Grant, in the past we have participated in inmate work crews: D.E.B.T.S. (Detail Enabling Better Transition to Society), the Community Service Work Crew, The GED Program (General Education Development) and the Meth Diversion Program counseling services. No local match is required.

### Section II - Application

<b>Request Type</b>	Renewal Grant	<b>Work Order No.</b>	237019
<b>Specific Action Requested</b>	BOC Approval	<b>Request Date</b>	3/12/2024
<b>Request Submission Deadline (Date)</b>	5/1/2024	<b>Approval Date</b>	
<b>Grant request approved by BOC with Budget</b>	Yes		
<b>Signatures Needed</b>	NA, Resolution needed		
<b>Funding Sources</b>	<b>Estimated amounts approved with Grant Renewal list</b>	<b>Application Amount</b>	
Grant Funding	\$ 114,769.00	\$	118,386.00
Required Local Match	\$ -	\$	-
County Funding	\$ -	\$	-
<b>TOTAL</b>	<b>\$ 114,769.00</b>	<b>\$</b>	<b>118,386.00</b>



# MICHIGAN DEPARTMENT OF CORRECTIONS

*“Committed to Protect, Dedicated to Success”*



## Office of Community Corrections

Community Corrections Plan and Application  
Fiscal Year 2025

**CCAB Name:** Allegan County

Email the application to:

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

**DUE DATE: May 1, 2024**

<b>SECTION I: COMMUNITY CORRECTIONS ADVISORY BOARD INFORMATION</b>				
<b>Name of CCAB:</b> Allegan County			<b>Federal I.D. Number:</b> 38-1914307	
<b>A: GENERAL CONTACT INFORMATION:</b>				
	<b>CCAB Manager</b>	<b>CCAB Manager's Direct Supervisor</b>	<b>CCAB Chairperson</b>	<b>Agency Serving as Fiduciary of Award &amp; Contact Person</b>
<b>Name:</b>	Charity Cummins	Brett Ensfield	Jonathon Blair	Rob Sarro
<b>Title:</b>	Administrative Lt.	Operations Captain	Probate Court Administrator	County Administrator
<b>Addresses:</b>	2293 33 <sup>rd</sup> Street	640 River Street	113 Chestnut Street	3282 122 <sup>nd</sup> Avenue
<b>City:</b>	Allegan	Allegan	Allegan	Allegan
<b>State:</b>	MI	MI	MI	MI
<b>Zip:</b>	49010	49010	49010	49010
<b>Phone:</b>	269-686-5392	269-686-0500 x 4355	269-686-4633	269-673-0239
<b>Fax:</b>	NA	269-673-0406	269-686-5157	269-673-0367
<b>Email:</b>	ccummins@allegancounty.org	bensfield@allegancounty.org	jblair@allegancounty.org	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 18, 2024
Date application was approved by county board(s) of commissioners and/or city council: April 25, 2024
Date application was submitted to OCC: April 26, 2024

<b>B: CCAB MEMBERSHIP</b> <i>(please enter "vacant" for any vacant membership position)</i>		
<b>Representing:</b>	<b>Name</b>	<b>Email</b>
<b>County Sheriff:</b>	Frank Baker	fbaker@allegancounty.org
<b>Chief of Police:</b>	Jay Gibson	jgibson@cityofallegan.org
<b>Circuit Court Judge:</b>	Margaret Bakker	mbakker@allegancounty.org
<b>District Court Judge:</b>	William Bailargeon	wbailargeon@allegancounty.org
<b>Probate Court Judge:</b>	Jonathan Blair	jblair@allegancounty.org
<b>County Commissioner(s)</b> <i>(One required for each member county):</i>	Gale Dugan	gdugan@allegancounty.org
<b>Service Area (Up to 3):</b>	Vacant	Vacant
<b>County Prosecutor:</b>	Myrene Koch	mkoch@allegancounty.org
<b>Criminal Defense Attorney:</b>	Chad Catalino	ccatalino@allegancounty.org
<b>Business Community:</b>	Vacant	Vacant
<b>Communications Media:</b>	Gari Voss	gari749@gmail.com
<b>Circuit/District Probation:</b>	Lindsey Meyer	meyerL@michigan.gov
<b>City Councilperson</b> <i>(Applies to City or City/County Regional CCABs only – one from each member City/County required):</i>	NA	NA
<b>Workforce Development:</b>	Emily Gary	egary@westmiworks.org
<ol style="list-style-type: none"> <li>Does your CCAB have Bylaws? Yes</li> <li>What steps does your CCAB take to orientate new CCAB members ensuring the understanding of their roles and responsibilities? <b>The OCC Manager meets with the new members and provides informational material</b></li> </ol>		

to them in regards to what the Community Corrections Advisory Board is and their role on the board. Also, the manager speaks to them frequently, asking if there are any questions about their role. The manager continues to keep the line of communication open with them and makes available time, if any questions may arise.

3. What steps are your CCAB taking to fill vacant membership positions (enter N/A if you have no vacant positions)? **The manager reaches out to current board members for ideas of potential candidates that may fill our open seats. The manager, then reaches out to that individual, explains what the CCAB is, invites them to a board meeting and encourages them to apply for the vacant seat with our Board of Commissioners.**

## 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 local Key Objective(s) for each of the following applicable categories:
  - **Reduction of Statewide Overall PCR** – *This is required for all CCABs requesting funding for any services/programming that targets sentenced felons. This may include local objectives that impact Overall PCR, Group 2 Straddle PCR, OUIL 3<sup>rd</sup> PCR, PVT or PVNS Recidivism, or other categories that impact the State's Overall PCR. You must identify at least one local Key Objective if your Comprehensive Corrections Plan targets sentenced felons.*
  - **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. –You must identify both local Appearance and Public Safety Rate Key Objectives if your Comprehensive Corrections Plan targets 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 years** in the two charts below.

