

## ALLEGAN COUNTY BOARD OF COMMISSIONERS

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APRIL 9, 2020 SESSION

JOURNAL 68

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## AFTERNOON SESSION

**APRIL 9, 2020 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL**

1/ The Board of Commissioners of the County of Allegan, State of Michigan, met remotely online connecting through a Zoom webinar on April 9, 2020 at 1:03 P.M. in accordance with the motion for adjournment of March 26, 2020, and rules of this Board; Chairman Storey presiding.

The invocation was offered by District #6 Commissioner Dugan.

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

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

DIST #1	DEAN KAPENGA	DIST #5	TOM JESSUP
DIST #2	JIM STOREY	DIST #6	GALE DUGAN
DIST #3	MAX THIELE	DIST #7	RICK CAIN
DIST #4	MARK DeYOUNG-Left 4:27PM		

**COMMUNICATIONS**

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

1. Grand Traverse County & Mecosta County - resolution in support for the Second Amendment

**MARCH 26, 2020 SESSION MINUTES - ADOPTED**

3/ Moved by Commissioner Kapenga, seconded by Commissioner Dugan to approve the minutes for the March 26, 2020 session as distributed. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**PUBLIC PARTICIPATION - NO COMMENTS**

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

**AGENDA - ADOPTED AS PRESENTED**

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

**INFORMATIONAL SESSION - DISTRICT COURT 2019 ANNUAL REPORT**

6/ Attached is a copy of District Court's 2019 Annual Report.



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

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

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

Website: [www.allegancounty.org/districtcourt](http://www.allegancounty.org/districtcourt)



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

*Pictured from left to right*

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

*Second row: Aimee Kragt, Linda Lenahan, Carole Carr (hidden), Jackie Hicks,*

*Sarah Miller, Chris Gates-Edson, Heather Bausick and Renee Stack;*

*Third row: Mark Ponitz, Nancy Eaton, Candy Mock, Cindy Cook, Deb Wolters, Michelle Carpenter,*

*Amber Browneye, Kayla Williamson, Hickory Buell, Mary Jo Ash and Kelly Miklusicak;*

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

*Digital photos by Retired Detective Craig Gardiner, ACSD*

# 57<sup>th</sup> District Court 2019 ANNUAL REPORT

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## A Message from the Chief Judge

The year 2019 started out in an unprecedented way for the court! Court staff were sent home at noon on January 28 and the court was then totally closed on January 29, 30, and 31 as the County closed all buildings due to the snow and the extreme low temperatures of the "polar vortex" that was over Michigan. During the days the court was closed, vital functions such as the issuance of arrest and search warrants and the setting of bail was done by the on-call judge from his home utilizing telephone, fax, and e-mail contact with local police agencies and the Allegan County jail.

Once things warmed up and everything was back to normal, a lot of changes came to the court in 2019, mainly having to do with new technology. All of our court dockets are now on the Allegan County website in an easy to use fashion.



Joseph S. Skocelas  
Chief District Court Judge

In addition, beginning in 2019, parties now have the option to also sign up for court Text Messaging Alerts to remind them of their next court dates or payment plan due dates. In the fall of 2019, ZOOM conference calling technology was also implemented in all courtrooms utilizing existing polycom monitors provided by the Michigan Supreme Court. The Allegan County Commissioners also approved the purchase and implementation of e-tickets in 2020 for the Allegan County Sheriff's Department. This has been in place for some time for the Michigan State Police and allows direct, electronic filing of traffic tickets by road patrol officers.

The last major change in 2019 was the implementation of a Public Defender system for Allegan County. We are now part of a multi-county Public Defender Office with Van Buren County which provides criminal defense attorneys for citizens who cannot afford one for all felony and misdemeanor cases. They are now present for all court proceedings including the first court appearance at arraignment, both in court or from the jail on our polycom video conferencing system.

Many more changes are coming in the very near future from the state level to make courts more accessible and user and technology friendly, with less expense to the public. The staff here at the 57<sup>th</sup> District Court will continue to implement those changes to provide the best possible services to you, the citizens of Allegan County.

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

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



## HISTORY, LOCATION AND OVERVIEW

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

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

The district court includes a small claims division for civil cases up to \$6,000. In these cases, litigants agree to waive their right to a trial by jury. They also agree to waive rules of evidence, representation by a lawyer, and the right to appeal from the district judge's decision. If either party objects to processing as a small claims case, the case will be heard in the general civil division of the district court.

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

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

## ADMINISTRATION



### District Court Administrative Team

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

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

*Digital photos by Retired Detective Craig Gardiner, ACSD*

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

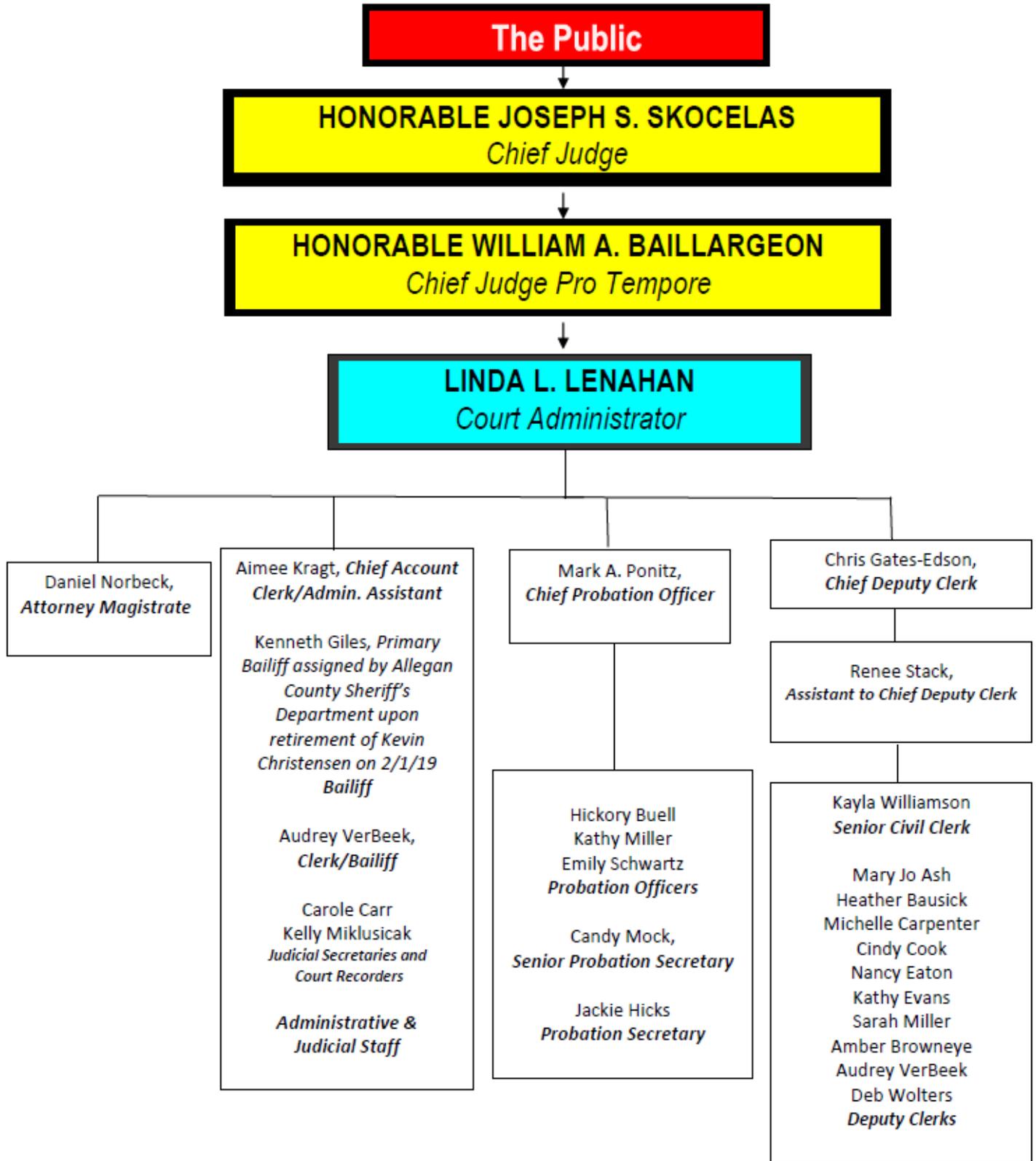
The District Court Administrator is appointed by the Chief Judge, and together they create an executive leadership team necessary to manage the operation of the District Court. The District Court Administrator oversees all aspects of Court operations and administration including, but not limited to,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

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

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

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

# ORGANIZATIONAL CHART



## JUDICIAL STAFF



### District Court Judicial Staff

*Left to right, first row: Judge Joseph S. Skocelas, Linda Lenahan and Judge William A. Baillargeon;  
Left to right, back row: Kelly Miklusicak, Magistrate Daniel Norbeck, Aimee Kragt and Carole Carr;  
Not pictured: Ken Giles and Audrey VerBeek*

*Digital photos by Retired Detective Craig Gardiner, ACSO*

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

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

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

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

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

**KEVIN M. CHRISTENSEN**, Bailiff/Magistrate for the 57<sup>th</sup> District Court, provides assistance and ensures the safety of all courtroom participants in District Court. Kevin had been with the District Court since June 4, 2007. Kevin retired with the District Court on February 1, 2019. Kevin's position was replaced with bailiffs provided by the Allegan County Sheriffs Department (Courthouse Security). The primary bailiff assigned 3 days a week is Kenneth Giles.

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

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

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

## CLERK'S OFFICE STAFF



### District Court Clerk's Office

*Left to right, first row: Amber Browneye, Renee Stack, Chris Gates-Edson and Kayla Williamson;  
Left to right, back row: Nancy Eaton, Heather Bausick, Michelle Carpenter, Mary Jo Ash,  
Deb Wolters, Cindy Cook and Sarah Miller;  
Not pictured: Audrey VerBeek and Kathy Evans  
Digital photos by Retired Detective Craig Gardiner, ACSO*

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

**HEATHER BAUSICK**, Deputy Court Clerk in the Civil Division, transferred from Facilities Management on August 13, 2018.

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

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

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

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

**KATHLEEN EVANS**, Deputy Court Clerk in the Traffic/Criminal Division, has been employed with the District Court since January 1999.

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

**SARAH MILLER**, Deputy Court Clerk in the Traffic/Criminal Division, had been employed with the District Court since October 1998. Sarah retired from the District Court with over 21 years of service on February 21, 2020.

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

**RENEE STACK**, Assistant to the Chief Deputy Court Clerk, transferred from the Circuit Court Clerk's Office on April 9, 2007. She was promoted from a Deputy Court Clerk to the Assistant to the Chief Deputy Court Clerk position on September 28, 2015. Renee has also been appointed as a Magistrate to issue misdemeanor complaint and warrants.

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

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

**DEBORAH WOLTERS**, Deputy Court Clerk in the Traffic/Criminal Division, has been employed with the District Court since April 2004.

## PROBATION DEPARTMENT STAFF



### District Court Probation Staff

*Left to right: Candy Mock, Hickory Buell, Mark Ponitz and Jackie Hicks;  
Not pictured: Kathy Miller and Emily Schwartz*

*Digital photos by Retired Detective Craig Gardiner, ACSD*

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

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

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

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

**CANDICE MOCK**, Senior Probation Secretary, has been employed with the District Court since January 1995.

**EMILY SCHWARTZ**, Probation Officer, has been employed with the District Court since January 16, 2017. Prior to District Court, Emily worked as an Conciliator-Investigator with the Friend of the Court.

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

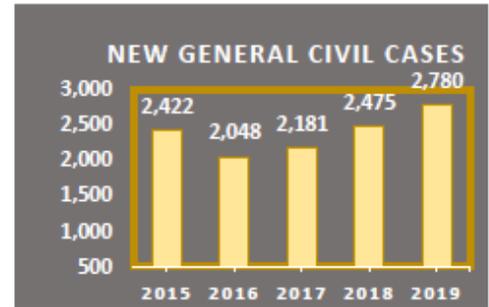
# NEW CASES FILED

## CIVIL DIVISION

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

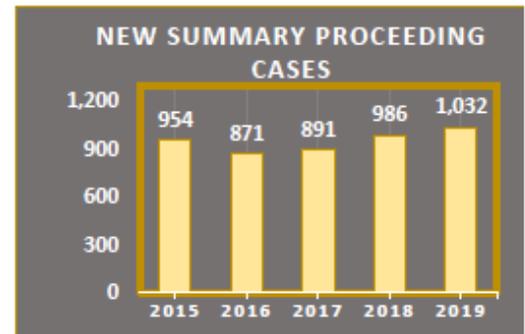
The *General Civil Division* processes all civil cases under the \$25,000 jurisdictional limit; limited claim and delivery civil actions; limited writ of attachment and garnishment; and forfeiture or seizure of certain property.

The bar chart reflects the five-year trend in general civil filings. Case filings over the five-year trend increased 358 cases from 2015 to 2019. New case filings increased 305 cases from 2018 to 2019.



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

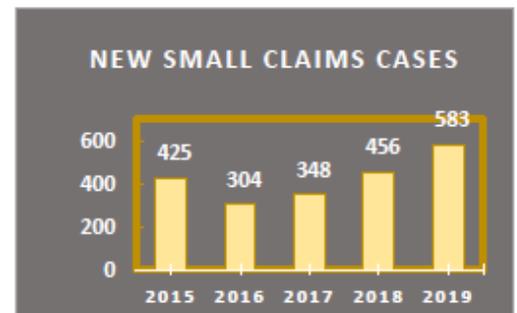
The bar chart reflects the five-year trend in summary proceeding filings. New filings over the five-year trend increased 78 cases from 2015 to 2019. New case filings increased 46 cases from 2018 to 2019.



The *Small Claims Division* processes cases with recoverable maximum monies up to \$6,000.00. Small claims litigants have the right to remove a case to the General Civil Division or to remove a case from magisterial jurisdiction. Actions are filed in the county in which the cause of action arose, or in which the defendant is established or resides or is employed. Small claims litigants waive their right to a jury trial and cannot be represented by an attorney.

Small claims cases are heard by the Attorney Magistrate.

The bar chart reflects the five-year year trend in small claim filings. Case filings over the five-year trend increased 158 cases from 2015 to 2019. New case filings increased 127 cases from 2018 to 2019.



# 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 2019, twenty (20) felony pleas were accepted by District Court Judges.

In 2019, the criminal division processed 2,346 new case filings. The Court conducted felony preliminary exam hearings and waiver hearings and bound over 1,009 cases to the Circuit Court. This number includes traffic division bind overs, as well. The criminal division disposed of 3,666 cases.



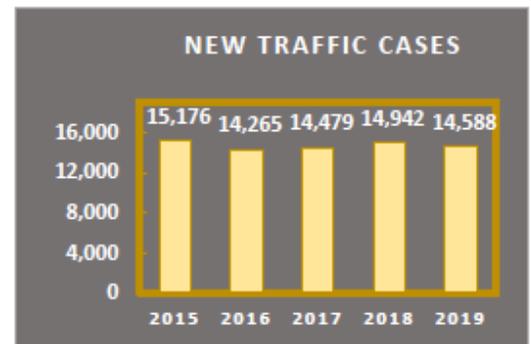
The bar chart reflects the five-year trend in criminal division filings. Case filings over the five-year trend decreased by 167 cases from 2015 to 2019. New case filings decreased 219 cases from 2018 to 2019.

## 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 2019, the traffic division accepted 14,588 new case filings. The traffic division disposed of 15,719 cases through various dispositions, i.e., guilty plea, admission of responsibility, default, dismissal, warrant, and trial/hearing verdict. In 2019, the Judges disposed of 12 cases by jury verdict and 289 cases by bench trial, formal or informal hearing for all case types.

The bar chart reflects the five-year trend in traffic division filings. Case filings decreased by 588 cases from 2015 to 2019. New case filings decreased 354 cases from 2018 to 2019.



# NEW CASES FILED



## TOTAL NEW CASE FILINGS

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

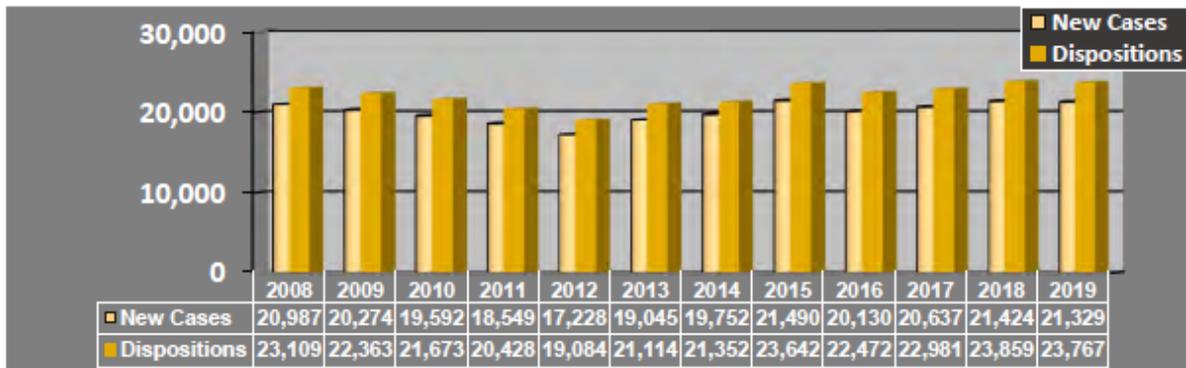
In 2002, the State Court Administrative Office significantly changed the methodology of counting cases in the District Court. The Court went from tracking 16 different case type classifications to 21 different classifications.

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

### TOTAL NEW CASES FILED

Traffic cases filed	14,588
Criminal cases filed	2,346
Civil cases filed	<u>4,395</u>
<b>Total new cases filed</b>	<b>21,329</b>

A comparison of total new case filings and dispositions from 2008 through 2019 are reflected in the graph below. The twelve-year bar graph reflects that the Court experienced a increase of 342 new cases filings from 2008 through 2019. The one-year trend reflects that the Court experienced a decrease of 95 new case filings from 2018 to 2019.



# STATISTICAL ANALYSIS



Total dispositions for all divisions from 2009 through 2019 are reflected

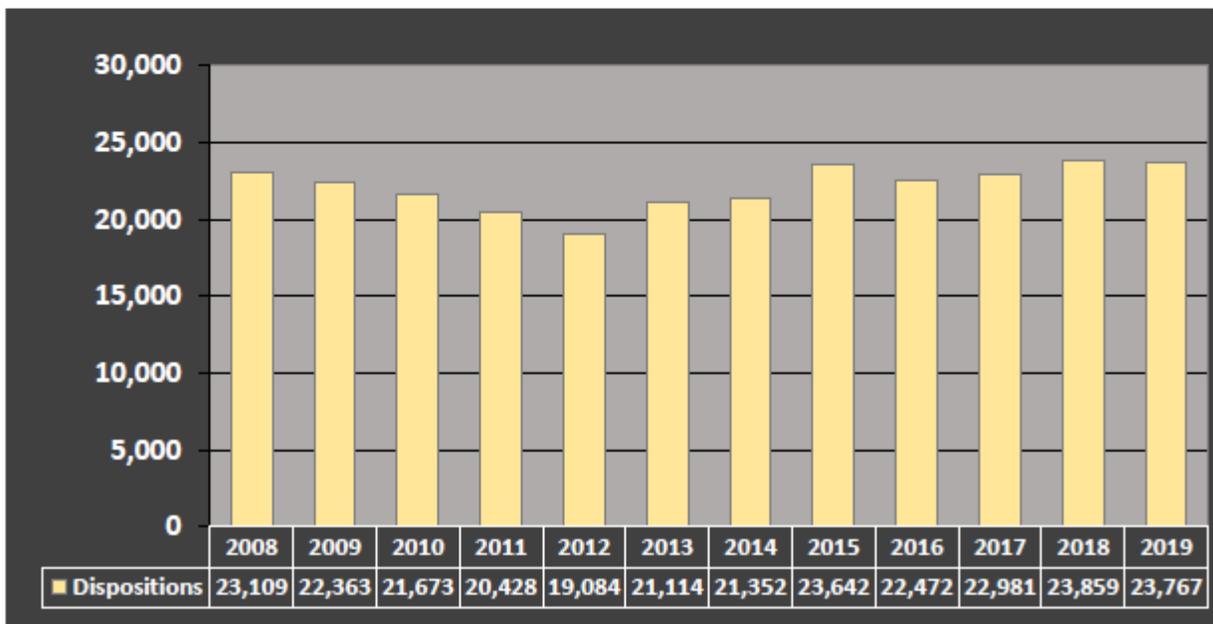
## TOTAL DISPOSITIONS

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

### TOTAL DISPOSITIONS

Traffic cases	15,719
Criminal cases	3,666
Civil cases	<u>4,382</u>
<b>Total dispositions</b>	<b>23,767</b>

in the graph below. The twelve-year bar graph reflects that the Court experienced an increase of 658 case dispositions from 2008 through 2019. The one-year trend reflects that the Court experienced a decrease of 92 case dispositions from 2018 to 2019.



# STATISTICAL ANALYSIS



## TOTAL RE-OPENED CASES

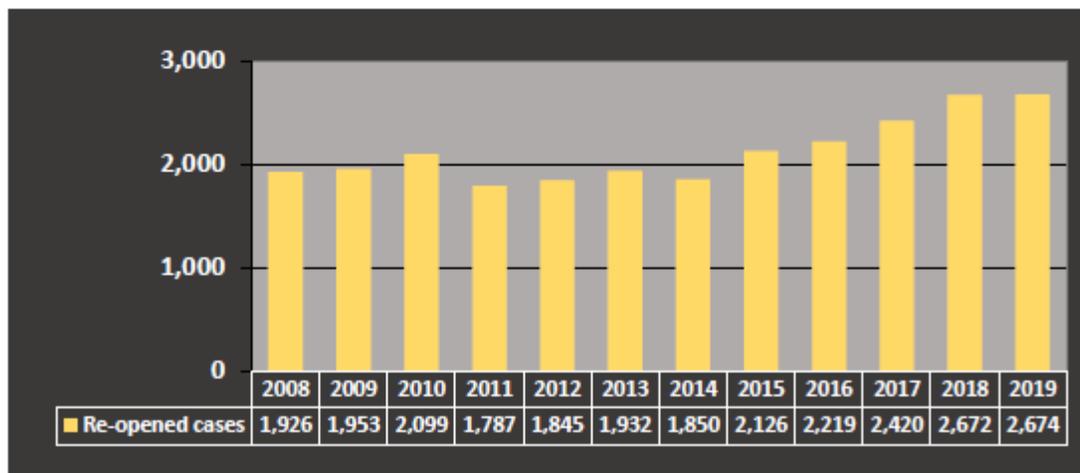
Cases are counted as re-opened when a defendant is arrested and arraigned on a warrant, a new trial is ordered by an appellate court, or a plea or judgment is set aside. The Court uploads these numbers to the State Court Administrative Office’s web site. The number of re-opened cases was not tracked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