*\*Please note: Due to MDOC's transition from OMNI to COMS, full Fiscal Year 2023 data could not be obtained. Therefore, you are directed to use the partial year OMNI Felony Dispositional Data Reports for both FY 2022 and FY 2023 provided by MOCC (date ranges of October 1 – July 31). \*\*State Rates identified for both FY 2022 and FY 2023 reflect partial year data (date ranges of October 1 – July 31).*

2. Does the following data exclude felony dispositions with prisoner status at time of the offense?  Yes  No

<b>**FY 2022 State PCR:</b>	<b>18.6%</b>	<b>Group 2 Rate:</b>	<b>12.7%</b>	<b>Straddle Cell Rate:</b>	<b>21.3%</b>	<b>Group 2 Straddle Rate:</b>	<b>20.5%</b>
Overall PCR:	<b>16.9% - 114</b> prison dispositions out of <b>675</b> felony dispositions						
Group 1:	<b>26.3% - 81</b> prison dispositions out of <b>308</b> felony dispositions						
Group 2:	<b>9.0% - 33</b> prison dispositions out of <b>367</b> felony dispositions						
Straddle PCR:	<b>13.7% - 26</b> prison dispositions out of <b>190</b> felony dispositions						
Group 1:	<b>20.8% - 16</b> prison dispositions out of <b>77</b> felony dispositions						
Group 2:	<b>8.8% - 10</b> prison dispositions out of <b>113</b> felony dispositions						
<b>**FY 2023 State PCR:</b>	<b>19.4%</b>	<b>Group 2 Rate:</b>	<b>13.2%</b>	<b>Straddle Cell Rate:</b>	<b>21.0%</b>	<b>Group 2 Straddle Rate:</b>	<b>20.5%</b>
Overall PCR:	<b>14.2% - 81</b> prison dispositions out of <b>569</b> felony dispositions						
Group 1:	<b>25.0% - 57</b> prison dispositions out of <b>228</b> felony dispositions						
Group 2:	<b>7.0% - 24</b> prison dispositions out of <b>341</b> felony dispositions						
Straddle PCR:	<b>12.9% - 17</b> prison dispositions out of <b>132</b> felony dispositions						
Group 1:	<b>15.0% - 6</b> prison dispositions out of <b>40</b> felony dispositions						
Group 2:	<b>12.0% - 11</b> prison dispositions out of <b>92</b> felony dispositions						

**3. ANALYSIS**

a. For returning applicants:

Did you meet all your Key Objectives for the previous two fiscal years?  Yes  No

b. For all applicants:

i. Please provide information/local data analysis to explain any changes in PCRs and dispositions from the previous two fiscal years: **Although the our PCR has decreased from FY2022, it did not meet our targeted PCR of 11.0%. In FY2023, we projected our PCR to be reduced to 11.5%, which didn't happen either. It is believed that this is because of a few changes within the county. Some of those changes included the increase violent cases that have occurred over the past few years in our county. We have had several homicide cases, which all resulted in convictions and prison sentences. These are not common cases for Allegan County. In addition, we experienced a backlog of cases that occurred during COVID that have since been completed. Lastly, we were short a Circuit Court Judge for a period of time due to retirement, so we had visiting Judges sitting on the bench assisting with case completions, to include sentencings.**

ii. Are you requesting programming for the Pretrial Population?  Yes  No **If yes:**

- What was your FY 2023 Public Safety Rate? N/A
- What was your FY 2023 Appearance Rate? N/A

iii. Are you requesting funding for specific populations (examples: OUIL-3rds, delayed/deferred sentences, prison diversion, etc.)?  Yes  No **If yes,** please provide supportive data and analyses for these populations, including any additional pertinent information necessary to establish trends: **N/A**

## 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.

**\*Please note: Due to MDOC's transition from OMNI to COMS, full Fiscal Year 2023 data could not be obtained. Therefore, you are directed to use the partial year OMNI Felony Dispositional Data Report #3 provided by MOCC (date ranges of October 1 – July 31).**

*FY 2023 Recidivism Rates							
County Name	Allegan	N/A	N/A	N/A	N/A	N/A	Totals for Region:
<b>*FY 2023 Probation Violation - New Sentence to Prison</b>							
Total	13	N/A	N/A	N/A	N/A	N/A	13
<b>*FY 2023 Probation Violation – Technical to Prison</b>							
Total	8	N/A	N/A	N/A	N/A	N/A	8

### 1. ANALYSIS

- a. For all applicants: Please provide information/local data analysis to explain any changes in Probation Violator data, including prison and non-prison dispositions: In FY 2022, PVNS were 6 out of 114 prison dispositions, however in FY 2023, there were 13 out of 81 prison dispositions at mid-year, which resulted in a 10.7 percentage point increase. In FY 2022, the PVT's were 18 out of 114 prison dispositions, however in FY 2023, there were 8 out of 81 prison dispositions. This is a 5.9 percentage point decrease. In FY 2022, the PVNS Straddle Offense Group 1 had 6 prison disposition, however in FY 2023, there was 0. In FY 2022, the PVNS Straddle Offense Group 2 had 3 prison dispositions, however in FY2023 there 4. In FY2022, the PVT SGL Offense Group 2 had 2 prison disposition and in FY2023, there were 2, also. In FY 2022, PVNS were 48 out of 561 non prison dispositions, however in FY 2023, there were 39 out of 488 non-prison dispositions, which resulted in a 0.6 percentage point decrease. In FY 2022, the PVT's were 109 out of 561 non prison dispositions, and in FY 2023, there were 109 out of 488, which is a 2.9 percentage point increase. The decrease of PVT's from FY2022 to FY2023 is believed to be associated with the change in legislation regarding when and how a PVNS and PVT results in an incarceration in our local jail or being sentenced to prison.