### TOTAL RE-OPENED CASES FILED

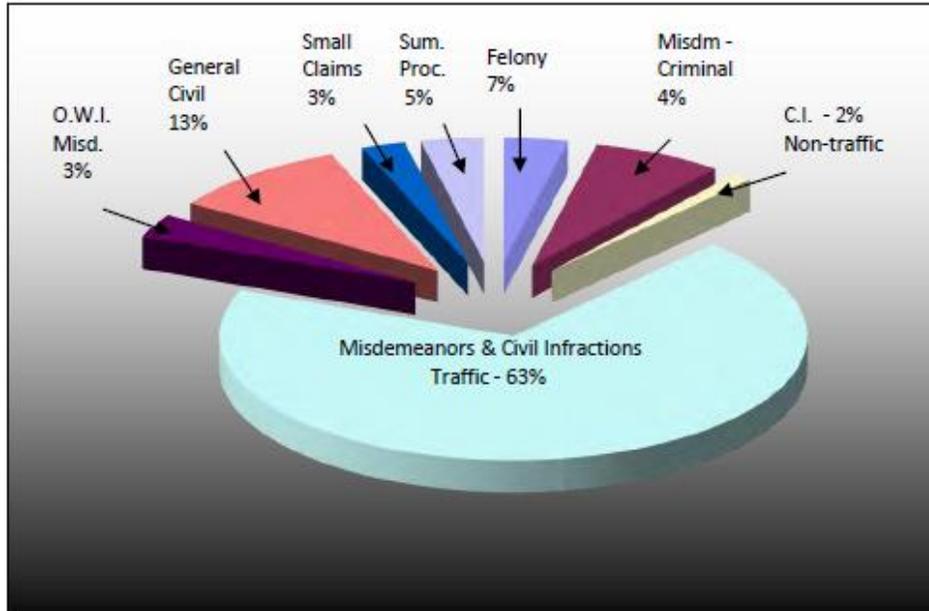
Traffic cases re-opened	1,254
Criminal cases re-opened	1,373
Civil cases filed re-opened	<u>47</u>
<b>Total cases re-opened</b>	<b>2,674</b>

Total re-opened cases for all divisions from 2008 through 2019 are reflected in the graph below. The twelve-year bar graph reflects that the Court experienced an increase of 748 re-opened cases from 2008 through 2019. The one-year trend reflects that the Court experienced an increase of 2 cases from 2018 to 2019.



# CASELOAD MIX

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

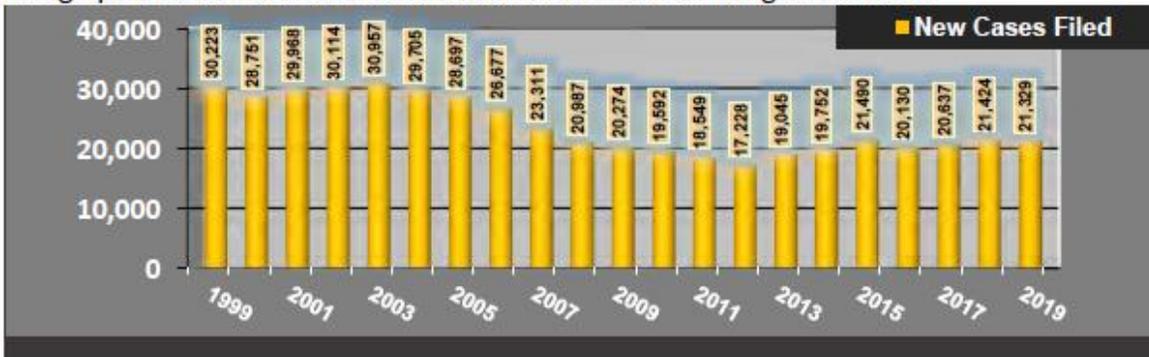


## Clearance Rate Ratio of Dispositions to New Case Filing

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

New Case Filings and Reopened Cases	24,003
Dispositions	23,767
Ratio	99%

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



# CASEAGE TRENDS AND CASELOAD MANAGEMENT

Supreme Court Administrative Order No. 2013-12 states: "The management of the flow of cases in the trial court is the responsibility of the judiciary. In carrying out that responsibility, the judiciary must balance the rights and interests of individual litigants, the limited resources of the judicial branch and other participants in the justice system, and the interests of the citizens of this state in having an effective, fair, and efficient system of justice." The courts shall implement caseflow management plans that incorporate meeting established case processing time guidelines. Courts shall collect and report case age details to the Michigan Supreme Court annually. Below is information reported in 2018 comparing the 57<sup>th</sup> District Court to the Statewide District Court Average.

## CASE AGE TRENDS – PERCENTAGE DISPOSED

### Felonies – Disposed within 28 Days

	2012	2013	2014	2015	2016	2017	2018
Statewide Court Average	75%	76%	77%	76%	74%	72%	70%
57 <sup>th</sup> District Court	72%	76%	77%	85%	85%	82%	84%

### Misdemeanors – Disposed within 126 Days

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Statewide Court Average	96%	95%	95%	95%	96%	96%	97%	97%	97%	96%	96%
57 <sup>th</sup> District Court	99%	98%	99%	99%	99%	100%	100%	100%	100%	99%	99%

### Civil Infractions – Disposed within 84 Days

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Statewide Court Average	96%	95%	95%	95%	96%	96%	97%	97%	97%	98%	98%
57 <sup>th</sup> District Court	99%	98%	99%	99%	99%	100%	100%	100%	100%	100%	99%

### General Civil – Disposed within 455 Days

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Statewide Court Average	97%	97%	98%	98%	99%	99%	98%	99%	99%	99%	99%
57 <sup>th</sup> District Court	100%	100%	99%	100%	100%	100%	100%	100%	100%	100%	100%

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

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Statewide Court Average	94%	93%	94%	94%	95%	95%	95%	95%	95%	96%	96%
57 <sup>th</sup> District Court	97%	97%	97%	98%	97%	96%	98%	96%	97%	97%	96%

# 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 2019 was 631. The total number of probationers being supervised by the Probation Officers for the period ending December 31, 2019 was 706 including diversion programs.

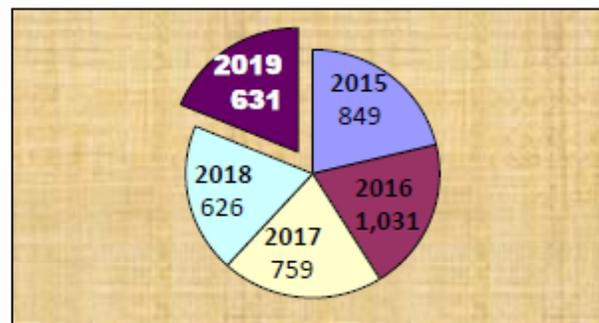
The difference between the total number placed on probation (631) and supervised (706) reflects the number of probationers who completed their terms and conditions of probation and were released. The time span of probation can generally range from a minimum of 30 days to a maximum of two years. Consequently, 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	22	30	22	30	33	26	32	27	30	29	21	28	330
BAILLARGEON	20	26	31	17	31	26	36	15	28	33	14	24	301
NORBECK	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>42</b>	<b>56</b>	<b>53</b>	<b>47</b>	<b>64</b>	<b>52</b>	<b>68</b>	<b>42</b>	<b>58</b>	<b>62</b>	<b>35</b>	<b>52</b>	<b>631</b>

The pie chart reflects the total number of cases or individuals that were placed on probation from 2015 through 2019. For the period of 2015 through 2019, the caseload decreased 218 cases. Caseload increased by 5 cases between 2018 and 2019.



# PROBATION

## PROBATION OFFENSE CHARGE STATISTICS

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

### OFFENSE REPORT

OFFENSES	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
Operate while Intoxicated	9	12	17	11	18	7	24	13	13	19	9	18	170
Operate while Intoxicated – 2 <sup>nd</sup>	2	1	3	2	2	4	1	1	3	0	0	1	20
Impaired Driving	15	27	18	20	25	19	34	19	26	25	16	21	265
Assault & Battery	3	1	1	0	1	2	0	3	0	2	1	1	15
Domestic Violence	6	8	7	0	5	7	2	1	8	3	5	5	57
Larceny	0	0	1	0	0	0	1	0	1	0	0	0	3
Malicious Destruction of Property	0	0	1	0	1	1	0	0	0	1	1	0	5
Drug Offenses	1	0	1	3	1	1	0	1	3	2	0	0	13
Stalking	0	1	0	1	0	1	2	0	0	1	1	0	7
CSC – Attempted 4 <sup>th</sup> Degree/ Accosting	0	0	0	0	0	0	0	0	0	0	0	0	0
All Other Charges	6	6	4	10	11	10	4	4	4	9	2	6	76
<b>TOTAL</b>	<b>42</b>	<b>56</b>	<b>53</b>	<b>47</b>	<b>64</b>	<b>52</b>	<b>68</b>	<b>42</b>	<b>58</b>	<b>62</b>	<b>35</b>	<b>52</b>	<b>631</b>

# PROBATION

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## DOMESTIC VIOLENCE DIVERSION PROGRAM

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

### FUNDING

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

### PURPOSES AND ADVANTAGES OF THE DIVERSION PROGRAM

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

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

### COUNSELING

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

### COMPLIANCE

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

# PROBATION

## STATISTICS

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

	2004 -	2005 -	2006 -	2007 -	2008 -	2009 -	2010 -	2011 -	2012 -	2013 -	2014 -	2015 -	2016 -	2017 -	2018 -	2019 -
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	
New DV charges filed	393	404	423	446	489	473	500	505	462	432	387	513	486	445	433	
DV charges adjudicated	395	429	427	472	485	467	508	475	541	489	446	558	593	573	517	
Pled under program	115	88	112	124	135	128	140	148	156	105	128	117	147	120	120	
Successfully completing program	102	77	68	74	80	108	106	108	109	121	87	110	87	120	80	
Not completing program	31	32	24	40	46	52	39	26	30	24	32	11	28	37	30	
Pled guilty to DV but not under program	122	116	128	133	132	101	111	84	78	114	119	129	123	116	96	
Dismissed or nolle prosequi	97	114	94	96	102	97	41	90	141	116	96	110	122	149	135	
Bound over to Circuit Court	20	29	32	28	35	24	12	12	27	24	34	41	68	41	56	
Reduced DV III to miscellaneous charges	1	1	3	3	2	5	3	5	0	1	0	0	0	0	0	
Reduced from DV III to DV II	8	0	3	4	8	17	7	14	13	19	10	31	8	10	7	
Reduced from DV II to DV I	14	17	11	6	7	38	19	20	17	28	21	24	28	20	11	
DV-Aggravated to DV Program	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
Reduced from DV to Disorderly	26	17	15	12	40	38	7	19	15	36	36	39	30	26	20	
Reduced from DV to Assault & Battery	6	14	22	23	15	8	3	15	9	19	17	27	19	24	29	
Reduced to misc. charges not included above	4	4	8	4	1	8	3	1	0	0	4	0	1	0	0	
Guilty as charged after bench trial	1	0	1	6	0	0	0	0	1	0	0	2	1	0	1	
Guilty of other offense after bench trial	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Guilty as charged after jury trial	1	1	1	0	1	0	1	0	1	0	0	0	1	5	0	
Not guilty after bench trial	3	1	0	3	2	0	0	0	0	0	0	1	1	0	0	
Not guilty after jury trial	2	3	3	3	5	4	2	0	2	2	1	0	4	2	2	
Mental Health Court	-	-	-	-	-	6	5	4	5	3	6	2	7	10	9	
Recharged after successful completion of the program	15	8	16	9	12	13	15	7	16	16	23	36	18	19	18*	

\*Of the 18 new domestic violence charges filed on defendants who successfully completed the program in the past, seven (7) pled guilty to the new DV charges, four (4) were dismissed by the Prosecutor, three (3) were bound over to Circuit Court, two (2) pled guilty to assault and battery, one (1) pled guilty to disturbing the peace and one (1) is still pending.