## 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.

<p><b>1. Key Objective #1 is intended to impact Sentenced Felons</b>  <b>Please state the Objective: To reduce the Overall Prison Commitment Rate (PCR) to 13.8%.</b></p> <p><i>List</i> OCC Programs in support of Objective #1 (include CCIS Code and Local Name of Program <i>as they appear on the program descriptions</i>):  <b>B15-Career Readiness; C01 MRT; C01 Seeking Safety; G18-Opiates/Methamphetamine Specific Program, B00- GED</b></p> <p><i>List</i> Non-OCC funded Programs in support of Objective #1:  <b>Mental Health Court, Sobriety Court, Veteran's Court, GED, Inmate Worker, DEBT's Crew, AA/NA, Community Re-entry Units, Anger Management, Bible Study, Families Victorious, Parenting Class, and Swift and Sure Sanctions Probation Program.</b></p>
<p><b>2. Key Objective #2 is intended to impact</b> Choose an item.  <b>Please state the Objective: N/A</b></p> <p>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>):  <b>N/A</b></p> <p>List Non-OCC funded Programs in support of Objective #2:  <b>N/A</b></p>
<p><b>3. Key Objective #3 is intended to impact</b> Choose an item.  <b>Please state the Objective: N/A</b></p> <p><i>List</i> OCC Programs in support of Objective #3 (include CCIS Code and Local Name of Program <i>as they appear on the program descriptions</i>):  <b>N/A</b></p> <p>List Non-OCC funded Programs in support of Objective #3:  <b>N/A</b></p>
<p><b>4. Key Objective #4 is intended to impact</b> Choose an item.  <b>Please state the Objective: N/A</b></p> <p><i>List</i> OCC Programs in support of Objective #4 (include CCIS Code and Local Name of Program <i>as they appear on the program descriptions</i>):  <b>N/A</b></p> <p>List Non-OCC funded Programs in support of Objective #4:  <b>N/A</b></p>

<p><b>D: COMPAS CRIMINOGENIC NEEDS PROFILE</b></p> <p>1. Please list the Top 3 needs scales (medium/probable and high/highly probable combined) as identified within the COMPAS Criminogenic Needs and Risk Profile for <b>all probationers</b> provided by OCC. Additionally, identify both the local and proposed OCC strategies that will impact the identified needs scales. <b>OCC funded strategies must be identified by CCIS Code and Local Name of Program as it appears on the program descriptions: 1). Substance Abuse- 81%, 2). Criminal Personality-68%, 3). Family Criminality-54%. The local and proposed OCC strategies that we believe will impact this is: C01 Seeking Safety, B15 Career Readiness, C01-MRT, and G18-Outpatient Treatment Services-OMSP.</b></p>
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<p><b>E: LOCAL PRACTICES TO ADDRESS PERSONS WITH SUBSTANCE USE DISORDER(S)</b></p> <p>1. How do defendants and offenders get screened for substance use services in your area (regardless of funding source)? <b>Offenders and defendants will get screened for substance use by our local Community Mental Health Department. For those individuals who are incarcerated, a PRAXIS will be completed for potential eligible participants for the OMSP program. They will be screened by the OCC Manager, and if they qualify, the OCC Manager will send a referral TRICAP.</b></p> <p>2. 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)? <b>They can be referred by the Allegan County</b></p>
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**CCAB Manager, their Probation Officer, or self reporting to the Allegan County Community Mental Health Department to receive an appropriate Substance Abuse Assessment.**

3. Are there any barriers or gaps in service to obtaining an assessment and treatment that your CCAB is requesting OCC funding to fill? **yes** If so, please describe in detail: **Allegan County is a rural community that struggles to provide enough public transportation needed for group participants to attend their programming. We, also, struggle with affordable housing and available child care for participants in programming. Lastly, because we are a rural community, we have limited resources for treatment providers.**
4. What non-PA 511 funded services are available in your area? Be sure to include treatment court services. **Allegan County offers some inpatient treatment programs through CMH, Vet's Court, Sobriety Courts, Swift and Sure, Mental Health Court, and IOP local providers.**

## **F: COMPREHENSIVE CORRECTIONS PLAN SUMMARY**

1. Please explain how the Comprehensive Corrections Plan, in coordination with the local practices, will impact the State Board Priorities, and ultimately offender success: This Comprehensive Corrections Plan along with local practices will impact the State Board Priorities by continuing to provide services needed to the targeted populations of Sentenced Felons and Pretrial participants. 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 are 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 CCAB Manager will take several steps if we are not meeting the objectives or strategies set out in this plan. These steps include the monitoring of 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 along with the Strategic Planning Committee. If a deficiency is noted, then the OCC Manager will reach out to the stakeholders 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 OCC Manager will be in continual contact with the Community Corrections Grant Specialist with updates and seeking guidance to get those objectives back on track. In addition, the OCC 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 OCC Manager will contact the State Community Corrections Grant Specialist for approval.**