## PROBATION

### 7411 DIVERSION PROGRAM - FIRST TIME DRUG OFFENDERS

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

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

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

Judge	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
SKOCELAS	0	0	0	1	0	0	0	0	0	0	0	0	1
BAILLARGEON	0	1	0	0	0	0	0	2	1	0	0	0	4
<b>TOTAL</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>

### MINOR IN POSSESSION OF ALCOHOL

#### DEFERRAL PROGRAM FOR FIRST TIME MISDEMEANOR OFFENDER

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

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

*MCL 436.1703 was amended effective January 1, 2018 making Minor in Possession of Alcohol (first offense) a civil infraction. Second and subsequent offenses continue to be misdemeanors. Our deferral program continues to be available for the first MISDEMEANOR offense of Minor in Possession of Alcohol as allowed by statute, however, the number of participants has dropped to zero in 2019. In 2019, thirty-two (32) civil infraction MIP tickets were filed with the Court.*

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
<b>TOTAL</b>	<b>0</b>												

## PROBATION

### ALCOHOL ASSESSMENTS

On April 15, 1996, the Probation Officers began conducting alcohol assessments. A total of 398 assessments were completed during 2019. The assessment fee is \$90.00. The assessments will generate total revenues of \$35,820.00. Revenues collected for 2019 were \$38,108.34.

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
<b>TOTAL</b>	24	38	33	29	37	28	47	28	33	42	22	37	398

### PROBATION SUPERVISION AND OVERSIGHT COSTS

On May 4, 1998, the Court began assessing supervision and oversight costs to all defendants placed on probation. In 2014, the Court audited the expenditures for probation services and came up with a new assessment schedule: probation terms of 3-6 months - \$200.00; 6-12 months - \$400.00; and 18-24 months \$600.00. Revenues collected in 2019 were \$217,629.27.

### ELECTRONIC HOME MONITORING PROGRAM

On June 1, 1996, the department implemented the use of the Electronic Home Monitoring Program provided by Midstate Security Company. This program, which is an alternative to physical incarceration, provides a visual contact and positive visual identification of the probationer, and allows for breath alcohol level testing for probationers with alcohol-related problems. During 2019, 120 probationers utilized this program. In 2011, the Court began using **SCRAM** alcohol monitoring systems, a state of the art system. **SOBERLINK**, a portable mobile breathalyzer with a high resolution camera, allows for a less expensive solution for the probationer, while still requiring several random breath samples per day. While less expensive, it has the ability to monitor only alcohol.

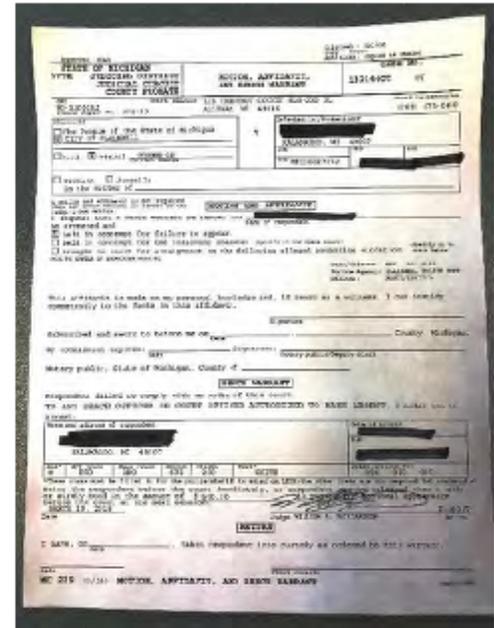
Judge	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
SKOCELAS	3	6	6	1	2	3	5	5	5	3	3	5	47
BAILLARGEON	2	8	8	2	3	5	7	1	5	4	2	6	53
<b>TOTAL</b>	5	14	14	3	5	8	12	6	10	7	5	11	100

# LEIN ENTRIES

The District Court implemented LEIN warrant entry in late June 2002. Since its implementation, the Clerk's Office has entered approximately 57,032 new warrants and cancelled another 46,738 warrants. In 2019 alone 4,072 warrants were entered and 4,163 were cancelled. Prior to going paperless, all warrant transactions were entered by staff at Allegan County Central Dispatch and various Michigan State Police Posts.

In December 2002, the District Court Clerk's Office and District Court Probation Department began entering dispositions on-line to Michigan State Police Criminal Records Division. This allows for immediate entry and modification of a defendant's criminal history record. As of December 31, 2019, the Court has entered 57,726 criminal history transactions (3,636 in 2019). All criminal justice agencies currently are required to report electronically.

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



# COMMUNITY SERVICE

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

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

## PURPOSE

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

## RULES

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

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

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

## MENTAL HEALTH TREATMENT COURT



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. This treatment court is funded with grant monies awarded by the State Court Administrative Office and is fully certified as a Mental Health Treatment Court in Michigan.

Since its inception, 427 defendants have been referred to the program. Of those 427, 244 were rejected and 183 were accepted into the program. Of the 183 who were accepted, 111 have successfully graduated, and 19 are currently in the program – nine (9) in Phase I and ten (10) in Phase II. Fifty-four (54) were discharged unsuccessfully from the program after acceptance – 46 for cause and 8 for other reasons. The program accepts both felony and misdemeanor cases.

**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 may also include random drug/alcohol screens if necessary. The court may provide 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 is 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 11 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 27 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 agent, Troy McCabe who performs the remote supervision and oversees substance abuse testing.

As required by statute, this court achieved certification in 2019 from the State Court Administrative Office.

## WEST MICHIGAN REGIONAL VETERANS' TREATMENT COURT

### Fourteenth Graduation Ceremony – June 10, 2019

On June 10<sup>th</sup>, 2019, the West Michigan Regional Veterans' Treatment Court celebrated its 14<sup>th</sup> graduation honoring two veterans who completed the rigorous 18 month program. Ottawa District Court Judge Craig Bunce joined with Michigan Supreme Court Chief Justice Bridget McCormack to preside over the special graduation ceremony held in the court rooms of the 58<sup>th</sup> District Court in Holland Michigan. Chief Justice McCormack spoke about all specialty courts before assisting with this graduation.



Left to right, first row: Judge Margaret Zurich-Bakker, Chief Allegan Circuit Court Judge; Hector Vargas, participant; Christopher Schoonhoven, participant; Andrew Sager, participant; State Representative Mary Whiteford, 80<sup>th</sup> District; Ken Johnson, program alumni; Left to right, second row: Judge William A. Baillargeon, West Michigan Regional Veterans' Treatment Court Judge;

### Fifteenth Graduation Ceremony – August 30, 2019

On August 30, 2019, U.S. Congressman Fred Upton joined us for our 15<sup>th</sup> Graduation, presided over by Judge Margaret Bakker. Two more veterans graduated on that date.

Judge William Baillargeon presides over this court that demands rigorous honesty, community service, random drug and alcohol testing as well as full compliance with care plan set out and provided by VA medical professionals.

## SOBRIETY TREATMENT COURT

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 thirty (30) current participants both male and female. To date, we have graduated ten (35) participants and helped thirty-two (49) 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 57<sup>th</sup> District and 48<sup>th</sup> Circuit Court Probation Department. Chief Probation Officer Mark Ponitz assumes the probation supervision of participants.

## ADULT DRUG TREATMENT COURT

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

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

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

Phase 1 – 60 day minimum (mandatory jail incarceration)

Phase 2 – 4 month minimum (initial release from incarceration)

Phase 3 – 4 month minimum (stabilization)

Phase 4 – 4 month minimum (maintenance)

Phase 5 – 4 month minimum (pre-graduate)

The drug court's first participant was admitted on June 30, 2011. Since then, six (6) additional participants were

admitted in 2011, three (3) in 2012, thirteen (13) in 2013, seven (7) in 2014, six (6) in 2015, twelve (12) in 2016, ten (10) in 2017, twelve (12) in 2018, and nine (9) in 2019, totaling seventy-eight (78) participants since inception. The cumulative total over the past eight years is thirty-seven (37) participants successfully completing the drug court. There are currently fifteen (15) active participants.



# 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	\$3,050.45
Drunk Driving Reimbursement Fund	29,052.59
Court Costs	1,199,291.47
Court Appointed Attorney Fees	156,469.27
Bond Costs	330.00
Crime Victims' Rights Fund	20,779.65
Civil Filing Fees	195,208.00
Miscellaneous Fees	13,916.75
Driver's License Reinstatement Fees	35,126.60
Motion Fees	10,850.00
NSF Fees	300.00
Bond Forfeitures	127,492.00
Ordinance Fine and Costs	103,887.46
Jury Reimbursement	4,645.40
Insurance Fee	6,561.00
Probation Alcohol Assessments	38,108.34
Probation Oversight Costs	217,629.27
Cities, Townships, Villages	49,110.09
DNA fee – Sheriff's Department	333.63
State Treasury – Trust and Agencies	991,812.16
Libraries	692,726.93
Veterans' Court Participant Fees	6,247.00
Mental Health Court Participant Fees	1,760.00
Sobriety Court Participant Fees	25,364.50
48 <sup>th</sup> Circuit Court Drug Court Participant Fees	5,965.00
Interest Earned	615.79
Cash Over/Short	(-6.00)
Credit Card Fees	(-8,379.27)

## EXPENSES

EXPENDITURE	DISTRICT COURT	PROBATION DEPT.
Salary and wages	\$963,930.56	\$346,316.61
Employee benefits	401,058.68	145,352.13
Office supplies	9,202.88	3,481.77
Printing and binding	12,793.00	213.73
Books and maps	1,048.00	0
Consultants	0	0
Probation Assessment Fees	0	3,380.00
Jury	11,561.67	0
Witnesses	0	0
Interpreter fees	21,300.07	0
Court appointed attorney fees	0	0
Memberships and subscriptions	3,729.00	0
Other Contractual Services	1,983.27	0
Telephone	0	0
Travel Expense – routine	827.74	0
Education – miscellaneous	602.68	127.00
Education – travel	1,396.29	103.70
Education – registration	0	88.54
Travel – visiting judge	0	0
Repairs and maintenance	9,106.47	0
Software lease	34,291.68	0
Equipment	667.05	0
<b>TOTAL</b>	<b>\$1,473,499.04</b>	<b>\$499,063.48</b>

## CUMULATIVE TOTALS

### REVENUES

General fund	\$2,158,386.48
Jury Reimbursement	4,645.40
Interest	615.79
Credit Card Fees/Cash over/short	(8,385.27)
Trust and Agencies	1,040,922.25
Libraries	692,726.93
Grant Specialty Courts	39,336.50
Restitution Payable	75,288.41
Bonds Payable	<u>902,458.54</u>