# Program Description

## Administration

**FY:** 2025

**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: \$ 10,103.00 <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? Roll call, Introductions, Approval of meeting minutes, new busines (quarterly reports, grant application, etc.), Program updates (OCC funded and non OCC funded programs), Jail Utilization number (including bed days saved for in custody programs), Financial Update, Strategic Planning update, then Roundtable comments.
3. Describe how expenditure reports are processed and verified then forwarded to OCC in Lansing: Expenditure reports are completed by the OCC Manager, then forwarded to the Allegan County Finance Team for their review. Once it's approved by the finance team, then it is forwarded to the State.
4. When and how are utilization and expenditures monitored? Utilization and Expenditures are monitored on a monthly basis and more frequently, if needed.
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 monthly and will evaluate the contracted programs on a regular basis.
6. How often does the CCAB manager meet with program referral sources? (probation supervisors/agents, prosecutor, defense attorney, judges, etc.)? At least quarterly, but more often if needed Explain: The CCAB Manager meets with the referral source quarterly during at our CCAB Meetings and has discussions with the referral source via email when the referrals are sent.



# Program Description

## Administration

<p>7. How often is program utilization reviewed? Explain: Program Utilization is reviewed by the CCAB Manager on a monthly basis, sometimes bi-monthly, if needed. If there is a program that is low on utilization, that utilization is monitored weekly.</p>
<p>8. What actions are taken when programs are under or over-utilized? An action plan is put in place and is discussed with our CCAB and the program facilitators to get that program back on track.</p>
<p>9. Describe when and how the comprehensive corrections plan is developed: The Comprehensive Corrections Plan is developed throughout the year and starts with the discussions that occur 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, provides them with educational information about each program and is available if the need arises for them to reach out with any additional questions or concerns along the way.</p>



# Program Description

## Group Programming

<b>CCAB: Allegan County</b>	<b>FY: 2025</b>
<b>Local Program Name: Career Readiness</b>	
<b>Service Provider: Outlook Academy</b>	
<b>CCIS Service Type: B15- Employment Skills</b>	
<b>Total projected number of new enrollments: 50</b>	
<b>For Regional CCABs, projected number of new enrollments per member county: N/A</b>	
<b>Program Location (select all that apply):</b> Jail: <input checked="" type="checkbox"/> Residential: <input type="checkbox"/> Community: <input type="checkbox"/>	
<b>Program status: Continuation</b>	
<b>If modification, describe here: N/A</b>	

**GROUP/CLASS DELIVERED PROGRAMMING –**

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

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

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

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



# Program Description

## Group Programming

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

- |                                                          |                                                             |                                                          |
|----------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------|
| <input checked="" 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 type="checkbox"/> Cognitive Behavioral            | <input checked="" type="checkbox"/> Family Criminality      |                                                          |
| <input 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: **Career Readiness**

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).**

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 group participants are 3 and the maximum number of participants is 10.**

v. Minimum number of group sessions attended for successful completion: **15**

vi. If the group occurs in various locations, (jail/residential/community) identify how participants transition between them: **N/A**

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.**

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.**

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**



# Program Description

## Group Programming

applications, complete mock interviews, complete zoom interviews, complete 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 -N/A**
  - b. **Need Principle: Target interventions to criminogenic needs -N/A**
  - 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 -N/A**
  - e. **Treatment Principle: Integrate treatment into the full sentence/sanction requirements -N/A**
4. **Skill Train with Directed Practice – N/A**
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 – N/A**
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.



# Program Description

## Group Programming

8. **Provide Measurement Feedback** - Once a participant completes each step, measurement feedback is given when appropriate. Postive feedback is given to promote long lasting change, along with encouragement to the other participants.

b. **Program Key Performance Measure** - 85% of enrolled offenders who successfully completed the program obtains 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** – N/A

**Data Element** – N/A

**Tracking Source** –

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

**Additional Program Key Performance Measure** – N/A

**Data Element** – N/A

**Tracking Source** -

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

**Additional Program Key Performance Measure** – N/A

**Data Element** – N/A

**Tracking Source** -

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



# Program Description

## Group Programming

CCAB: Allegan County	FY: 2025
Local Program Name: MRT	
Service Provider: Allegan County Sheriff's Office	
CCIS Service Type: C01 - Cognitive	
Total projected number of new enrollments: 40	
For Regional CCABs, projected number of new enrollments per member county: N/A	
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: N/A	

**GROUP/CLASS DELIVERED PROGRAMMING –**

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

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

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

<b>2. Describe the program:</b>
<p>a. What is your referral process to this program? <b>The CCAB manager will receive referrals from the Probation Department and the jail staff. Referrals from the courts will be accepted, as well. Once a referral is received, a COMPAS Bar chart and BIR will be obtained from the Probation Department to ensure eligibility criteria is met.</b></p>
<p>b. What assessment is used, identify the tool: <b>The COMPAS Bar Chart is the assessment tool that is used.</b></p>
<p>c. Who completes the assessment? <b>The assessment is completed by the MDOC Probation Agents prior to enrollment in the program by completing a COMPAS.</b></p>
<p>d. P.A. 511 states eligibility for programming <b>must include moderate to high risk.</b> Please select which needs the program will impact for your target population(s).</p>





# Program Description

## Group Programming

**Sentenced Felons:**

*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: **Moral Recognition Therapy "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 maintaining 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? **3 is the minimum and 12 is the maximum participants.**

v. Minimum number of group sessions attended for successful completion: **The minimum number of sessions attended for successful completion is 7.**

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 providers are certified MRT Facilitators. The primary facilitator has completed an MRT refresher course 6 years ago and then the county paid for this facilitator to attend the Advanced MRT Course 5 years ago. In addition, the county has paid for an additional person to become a certified MRT**





# Program Description

## Group Programming

facilitator, to utilize as a back up instructor, when needed. Refresher training will be utilized, when appropriate.

g. How are delivered services and individual progress and participation documented by the service provider and provided to the probation agents and/or referral source? (i.e., progress notes, case notes and/or group notes) **The facilitator provides attendance sheets on a weekly basis and progress reports on a monthly basis, but can provide them sooner if requested. 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. 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** -N/A



# Program Description

## Group Programming

4. **Skill Train with Directed Practice** - This program provides evidence-based programming that emphasizes cognitive-behavioral strategies and is delivered by well trained staff. The skills taught to the participant are practiced 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** – N/A

**Data Element** – N/A

**Tracking Source** –

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

**Additional Program Key Performance Measure** – N/A

**Data Element** – N/A

**Tracking Source** -

1. Who is tracking the Data Element? N/A



# Program Description

## Group Programming

2. How is it being tracked? N/A
3. At what frequency is it being tracked? N/A

Additional Program Key Performance Measure – N/A

Data Element – N/A

Tracking Source -

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



# Program Description

## Group Programming

<b>CCAB: Allegan County</b>	<b>FY: 2025</b>
<b>Local Program Name: Seeking Safety</b>	
<b>Service Provider: Allegan County Sheriff's Office</b>	
<b>CCIS Service Type: C01 - Cognitive</b>	
<b>Total projected number of new enrollments: 40</b>	
<b>For Regional CCABs, projected number of new enrollments per member county: N/A</b>	
<b>Program Location (select all that apply):</b> Jail: <input checked="" type="checkbox"/> Residential: <input type="checkbox"/> Community: <input checked="" type="checkbox"/>	
<b>Program status: Continuation</b>	
<b>If modification, describe here: N/A</b>	

**GROUP/CLASS DELIVERED PROGRAMMING –**

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

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

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

<b>2. Describe the program:</b>
<p>a. What is your referral process to this program? <b>The CCAB manager will receive referrals from the Probation Department and the jail staff. Referrals from the courts will be accepted, as well. Once a referral is received, a COMPAS Bar chart and BIR will be obtained from the Probation Department to ensure the eligibility criteria is met.</b></p>
<p>b. What assessment is used, identify the tool: <b>The COMPAS Score is the assessment tool used for program eligibility.</b></p>
<p>c. Who completes the assessment? <b>The assessment is completed by the MDOC Probation Agents prior to enrollment in the program by completing a COMPAS.</b></p>
<p>d. P.A. 511 states eligibility for programming <b>must include moderate to high risk.</b> Please select which needs the program will impact for your target population(s).</p>



# Program Description

## Group Programming

**Sentenced Felons:**

*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, Motivation Ruler, Values versus Behaviors, Identification of Self-Defeating Beliefs/Attitudes and Alternative Beliefs/Attitudes, Perceptions and Empathy, Cognitive and Behavioral Emotion Management Strategies, 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 participants is 12.**

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

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: **Each facilitator has completed the Seeking Safety Facilitator Instructional program and have received certifications to facilitate the program.**

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, or more frequently if requested or needed.**

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

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** - 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)**
  - 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 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 -N/A**

**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, Probation Department, 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 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** – N/A

**Data Element** – N/A

**Tracking Source** –

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

**Additional Program Key Performance Measure** – N/A

**Data Element** – N/A

**Tracking Source** -

1. Who is tracking the Data Element? N/A



# Program Description

## Group Programming

2. How is it being tracked? N/A
3. At what frequency is it being tracked? N/A

Additional Program Key Performance Measure – N/A

Data Element – N/A

Tracking Source -

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





# Program Description

## Group Programming

CCAB: Allegan County	FY: 2025
Local Program Name: GED	
Service Provider: Outlook Academy	
CCIS Service Type: B00 - Education	
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: New Initiative	
If modification, describe here: N/A	

**GROUP/CLASS DELIVERED PROGRAMMING –**

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

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

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

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



# Program Description

## Group Programming

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

- |                                                          |                                                             |                                                          |
|----------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------|
| <input checked="" 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 type="checkbox"/> Cognitive Behavioral            | <input checked="" type="checkbox"/> Family Criminality      |                                                          |
| <input 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: **The curriculums being used are AZTEC, Caplin, GED Test Prep, Steck-Vagn..**

ii. Identify what skills are taught in this program: **The skills that are taught in this program are mathematical reasoning, reasoning through language arts, social studies, and science.**

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 of 3 participants and the maximum of 15 participants per group.**

v. Minimum number of group sessions attended for successful completion: **The minimum number of group sessions for a successful completion will be 24.**

vi. If the group occurs in various locations, (jail/residential/community) identify how participants transition between them: **N/A**

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.**

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 more frequently if requested by the CCAB Manager.**

h. Provide any other pertinent information you feel is necessary: **The GED program is a foundational program needed for all eligible participants. A GED increases the chances for a participant to obtain employment post incarceration. Secured employment increases the offenders chance to be successful in society, while**



# Program Description

## Group Programming

positively effecting the recidivism rate and reducing the chance that they will return back into the Criminal Justice System.