**TOTAL** **\$4,905,995.03**

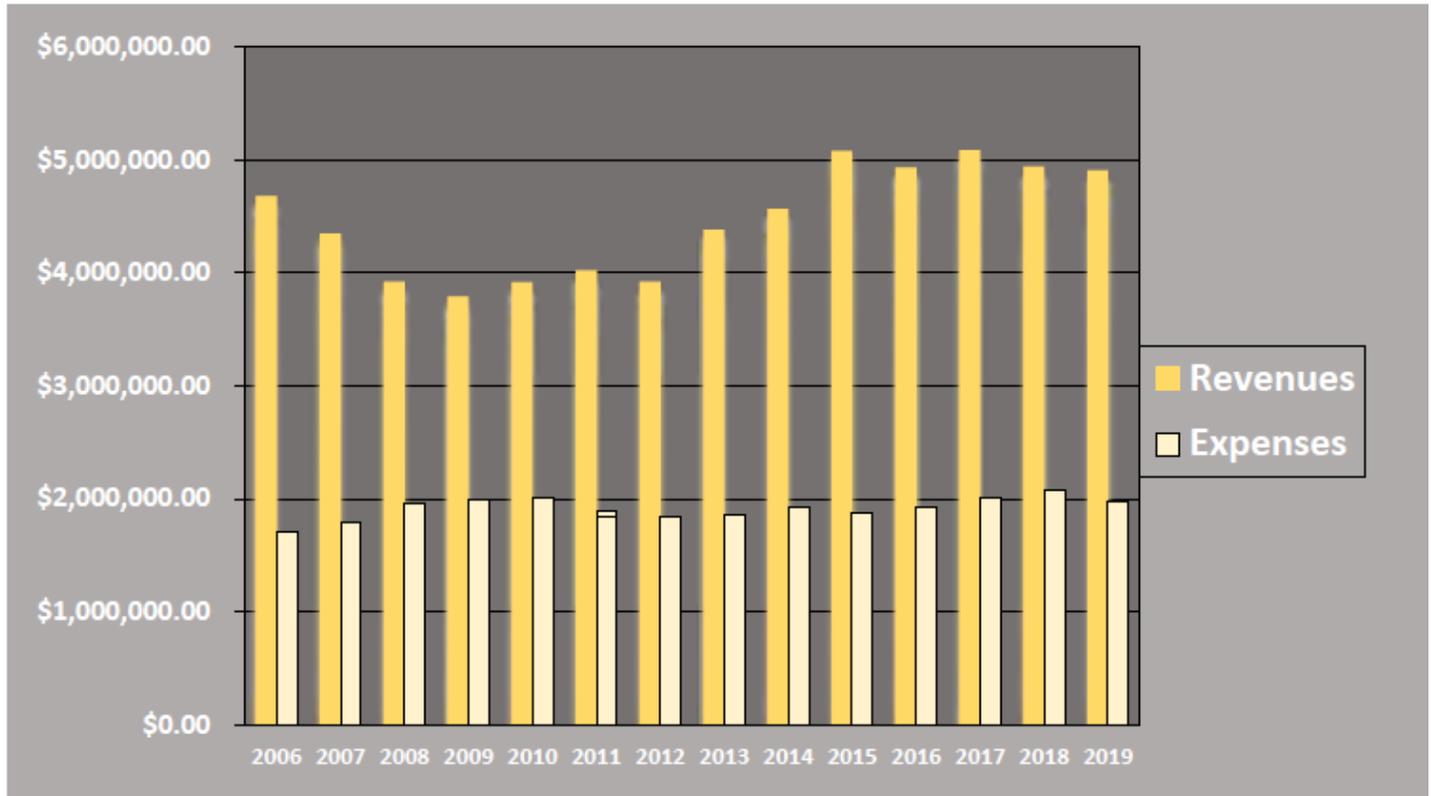
### EXPENDITURES

Court	\$ 1,473,499.04
Probation	<u>499,063.48</u>

**TOTAL** **\$1,972,562.52**

# HISTORICAL REVIEW

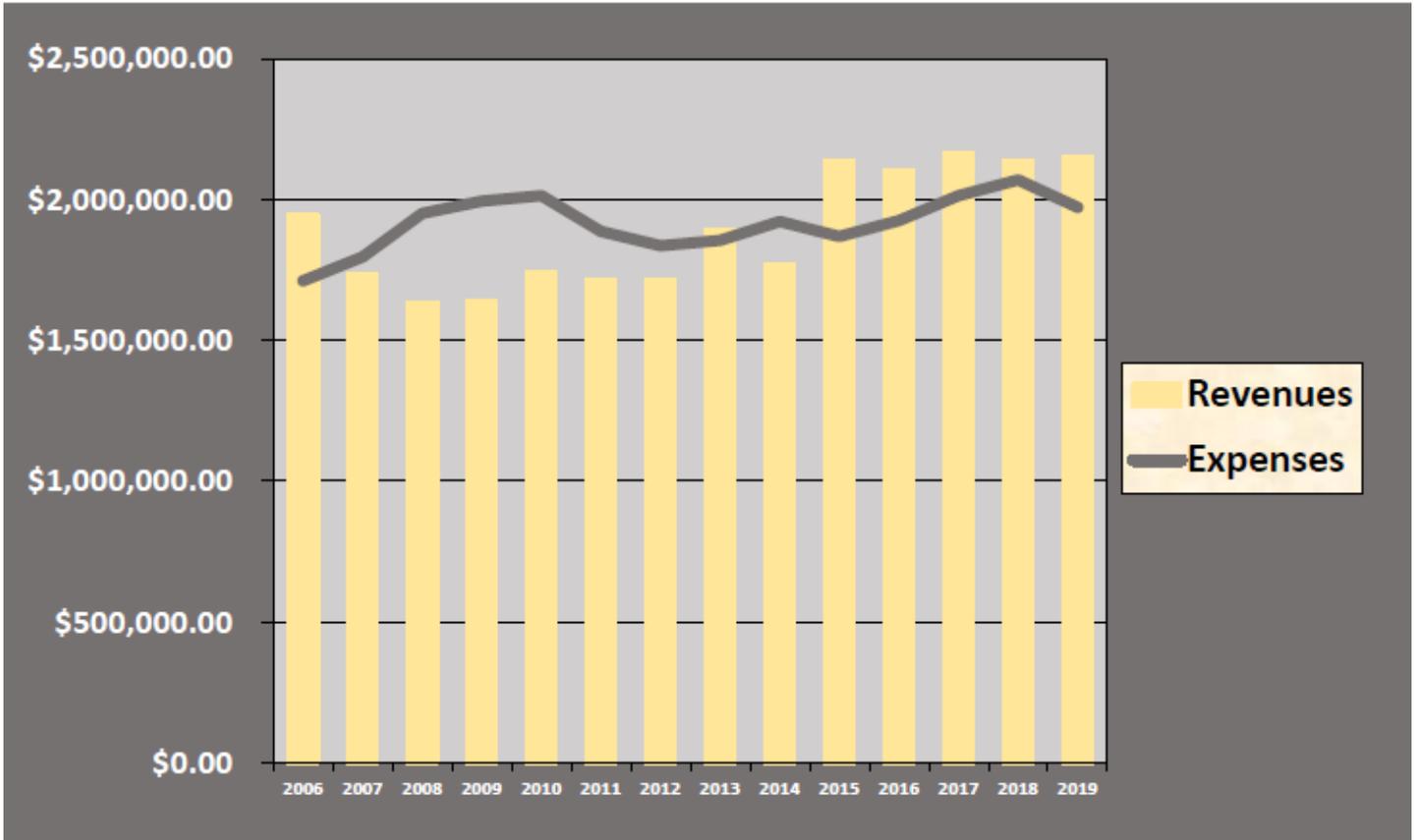
## TOTAL REVENUES AND EXPENSES



YEAR	2006	2007	2008	2009	2010	2011	2012
<b>REVENUES</b>	\$4,818,825	\$4,350,209	\$3,920,655	\$3,790,152	\$3,915,994	\$4,023,172	\$3,921,085
<b>EXPENDITURES</b>	\$1,711,667	\$1,796,847	\$1,950,950	\$1,994,908	\$2,013,918	\$1,887,212	\$1,835,615

YEAR	2013	2014	2015	2016	2017	2018	2019
<b>REVENUES</b>	\$4,382,490	\$4,567,811	\$5,080,615	\$4,935,447	\$5,085,965	\$4,939,267	\$4,905,995
<b>EXPENDITURES</b>	\$1,855,130	\$1,922,152	\$1,868,794	\$1,925,358	\$2,013,421	\$2,069,860	\$1,972,562

# HISTORICAL REVIEW GENERAL FUND REVENUES & EXPENSES



YEAR	2006	2007	2008	2009	2010	2011	2012
REVENUES	\$1,945,736	\$1,737,558	\$1,636,257	\$1,642,388	\$1,742,456	\$1,716,273	\$1,718,525
EXPENDITURES	\$1,711,667	\$1,796,847	\$1,950,950	\$1,994,908	\$2,013,918	\$1,887,212	\$1,835,615

YEAR	2013	2014	2015	2016	2017	2018	2019
REVENUES	\$1,896,170	\$1,767,422	\$2,139,375	\$2,104,122	\$2,168,337	\$2,139,909	\$2,155,262
EXPENDITURES	\$1,855,130	\$1,922,152	\$1,868,795	\$1,925,358	\$2,013,421	\$2,069,860	\$1,972,562

# OUTSTANDING RECEIVABLES

## Outstanding Receivables as of December 31, 2019

Probation	Non-Probation	TOTAL
\$687,033.07	\$7,416,423.89	\$8,103,456.96

AGE	Probation	Non-Probation	TOTAL
1-15 days	\$2,470.00	\$28,439.00	\$30,909.00
16-30 days	4,600.00	52,671.00	57,271.00
31-60 days	47,845.00	128,400.53	176,245.53
61-90 days	40,219.78	127,887.02	168,106.80
91-180 days	107,008.24	330,263.39	437,271.63
181-360 days	126,086.22	899,505.13	1,025,591.35
361-540 days	37,571.00	521,192.54	558,763.54
541-720 days	34,707.48	530,203.59	564,911.07
Over 720 days	286,525.35	4,797,861.69	5,084,387.04
<b>COURT TOTALS</b>	<b>\$687,033.07</b>	<b>\$7,416,423.89</b>	<b>\$8,103,456.96</b>

# STATE REIMBURSED FUNDS

## DRUNK DRIVING FUNDS

1991 PA 98 (MCL 257.625h) created the drunk driving case flow assistance fund for the express purpose of defraying costs associated with the processing of drunk driving cases charged as violations under MCL 257.625 or 257.625m, 324.80176, 324.81134 or 324.82127 or substantially corresponding local ordinances. This Act requires the State Court Administrative Office to distribute a portion of these funds to every District Court. The funds are not intended for any other general fund purpose and are not intended to supplant any portion of the District Court's current appropriation. For the year 2019, the District Court received reimbursement funds in the amount of \$29,052.59.

## DRUG CASE INFORMATION MANAGEMENT FUND

The Drug Case Information Management Fund [MCL 257.323d; MSA 9.2023(4)] was created to promote the timely disposition and reporting of cases in which the defendant is charged with a violation of 333.7401 through 333.7417 and 333.7453 through 333.7455 of the Michigan Compiled Laws, or a local ordinance substantially corresponding to those sections. The State Court Administrative Office is responsible for disbursement of the funds collected under this Act. For the year 2019, the District Court received reimbursement funds in the amount of \$3,050.45.

## COURT EQUITY FUNDS

The Court Equity Fund, established by 1996 PA 374, MCL 600.151b, is a state fund created to provide funding to trial court funding units. The fund creation was effective with the state fiscal year beginning October 1, 1996, and funds are distributed to county trial court funding units. The formula for distribution is primarily based on caseload, but includes a county's portion of statewide judgeships as a factor. For the state fiscal year 2019, the Allegan County Funding Unit received a total of \$438,578.00. Trends in this funding for Allegan County are listed below.

FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
\$468,647	\$442,188	\$421,968	\$398,795	\$411,353	\$403,095	\$427,380	\$427,229	\$434,003	\$429,872	\$438,578

## JURY REIMBURSEMENT FUNDS

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

FY 2010 / 2011	FY 2011 / 2012	FY 2012 / 2013	FY 2013 / 2014	FY 2014 / 2015	FY 2015 / 2016	FY 2016 / 2017	FY 2017 / 2018	FY 2018 / 2019
10/1/10-9/30/11	10/1/11-9/30/12	10/1/12-9/30/13	10/1/13-9/30/14	10/1/14-9/30/15	10/1/15-9/30/16	10/1/16-9/30/17	10/1/17-9/30/18	10/1/18-9/30/19
\$4,272.50	\$2,437.50	\$4,017.50	\$3,067.50	\$1,125.00	\$1,025.00	\$4,072.50	\$2,891.60	\$4,645.40

# COLLECTIONS



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

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

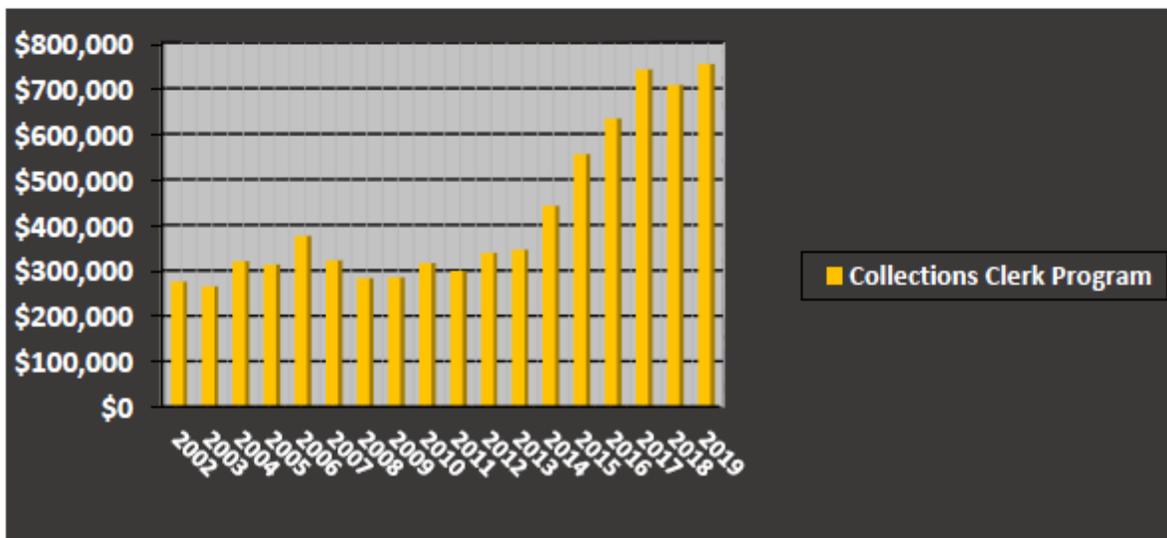
In 1997, the District Court purchased a software package that works in conjunction with the primary court case management software (supplied by the Supreme Court) to assist in tracking outstanding receivables at the District Court. The package was only fully implemented in September 2001. Since its implementation, the Court has been successful in bringing in revenues of \$7,635,579.37. In 2019 alone, the collections program was responsible for \$753,911.11 of the District Court revenues. Our Collections Clerk is assigned the responsibility of monitoring outstanding receivables and payment plans within the Court. Initially, the monthly results were very lucrative to the Court. Collections have maintained a steady pace at the Court. As of December 31, 2019, outstanding receivables amounted to \$8,103,456.96. Of that amount, \$2,519,788.13 is less than 2-years old while \$4,554,939.09 is between 2 – 7 years old. Of the total outstanding receivables, over 1.85 million dollars is due for criminal restitution.

### PAST YEARS' COLLECTIONS HISTORY

2002	275,013.02		2011	299,194.54
2003	265,121.93		2012	338,331.35
2004	321,049.15		2013	344,857.23
2005	312,206.41		2014	441,423.06
2006	375,230.98		2015	555,905.75
2007	322,899.69		2016	633,453.78
2008	282,599.76		2017	741,162.01
2009	284,906.20		2018	706,956.14
2010	315,308.17			

### COLLECTIONS TOTAL FOR 2019

JANUARY	\$56,592.87
FEBRUARY	87,467.04
MARCH	93,589.35
APRIL	61,113.56
MAY	61,327.47
JUNE	66,644.86
JULY	54,525.83
AUGUST	61,112.67
SEPTEMBER	55,515.21
OCTOBER	56,938.79
NOVEMBER	41,816.73
DECEMBER	57,266.73
<b>YEAR END TOTAL:</b>	<b>\$753,911.11</b>



# Programs and Panels

## COURT APPOINTED ATTORNEYS

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

For the first quarter of 2019, the 57th District Court utilized a contract method of appointing attorneys in criminal misdemeanor cases. Heidi L. Wolf and Matthew Antkoviak were the attorneys appointed to represent indigent defendants on misdemeanor cases. On January 1, 2019, Jessica Winsemius replaced Matthew Antkoviak as a misdemeanor court appointed attorney. The 48<sup>th</sup> Circuit Court contracts with attorneys appointed for indigent defendants on felony cases. James Mikel McEwen, Robert Champion, Paul Klein, Matthew Antkoviak and Fred Jensen were the attorneys appointed to represent Felony Tier 1 cases. In addition to the current Tier 1 attorneys, Emily Green, Chris Burnett were appointed as Felony Tier 2 attorneys.

## MICHIGAN INDIGENT DEFENSE COMMISSION

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

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

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

## VICTIM IMPACT PANEL

Allegan County's first Victim Impact Panel Meeting held in April of 1992, was a coordinated effort by Mothers Against Drunk Driving (MADD), the Allegan County Prosecutor's Office, and the Judges of the 57th District Court. The Victim Impact Panel is a creative sentencing option available to Judges for persons convicted of alcohol/drug driving offenses as well as Minor in Possession deferred sentences. The panel resulted from a dedicated effort between Mothers Against Drunk Driving and District Courts, and originated in the northwestern United States several years ago. Victim Impact Panels are intended to be mutually beneficial to the panelists as well as the offenders. Victim Impact Panel meetings are held by MADD at 7 p.m. on the third Thursday of every other month at the Griswold Auditorium. In 2019, 169 defendants attended the Victim Impact session in Allegan. Due to the infrequency of the Allegan meetings, defendants can satisfy this attendance requirement in many locations such as Holland, Grand Rapids and Kalamazoo areas.

## MARRIAGES

The Magistrates perform marriage ceremonies every Friday. In 2019, 130 happy couples were united. The marriages are performed in one of the available courtrooms or the hearing room.

# 2019 YEARS OF SERVICE AWARD RECIPIENTS

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## Staff Recognized for Years of Service in 2019

*Left to right, first row: Heather Bausick (5 years), Judge Joseph Skocelas, Judge William A. Baillargeon (10 years) and Kayla Williamson (5 years);*

*Left to right, back row: Kelly Miklusicak (15 years), Linda Lenahan, Hickory Buell (20 years), Deb Wolters (15 years) and Cindy Cook (15 years);*

*Not pictured: Kathy Evans (20 years)*

*Digital photos by Retired Detective Craig Gardiner, ACSD*

# HIGHLIGHTS

## BREAKING NEWS

### HIGHLIGHTS OF CHANGES - PRIOR YEARS

1995 – 2005 highlights can be located in the 2013 Annual Report

2006 – 2012 highlights can be located in the 2015 Annual Report

2013 – 2016 highlights can be located in the 2016 Annual Report

#### 2017 Highlights

- 2017 – Vocational Technical Criminal Justice Class (VoTech) provides the District Court Clerk's Office five interns throughout 2017 for educational work experience. Interns included: Tegan McNees, Ryan Hoeksema, Nick Agy, Trinity Deridder and Aaron Maule.
- February 2017 – Completed a physical inventory of open case files in the Clerk's Office and Probation Department.
- February 14, 2017 – LEIN audit conducted by Trevor Carlsen of Michigan State Police.
- March – 22<sup>nd</sup> Annual Report for the year 2016 completed and distributed.
- March 1, 2017 – District Court begins using Calendar Integration and internet calendars for Scheduling Court events through Judicial Information Systems (JIS).
- March 2017 – Courts begin review of court recording systems – reviewed BIS and JAVs for future capital purchase in 2018 and 2019. In August, court review team selects BIS for updated equipment and software.
- March 7, 2017 – meet with Thermo Fisher Scientific to review viability of drug testing lab in Allegan County Courthouse.
- March 30, 2017– David Handsor, the court liaison from SOS visits District and Circuit Court.
- April 12, 2017 – District Court hosts MSP and SOS regional training in the Zimmerman Room.
- April 13, 2017 – Judge Baillargeon and Linda Lenahan made annual "State of the Court" presentation to Board of Commissioners.
- Spring 2017 - Completed records retention and disposal of Michigan trial court records pursuant to Schedule 16.
- April 21, 2017 – May 12, 2017; 8<sup>th</sup> graders from Plainwell Public Schools visit and learn about the District Court, the Prosecutors Office, and the Allegan County Jail.
- May 2017 – 57<sup>th</sup> District Court honored by Michigan Secretary of State's Office for 100% compliance in record accuracy and timeliness for the 2016 calendar year.
- May 3, 2017 – Allegan County visits Ottawa County (Holland and Grand Haven) Courts to see their drug testing facilities.
- May 9 and May 11, 2017 – Linda Lenahan and Renee Stack provide training to the Jail Booking Staff.
- Spring/Summer/Fall 2017 – Court applies for and is awarded grant funds for the C48 Adult Drug Court, Mental Health Court, Regional Veterans' Treatment Court and a Sobriety Court.
- Summer/Fall – Integrated Court Calendar Monitors (Phase I) installed on the main floor for all courts.
- August 7, 2017 – Kent County Circuit Court visits the Mental Health Court and team.
- October 12, 2017 – Court in School conducted at Fennville High School by Judge Baillargeon.
- Fall 2017 – begin planning conversion from Allegan County AS400 – JIS Cloud.
- October 27, 2017 – Active Shooter Drill conducted the entire afternoon. Building is closed during drill.
- October 13, 2017 – November 17, 2017; 8<sup>th</sup> graders from Plainwell Public Schools visit and learn about the District Court, the Prosecutors Office, and the Allegan County Jail.
- December 8, 2017 – Employee Recognition Luncheon held.
- December 15, 2017 – Vocational Technical (VoTech) criminal justice class visits the District Courtrooms.