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 -N/A**
  - b. **Need Principle: Target interventions to criminogenic needs -N/A**
  - 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 -N/A**
  - e. **Treatment Principle: Integrate treatment into the full sentence/sanction requirements -N/A**
4. **Skill Train with Directed Practice – N/A**
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 – N/A**
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.
8. **Provide Measurement Feedback** - Once a participant completes each step, measurement feedback is given when appropriate. Postive feedback is given to promote long lasting change, along with encouragement to the other participants.

**b. Program Key Performance Measure – 85% of successfully completors will obtain employment or attend college within the first 6 months post release from custody.**

**Data Element - Case notes and follow up interviews.**

**Tracking Source -**



# Program Description

## Group Programming

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 – N/A

Data Element – N/A

Tracking Source –

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

Additional Program Key Performance Measure – N/A

Data Element – N/A

Tracking Source -

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

Additional Program Key Performance Measure – N/A

Data Element – N/A

Tracking Source -

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



# Program Description

## Outpatient Treatment Programming

CCAB: Allegan County	FY: 2025
Local Program Name: Opiates/Methamphetamine Specific Program	
Service Provider: TriCap	
CCIS Service Type: G18 – Outpatient Treatment Services	
Total Projected New Enrollment: 5	
For Regional CCABs, total projected new enrollment by member county: N/A	
Projected Length of Stay in Days: 150	
Program Location (select all that apply): Jail: <input type="checkbox"/> Residential: <input checked="" type="checkbox"/> Community: <input type="checkbox"/>	
Program Status: New Initiative	
If modification, describe here: N/A	

**GROUP/CLASS DELIVERED PROGRAMMING –**

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

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

<b>1. Based on your objective(s), what is your target population?</b>
<input checked="" type="checkbox"/> Sentenced Felons <input checked="" type="checkbox"/> Pretrial <input checked="" type="checkbox"/> Other: <b>Convicted/Presentenced offenders, offenders participating in specialty courts or as part of plea agreements, OWI 3<sup>rd</sup> Offenders, and misdemeanor offenders under the supervision of Circuit Court Probation.</b>

<b>2. Describe the program:</b>															
<p>a. The COMPAS assessment is considered a screening tool for outpatient treatment and DOES NOT replace the required actuarial assessment.</p> <p>P.A. 511 states eligibility for programming <b>must include moderate to high risk.</b> Please select which needs the program will impact for your target population(s).</p> <p><b>Sentenced Felons:</b> You must identify the number of scales required for referral here: 1</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Vocational/Education</td> <td><input type="checkbox"/> Social Environment</td> <td><input checked="" type="checkbox"/> Criminal Association</td> </tr> <tr> <td><input checked="" type="checkbox"/> Substance Abuse</td> <td><input checked="" type="checkbox"/> Residential Instability</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Cognitive Behavioral</td> <td><input checked="" type="checkbox"/> Family Criminality</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Criminal Personality</td> <td><input type="checkbox"/> Social Isolation</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Leisure &amp; Recreation</td> <td><input checked="" type="checkbox"/> Criminal Opportunity</td> <td></td> </tr> </table>	<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	
<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														



# Program Description

## Outpatient Treatment Programming

<p><b>Gender Responsive Scales:</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Experiences of Abuse as an Adult</li><li><input checked="" type="checkbox"/> Experiences of Abuse as a Child</li><li><input type="checkbox"/> Relationship Dysfunction</li><li><input checked="" type="checkbox"/> Parental Stress</li></ul> <p><input checked="" type="checkbox"/> <b>Felony Probation Violators, regardless of COMPAS Assessment Score</b></p> <p><input checked="" type="checkbox"/> <b>Pretrial Defendants – list referral criteria here: As ordered by the Judge as a bond condition for any pretrial offender, or COMPAS Bar chart score of moderate to high in the categories listed above or a PRAXIS Score of 3 or higher.</b></p>
<p>b. Assessment is the foundation of evidence-based practices. Enrollments in treatment programs should be based upon assessed needs by a licensed or credentialed professional. Please describe your assessment practices below:</p>
<p>i. What assessment is used, identify the tool: <b>Praxis assessments will be completed by the CCAB manager who is trained to complete them. The COMPAS assessments will be completed by the Circuit Court Probation staff. The TriCap staff will complete the Biopsychosocial assessment and report to determine a diagnosis for Opioid (Opioid Use Disorder) and/or Methamphetamine diagnosis (Stimulant Use Disorder-Amphetamine type substance) with an ASAM treatment recommendation. If the above listed assessment does not result in the required diagnosis to participate in the OMSP program, then licensed TriCap staff can utilize the DAST (Drug Abuse Screening Tool), MAST (Michigan Alcohol Screening Tool), AUDIT (Alcohol Use Disorders Identification Test), or SASSI 4 (Substance Abuse Subtle Screening Inventory) to assist with determining the appropriate diagnosis.</b></p>
<p>ii. Who completes the assessment? <b>Licensed TriCap Therapists.</b></p>
<p>iii. Does the assessment result in a recommended level of treatment per American Society of Addiction Medicine (ASAM) criteria? <b>Yes</b></p>
<p>c. Identify who is responsible for confirming eligibility and describe the process. <b>A referral and the COMPAS Bar Chart will be sent to the CCAB Manager for review to ensure that the defendant meets the minimum screening or assessment score and has a history of opiate or methamphetamine use. All information is then forwarded (via email) to TriCap for a secondary assessment(s). TriCap staff will notify the CCAB manager once the secondary assessment has been completed and qualifies them to participate with the program. If the defendant does not meet criteria, the CCAB manager will be notified by the TriCap staff.</b></p>
<p>d. Describe the program design:</p>
<p>i. Name of curriculum or treatment model: <b>Living in Balance Curriculum for the 4.5 intensive specific classes: Specific (Opi/Meth)Drug Education-Matrix Model with "What You Need To Know Methamphetamine Workbook"and "What you Need to Know Opioids and Workbook" (Hazelden Betty Ford Foundation) - 3 hours. Also incorporated is Seeking Safety, Thinking Matters, and Thinking for a Change for all groups. All of</b></p>