## 2018 Highlights

- 2018 – Vocational Technical Criminal Justice Class (VoTech) provides the District Court Clerk’s Office five interns throughout 2018 for educational work experience. Interns included: Ryan Hoeksema - 11/27/17 – 1/19/18, Jazmyn Ream - 1/22/18 – 3/09/18, Tegan McNees - 3/12/18 – 5/25/18, Keagan Augustine - 9/04/18 – 10/19/18, Esther Tyrrell - 10/22/18 – 11/30/18 and Marcasha Marvin - 12/03/18 – 1/25/19.
- 2018 – Clerks attend Clerk Certification Training in Kalamazoo and Lansing throughout the year.
- January 2018 – Completed a physical inventory of open case files in the Clerk’s Office and Probation Department.
- March – 23<sup>rd</sup> Annual Report for the year 2017 completed and distributed.
- March 19, 2018 – Court in School conducted at Wayland High School by Judge Baillargeon.
- March 2018 – three large monitors installed outside the District Court Clerk’s office displaying court schedules for the current day for the three courtrooms.
- April 11, 2018 – David Handsor, the court liaison from SOS visits District and Circuit Court.
- April 12, 2018 – Judge Baillargeon and Linda Lenahan made annual “*State of the Court*” presentation to Board of Commissioners.
- April 23 – May 18, 2018 – All Michigan Courts participate in a time study for judicial activities determining future judicial resource recommendations.
- April 27, 2018 – public access to District Court calendars added to our District Court website.
- Spring 2018 - Completed records retention and disposal pursuant *STATE OF MICHIGAN RETENTION AND DISPOSAL SCHEDULE - GENERAL SCHEDULE #13 - DISTRICT COURTS*.
- May 2018 – 57<sup>th</sup> District Court honored by Michigan Secretary of State’s Office for 100% compliance in record accuracy and timeliness for the 2017 calendar year.
- May 18, 2018 – Alicia Nevenzel transfers from District Court to a new position in the Circuit Court Family Division.
- May 25, 2018 – Barry County court recorders visit court for demonstration of BIS court recording system.
- June 1, 2018 – installed and began using new credit card machine from Michigan Retailers Association for onsite credit card payments. Service fees were reduced significantly from previous vendor Chemical Bank.
- June 6, 2018 – Courts receive a demo of the new BIS software for court recording systems.
- June 12, 2018 – new BIS software and complete equipment replacement occurs in Circuit Courtroom A Judge Bakker for a pilot period.
- June 19, 2018 – SCAO auditor at court to review our Collections Policies and Procedures.
- June 22, 2018 – new process implemented with Allegan County Jail to begin scanning documents to the jail instead of faxing. Also part of the process includes printing court orders directly in the jail arraignment room saving the court officers traveling back and forth from the jail to the courthouse.
- July 25, 2018 – new polycoms installed by the Michigan Supreme Court in every Judge’s Courtroom.
- Spring/Summer/Fall 2018 – Court applies for and is awarded grant funds for the C48 Adult Drug Court, Mental Health Court, Regional Veterans’ Treatment Court and a Sobriety Court.
- August 13, 2018 – Heather Bausick transfers from Facilities Management into the District Court Clerk’s Office – civil division.
- September 28, 2018 – name and case search applications added to District Court website.
- October 1 -5, 2018 – All Allegan Courts distribute and collect Public Satisfaction surveys.
- October 12, 2018 – November 2, 2018; 8<sup>th</sup> graders from Plainwell Public Schools visit and learn about the District Court, the Prosecutors Office and the Allegan County Jail.
- December 7, 2018 – Employee Recognition Luncheon held.
- December 12, 2018 – Recognized staff for years of service (anyone have 5, 10, 15, 20, 25, 30, 35, 40 etc. years of service).
- December 31, 2018 – District Court Recorders outsource their transcripts to a roster of certified transcriptionists.

## 2019 Highlights

- 2019 – Vocational Technical Criminal Justice Class (VoTech) provides the District Court Clerk’s Office six interns throughout 2019 for educational work experience. Interns included: Marcasha Marvin (12/03/18 – 1/25/19), Olivia Crandall (1/21/19 – 3/1/19), Travis Morris (3/4/19 – 4/19/19), Ambreanna Powell (4/22/19 – 5/31/19), Maverick Benn (10/14/19 – 11/22/19) and Sekia Madarik (12/2/19 – 1/24/20).
- January 28, 2019 – court closed at 12 noon – county declares snow emergency.
- January 29, 30 and 31, 2019 – court closed – county declares unprecedented snow emergency.
- January 2019 – Completed a physical inventory of open case files in the Clerk’s Office and Probation.
- February 1, 2019 – Kevin Christensen retires after over 11 years with the District Court.
- March – 24<sup>th</sup> Annual Report for the year 2018 completed and distributed.
- March 18, 2019 – Sobriety Court begins certification process with the State Court Administrative Office receiving formal certification later in the year.
- April 1, 2019 – 100<sup>th</sup> participant graduates from Mental Health Court. The Court begins certification process with the State Court Administrative Office receiving formal certification later in the year.
- April 8, 2019 – Veterans’ Court begins certification process with the State Court Administrative Office receiving formal certification later in the year.
- April 11, 2019 – Judge Baillargeon and Linda Lenahan made annual “*State of the Court*” presentation to Board of Commissioners.
- April 16, 2019 – David Handsor, the court liaison from SOS visits District and Circuit Court for training.
- Spring 2019 - Completed records retention and disposal pursuant *STATE OF MICHIGAN RETENTION AND DISPOSAL SCHEDULE - GENERAL SCHEDULE #13 - DISTRICT COURTS*.
- April 18, 2019 – Linda Lenahan provides a training session on penal fines for all Allegan County libraries in Leighton Township Library.
- May 2019 – 57<sup>th</sup> District Court honored by Michigan Secretary of State’s Office for 100% compliance in record accuracy and timeliness for the 2018 calendar year.
- May 15, 2019 – Chris Gates-Edson is re-certified as a Terminal Area Coordinator (TAC) for LEIN.
- May 28, 2019 – 50 second graders visit the Court from North Ward Elementary School in Allegan.
- Spring/Summer 2019 – County hires Public Defender for Allegan and VanBuren County.
- Summer 2019 – all three District Courtrooms have their BIS court recording hardware replaced and software updated.
- Spring/Summer/Fall 2019 – Court applies for and is awarded grant funds for the C48 Adult Drug Court, Mental Health Court, Regional Veterans’ Treatment Court and the Sobriety Court.
- August 13, 2019 – Allegan Circuit, Probate and District Court Judges and Administrators meet with our SCAO Regional Administrator to conduct a secondary analysis of our rising caseload.
- September 12, 2019 – Ottawa District Court leaders visit our court to see the JIS case management system.
- September 18, 2019 – Linda Lenahan selected as a mentor court administrator by State Court Administrative Office and undergoes training.
- October 8, 2019 – Recognized staff for years of service (anyone have 5, 10, 15, 20, etc. years of service).
- Fall 2019 – court begins using Text Messaging Alerts to notify parties of next court dates and payment due dates.
- October 3, 2019 – Provided a tour of the Court for high school freshman – new program started through AESA under a partnership with STEM (Science, Technology, Engineering and Math).
- October 2019 – All courtrooms implement ZOOM technology so parties can appear in court via video conference. The licensing for this was paid for by the Michigan Supreme Court.
- October 23, 2019 – Kent County District Court staff visit to review our financial practices.
- November 20, 2019 – Public Defender begins appearing at all jail arraignments.
- December 13, 2019 – Employee Recognition Luncheon held.
- December 18, 2019 – Allegan Vocational Tech Criminal Justice students visit the Courtrooms.
- Fall/Winter 2019 – County approves the purchase and implementation of e-tickets for the Sheriff.

**FINANCE COMMITTEE – CLAIMS & INTERFUND TRANSFERS**

7/ **WHEREAS**, Administration has compiled the following claims for April 3, 2020 and April 10, 2020; and

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

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

April 3, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	215,322.53	215,322.53	
Park/Recreation Funs – 2080	420.20	420.20	
Central Dispatch/E911 Fund – 2110	1,684.86	1,684.86	
Friend of the Court Office – 2151	297.12	297.12	
Health Department Fund - 2210	1,041.80	1,041.80	
Transportation Grant – 2300	2,516.82	2,516.82	
Public Improvement Fund - 2450	8,708.00	8,708.00	
Register of Deeds Automation Fund - 2560	164.28	164.28	
Law Library Fund – 2690	2,254.13	2,254.13	
Grants – 2790	9,923.37	9,923.37	
Victims Rights Grant – 2791	287.65	287.65	
Saugatuck City – 2811	40.00	40.00	
Child Care-Circuit/Family – 2921	14,597.83	14,597.83	
Soldiers Relief Fund – 2930	1,206.47	1,206.47	
Senior Millage – 2950	186,608.38	186,608.38	
Fitness Center Fund - 2961	287.57	287.57	
Tax Reversion - 6200	277.56	277.56	
Fleet Management – 6612	12.86	12.86	
Self-Insurance Fund - 6770	45,366.92	45,366.92	
Drain Fund - 8010	37,200.00	37,200.00	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>528,218.35</b>	<b>528,218.35</b>	

April 10, 2020

	TOTAL AMOUNT CLAIMED	AMOUNT ALLOWED	AMOUNT DISALLOWED
General Fund – 1010	200,701.47	200,701.47	
County Road Fund – 2010	366.16	366.16	
Park/Recreation Funs – 2080	2,083.26	2,083.26	
Friend of the Court Office – 2151	221.40	221.40	
Health Department Fund - 2210	780.81	780.81	
Solid Waste – 2211	22.50	22.50	
Transportation Grant – 2300	5,988.68	5,988.68	

April 9, 2020 Session

Public Improvement Fund - 2450	13,476.50	13,476.50	
Youth Home CIP - 2465	8,360.50	8,360.50	
Register of Deeds Automation Fund - 2560	71.61	71.61	
Indigent Defense - 2600	35,938.30	35,938.30	
Concealed Pistol Licensing Fund - 2635	216.83	216.83	
Grants – 2790	2,562.24	2,562.24	
Casco Township - 2805	63.00	63.00	
Child Care-Circuit/Family – 2921	6,603.95	6,603.95	
Soldiers Relief Fund – 2930	5,821.47	5,821.47	
Senior Millage - 2950	751.01	751.01	
Delinquent Tax Revolving Fund - 6160	12,086.56	12,086.56	
Delq Tax Revolving Fund – 2019 Taxes - 6199	5,897.45	5,897.45	
Drain Equip Revolving - 6390	247.45	247.45	
Self-Insurance Fund - 6770	335,770.15	335,770.15	
Drain Fund - 8010	7,538.00	7,538.00	
<b>TOTAL AMOUNT OF CLAIMS</b>	<b>645,569.30</b>	<b>645,569.30</b>	

**THEREFORE BE IT RESOLVED** that the Board of Commissioners adopts the report of claims for April 3, 2020 and April 10, 2020.

Moved by Commissioner DeYoung, seconded by Commissioner Kapenga to adopt the report of claims for April 3, 2020 and April 10, 2020. Motion carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**ACTION ITEMS:**

**BOARD OF COMMISSIONERS – APPROVE ALLEGAN CONSERVATION DISTRICT MILLAGE PROPOSAL**

**8/** Moved by Commissioner Dugan, seconded by Commissioner Jessup to approve the resolution as presented.

Moved by Commissioner Kapenga, seconded by Commissioner Cain to amend the motion to use the verbage as presented, but reduce the millage rate from 0.20 mills to 0.10 mills. Motion amendment carried by roll call vote. Yeas: Kapenga, Storey, Dugan and Cain. Nays: Thiele, DeYoung and Jessup.

**WHEREAS**, upon legal review, it was found that language changes were recommended to the originally submitted Allegan Conservation District Millage Proposal.