# Program Description

## Outpatient Treatment Programming

	<p>the groups have cognitive behavioral basics and are evidence based and best practices approved. Both groups (Opioid and Methamphetamine) will receive "Helping Men/Women Recover", "Early Recovery", "Relapse Prevention", Mental Health classes (co-occurring), "TREM/M-TREM (trauma)", "Anger Management", and SUD, "Peer Recovery Coaching" and "Mindful Yoga". Also, 5 hours of cognitive classes along with a 12 step weekly program.</p>
ii.	<p>Identify what skills are addressed within the treatment program: <b>Seek safe environments, cognitive behavioral processes, social skills, anger management, relapse prevention, how to cope with trauma and uncomfortable emotions, and how to obtain/maintain sobriety.</b></p>
iii.	<p>Is the group open or closed? <b>Open</b></p>
iv.	<p>What is the minimum/maximum number of participants per group, as identified in the curriculum? <b>3-15</b></p>
v.	<p>How many sessions does this group curriculum provide? <b>336 (16 groups per week for 21 weeks).</b></p>
vi.	<p>Minimum number of group sessions attended for successful completion: <b>Successful completion of the program is 150 days.</b></p>
vii.	<p>If the group occurs in various locations, (jail/residential/community) identify how participants transition between them: <b>Pre-residential Assessments are completed while at the Allegan County Corrections Center. Residential services are conducted by Licensed TriCap therapists at TriCap. The therapists will work with a TriCap Case Manager to begin treatment services and case planning, including aftercare treatment and outpatient care transition for substance use disorder within 5 days. TriCap staff will work with Great Lakes Bay Health Services to enroll offenders into Medicaid, assess for MAT/Vivাত্রol, ensure attendance with RU, NA and Peer 360 groups, as well as drug testing and referrals to aftercare programs within the offenders community. Post-residential services will be conducted by TriCap staff who will monitor program participation, compliance, aftercare, and discharge plans. The Discharge plans are shared with the CCAB manager, the supervising probation agent, and/or the Specialty Court Coordinators.</b></p>
viii.	<p>If individual sessions are part of the program and billed separately, how many individual sessions are anticipated per participant? <b>One individual session per week per client.</b></p>
ix.	<p>On what basis would individual sessions be used? <b>Individual weekly sessions are built in as part of the standard curriculum.</b></p>
e.	<p>Identify the license and/or credentials held by your service provider qualifying him/her to provide this service: <b>The service provider will possess a Master's Degree or above in Behavioral Sciences (Social Work, Counseling, or Psychology), and hold an appropriate licensure through the State of Michigan to practice; and possess appropriate Michigan Certification Board for Addiction Professionals certification (MCBAP); Certified Advanced Alcohol and Drug Counselor (CAADC); or minimum certified Alcohol and Drug Counselor (CADC) at time of hire; or MCBAP-approved</b></p>





# Program Description

## Outpatient Treatment Programming

<p>development plan in place with the eligibility to obtain CAADC certification within six months from the time of hire. MCBAP certificate or development plan must be able to be verified through a MCBAP search at any time.</p>
<p>f. How are delivered services and individual progress and participation documented by the service provider and provided to the probation agents and/or referral source? (i.e., progress notes, case notes and/or group notes) <b>TriCap will keep records of assessment, treatment plan, progress notes, discharge and aftercare plans. Notes will be kept for individual and group sessions. Notes are taken at every session with the offender as well as a sign in sheet for group sessions. Monthly progress reports are provided to the supervising probation agent and CCAB manager, indicating the level of progress thus far. Notification is, also, sent when an offender is sanctioned for a rule violation or terminated from the program for non-compliance. The probation agent and CCAB manager will also receive aftercare plans and discharge summaries. Both of them will be notified immediately if an offender absconds from the facility.</b></p>
<p>g. Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: <b>Offenders referred to this program will have to be detoxed from all illicit substances/alcohol for a minimum of 10 days prior to enrollment. Offenders are also eligible to receive Vivitrol and enroll into Medicaid for other health services while at TriCap. Offenders are required to complete home work assignments and are drug tested 3 times per week.</b></p>
<p>3. Evaluation is part of evidence-based principles which you <b>must</b> identify in section (a). You are <b>required</b> to develop <b>at least one key performance measure</b> for this program in section (b). Be sure to include the data source, how its tracked and measured. <b>NOTE:</b> 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"><li>1. <b>Assess Actuarial Risk/Needs</b> – Substance abuse assessment is completed by a licensed clinician who provides diagnosis, and recommendations for treatment.</li><li>2. <b>Enhance Intrinsic Motivation</b> – Curriculum is designed to allow participants to work at their own pace, allowing for a person-centered approach.</li><li>3. <b>Target Interventions (minimum of 1 required; indicate all that apply)</b><ol style="list-style-type: none"><li>a. <b>Risk Principle:</b> Prioritize supervision and treatment resources for higher risk offenders -Program is designed for higher risk offenders.</li><li>b. <b>Need Principle:</b> Target interventions to criminogenic needs -Curriculum targets moderate to high-risk substance abuse and cognitive criminogenic and gender responsive needs.</li><li>c. <b>Responsivity Principle:</b> Be responsive to temperament, learning style, motivation, culture, and gender when assigning programs -Each treatment plan is person-centered, tailored specifically to each offender's learning level, motivation level and some are gender specific.</li></ol></li></ol>





# Program Description

## Outpatient Treatment Programming

- d. **Dosage:** Structure 40-70% of high-risk offenders' time for 3-9 months -The treatment program is at least 5 months long with other aspects of treatment, such as "Mindful Yogo", AA/NA, journaling, and peer recovery.
- e. **Treatment Principle:** Integrate treatment into the full sentence/sanction requirements -Structured sentencing that may include jail and other community programming, treatment and sanctions.

**4. Skill Train with Directed Practice** – Curriculum facilitated by licensed clinicians with appropriate credentials, utilizes cognitive behavioral techniques and is designed to encourage willful participation, through group settings, role playing, and homework.

**5. Increase Positive Reinforcement** – Incorporating positive reinforcement including encouragement, verbal praise, later bed times, increased privileges, peer leaders, assisting group leaders, and special events like movies.

**6. Engage Ongoing Support in Natural Communities** – Utilizes participants with local resources and makes referrals to relevant community based supports and programming, when appropriate.

**7. Measure Relevant Processes/Practices** – Captures statistical data regarding aspects of group participation and completion, including pre and post test measurements.

**8. Provide Measurement Feedback** – Shares statistical KPM data with state and local stakeholders.

- b. **Program Key Performance Measure** – 70% of defendants placed in the treatment program will demonstrate knowledge gained using Pre and Post test scores.

Data Element – Pre and Post test scores.

Tracking Source -

1. Who is tracking the Data Element? The CCAB Manager
2. How is it being tracked? With the data provided by the TriCap staff.
3. At what frequency is it being tracked? At least quarterly.

**Additional Program Key Performance Measure** – 70% of successfully completed participants will not be re-arrested within the county within 12 months of successful completion.

Data Element – Arrest records from the Allegan County Corrections Center

Tracking Source –

1. Who is tracking the Data Element? The CCAB manager
2. How is it being tracked? The Jail Management System and the OMSP Spreadsheet
3. At what frequency is it being tracked? Quarterly

**Additional Program Key Performance Measure** – N/A

Data Element – N/A

Tracking Source -

1. Who is tracking the Data Element? N/A



# Program Description

## Outpatient Treatment Programming

2. How is it being tracked? N/A
3. At what frequency is it being tracked? N/A

Additional Program Key Performance Measure – N/A

Data Element – N/A

Tracking Source -

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

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

## BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**BOARD OF COMMISSIONERS—APPOINT ENVIRONMENTAL HEALTH BOARD OF APPEALS**

**WHEREAS**, on March 7, 2024, a resident appealed a decision by Environmental Health to deny a site in Clyde Township an on-site sewage disposal system based on the interpretation of the Allegan County Water and Sewage Regulations; and

**WHEREAS**, per the Allegan County Water and Sewage Regulations Section 701.00, a Board of Appeals shall be created, consisting of three members appointed by the Board of Commissioners (Board) to furnish the appellant with a written report of its findings and decision.

**THEREFORE BE IT RESOLVED** that the Board appoints the following individuals to the Environmental Health Board of Appeals

- Rod Carroll, Wray's Septic
- Todd Jansen, Jansen's Excavating
- Dan Poll, Michigan Township Services; and

**BE IT FURTHER RESOLVED** that said members shall receive per diem at \$50 per meeting and be eligible to receive mileage reimbursement at 60% of the current IRS rate; and

**BE IT FINALLY RESOLVED** compensation applies to members not already receiving compensation as part of their regular work duties or paid for by another source when attending meetings.



ALLEGAN COUNTY  
REQUEST FOR ACTION FORM

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

RFA#: 237-871

Date: 4/2/24

**Board Approval: Items historically done on a periodic basis or Proclamations, directly to Board for action; Political positions require Board discussion.**

Request Type Routine Items  
Department Requesting Board of Commissioners  
Submitted By Randy Rapp  
Contact Information rrapp@allegancounty.org

Description

This activity aligns with 2210.611, Septic Permits. We do not anticipate this activity needs to be sustained by Information Services. A Brief History: A customer applied for a septic system permit on November 30, 2023. A site visit was made on December 5, 2023, by Health Department staff and the client's installer, Ryan Lubbers, from Busscher's Septic. At this meeting the installer was informed that this system would require engineered plans to be submitted. On February 6, 2024, the the ACHD received engineered plans. On March 25, 2024, the customer requested an appeal of the decision, by Environmental Health, to deny the site for an on-site sewage disposal system based on the interpretation of the Allegan County Water and Sewage Regulations. According to the regulations, Section 701.00 and 702.00 the appeals board is comprised of 3 individuals appointed by the Board of Commissioners. Sent in separate document. According to the regulations this meeting needs to be scheduled as soon as possible but not more than 60 days of when the request for an appeal was made, which was March 25, 2024. Environmental Health is respectfully requesting the proposed Board of Appeals be approved at the April 11, 2024, Board of Commissioners Meeting.