**THEREFORE BE IT RESOLVED** that the Board of Commissioners hereby approves that amended Allegan Conservation District Millage Ballot Proposal be placed on the August 4, 2020 Primary Election; and

**BE IT FURTHER RESOLVED** that the following ballot language be used:

**ALLEGAN CONSERVATION DISTRICT MILLAGE BALLOT PROPOSAL**

“Shall the limitation on the amount of property taxes which may be assessed each year against all taxable real and personal property in Allegan County be

increased by not more than 0.10 mills (\$0.10 per \$1,000 of taxable value) for a period of six (6) years, 2021 through 2026, both inclusive, for the purpose of providing funds for the operation of the Allegan Conservation District, including programs to assist landowners in the protection and enhancement of natural resources, environmental education, and environmental remediation within Allegan County? If approved and levied in its entirety, this millage would raise an estimated \$492,500 in revenue in the first year."

**BE IT FINALLY RESOLVED** that this resolution shall supersede any previous Board action.

Moved by Commissioner Dugan, seconded by Commissioner Jessup to approve the amended resolution for the Allegan Conservation District reducing the millage rate from 0.20 mills to 0.10 mills carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Jessup, Dugan and Cain. Nays: Thiele.

**DISCUSSION ITEMS:**

**COURTHOUSE CLEANING**

9/ Facilities Management Director Carl Chapman updated the board on the Courthouse cleaning. He met with each department in the Courthouse to see if the department needed any additional services or had any needs. The feedback was departments were being taken care of. Each department was given antibacterial wipes and gloves if requested.

Discussion followed on the carpet in the main entrance hallway whether it should be removed or have the carpet cleaned.

Moved by Commissioner Thiele, seconded by Commissioner Jessup to direct Administration and Facilities within four months to remove the carpeting in the Courthouse entrance up to the security oversight area and do the necessary prep work to finish the terrazzo flooring. Motion failed by roll call vote. Yeas: Thiele and Jessup. Nays: Kapenga, Storey, DeYoung, Dugan and Cain.

**PANDEMIC UPDATE: LAW ENFORCEMENT UPDATE**

10/ Sheriff Frank Baker presented a PowerPoint presentation on COVID-19:

## Allegan County Sheriff's Office

### COVID-19 Update – Executive Order 2020-21 Expected to be Extended

#### Corrections Center

- Inmate Population
  - 134 on 04/08/2020 down from 240 at the end of February.
- Numerous procedural changes have taken place to protect staff and inmates.
- Inmate programs have been suspended
- Inmate Workers doing Community Service have been suspended.
  - Crews diverted to additional cleaning and disinfecting in the facility.
- 1 Staff member has tested positive and remains off work but is improving.
- Beginning Monday 04/13/2020 our Emergency Staffing plan will be implemented. Staff will work one week on and then two weeks off.
  - Staff will be placed on one of three teams.
  - Each Team will have a day and night shift.
  - Teams will work 12 hour shifts for 7 consecutive days then will be on call for 2 weeks.
  - Our objective is to have a reserve workforce available in the event a large staff health, exposure, or quarantine issue.

## COVID-19 Update

#### Law Enforcement

- Continue to field complaints of businesses not following Governor's Executive Order.
  - The Attorney Generals Office has been overwhelmed, now asking for local LE and Prosecutor to enforce.
- Enacted guidelines to reduce exposure risk.
  - Limiting traffic stops, handling calls for service over the phone, only arresting on crimes requiring an arrest by statute or to protect live and property.
- Initial PPE needs have been met but long term need is still a great concern.
- Emergency Staffing Plan.
  - LE staff will switch to 8 hour shifts.
  - MSP will provide coverage.
  - Deputies will work 14 days straight with one "Kelly Day" then be off on call for 14 days.
  - This is to have a reserve workforce available in the event of significant health, exposure, or quarantine issues.
  - Captains and Lieutenants will work 7 days straight then working remotely for 2 weeks.

## COVID-19 Update

- Current State – Emergency Status
  - Fully activated EOC
  - Schools Closed
  - Day care centers closed
  - Businesses closed, other than essential service.
  - Significant sectors of public commerce shut down.
    - Restaurants and bars closed to everything but take out.
  - Recreational opportunities are limited
    - Impacting tourism, rental properties, golf courses, marinas, Fitness centers
  - PPE is limited
  - Health Care facilities preparing to implement surge plans

## COVID-19 Update

- Issues:
- Public compliance with the Order is essential
  - Modeling is showing that the stay home order is working
    - Failure to follow the Order could have significantly negative impact
  - Many unknowns regarding the overall financial impact.
    - How long will the Executive Order last, Overtime, PPE supplies, Health Care for staff, Health care for inmates, loss of revenue, etc.

**PANDEMIC UPDATE: EMERGENCY MANAGEMENT**

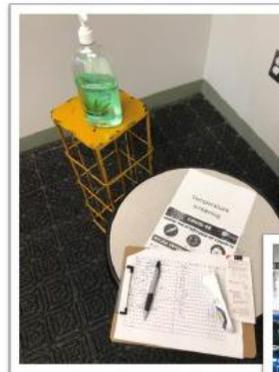
11/ Emergency Management Director Scott Corbin presented a PowerPoint presentation on COVID-19:

# Allegan County Board of Commission EOC Briefing COVID-19

April 8, 2020

## Direction and Control

- ▶ EOC fully activated on March 21, 2020 at 5:30pm
- ▶ Special Needs Registry (volunteers)
  - ▶ Round 1 - 786, 6 with assistance
  - ▶ Round 2 - estimated 400, 1 with assistance
- ▶ Tracking Hours and Services (CAT B)
- ▶ 34 completed just-n-time training on MICIMS
- ▶ Donation Management Site(s)
  - ▶ Hospitals, Nursing Homes, Community Action House
- ▶ Public Safety PPE Delivery
  - ▶ 31 Public Safety Departments
- ▶ Public Safety Fit Tested, 75 personnel which included ACSO, LLE, Tribal and FD's
- ▶ COVID Screening Process for Critical Public Facilities
- ▶ Processing MICIMS Resource Request
- ▶ AM Radio Testing
- ▶ EOC Back-up Plans for Cyber Failure



## Direction and Control

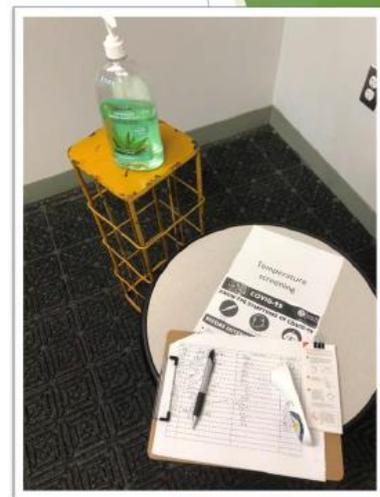
- ▶ **Mass Surge Facilities**
  - ▶ Hospital Surge Plans include Allegan, Plainwell-Pipp, Holland and Metro Health
  - ▶ Currently hospitals operating at 40-50% capacity, go up 150-200% with surge plans
- ▶ **Mass Fatality Facilities and Resources**
  - ▶ Secured two Reefer Trucks (as needed)
- ▶ **Transient and Homeless; PUI Sites**
  - ▶ Facilities Resource Guide, LEPC Coordinator Brett Apelgren
- ▶ **Non-Congregate Care Facilities**
  - ▶ Hotels, Places of Worship and Non-Profits Organizations
  - ▶ FEMA Pre-approval process



Ascension

## COVID Screening Process for Critical Public Facilities

- ▶ **EOC/911 Access**
  - ▶ Dispatch Personnel Only
  - ▶ EOC Limited Staff
    - ▶ 5 Staff, 4 Volunteers, 2 Cadets, 1 Contractor and 12 EOC Staff Members
- ▶ **Screening Questions**
  - ▶ Fever, Cough or Shortness of Breath
- ▶ **iHealth PTS - Infrared - No Touch Forehead Thermometer**
  - ▶ ACSO Report Room
  - ▶ Jail
  - ▶ Nursing Care Facility
  - ▶ EOC / 911
  - ▶ PHOC



# MICIMs Request

Purchased: \$5,922.00  
 Donations: \$25,000.00  
 Total Request: \$128,191.00 (24 request)

- ▶ 10 No-Contact Infrared Thermometers
- ▶ 100 Scott Mask Cartridges
- ▶ 3 Avon Mask Respirators / filters
- ▶ 10 PAPR
- ▶ 4,830 N-95, gowns, botties, Tyveck, gloves, eye protection
- ▶ 1000 surgical mask
- ▶ 5000 disposable food containers
- ▶ 48 Units Isopropyl Alcohol
- ▶ 4830 Hand Sanitizer
- ▶ 500 Disinfected Wipes
- ▶ 400 Military Surplus Hospital Beds
- ▶ 200 Cots

Tracking #	Resource Name	Quantity	Originator	Assigned to	Time Due	Status	Details
637-00-166989	Mask, Standard Procedure-One Size Fits All	3 Cases	Region 3 Medical Coordinator Center	County of Allegan WOT ER Coordinator	04/16/20 07:00:00	New Request	
637-00-989072	Mask, N95 Particulate Respirator-Adult	1 Cases	Region 3 Medical Coordinator Center	County of Allegan WOT ER Coordinator	04/16/20 07:00:00	New Request	
637-00-1487568	Gown, Surgical, Sterile, XL	1 Cases	Region 3 Medical Coordinator Center	County of Allegan WOT ER Coordinator	04/16/20 07:00:00	New Request	
637-00-1088287	Mask, Standard Procedure-One Size Fits All	3 Cases	Region 3 Medical Coordinator Center	County of Allegan WOT ER Coordinator	04/16/20 07:00:00	New Request	
637-00-6327164	Gown, Surgical, Sterile, XL	10 Cases	Region 3 Medical Coordinator Center	County of Allegan WOT ER Coordinator	04/16/20 07:00:00	New Request	
637-00-4742662	Gloves	10	County of Allegan QPS EMS	County of Allegan WOT ER Coordinator	04/16/20 07:00:00	Ready for Pickup	
637-00-9868779	Respirator, Tyvek	3 Units	County of Allegan WOT ER Coordinator	County of Allegan WOT ER Coordinator	04/16/20 06:00:00	New Request	
637-00-1274334	COVID-19 PPE Kit	4830 Units	County of Allegan WOT ER Coordinator	MSU/USL Logistics Section Chief	04/16/20 06:00:00	Assigned	
637-00-6076012	Surplus Military Hospital Bed	100 Units	County of Allegan WOT ER Staff	County of Allegan WOT ER Staff	04/16/20 06:00:00	New Request	
637-00-1235818	Surplus Military Hospital Bed	100 Units	County of Allegan WOT ER Staff	County of Allegan WOT ER Staff	04/16/20 06:00:00	New Request	
637-00-9191665	Surplus Military Hospital Bed	100 Units	County of Allegan WOT ER Staff	County of Allegan WOT ER Staff	04/16/20 06:00:00	New Request	
637-00-1061772	Surplus Military Hospital Bed	100 Units	County of Allegan WOT ER Staff	County of Allegan WOT ER Staff	04/16/20 06:00:00	New Request	
637-00-9868666	Test Test Test	1 Units	County of Allegan WOT ER Staff	County of Allegan WOT ER Staff	04/16/20 06:00:00	New Request	
637-00-1281884	Eye protection Goggles	200 Units	County of Allegan WOT ER Staff	County of Allegan WOT ER Staff	04/16/20 06:00:00	New Request	

Questions?

**PANDEMIC UPDATE: PUBLIC HEALTH**

12/ Public Health Officer Angelique Joynes presented a PowerPoint presentation on COVID-19:

# COVID-19 Update

## April 9, 2020



HEALTH  
Department

## Public Health Goals

### IAP Goals(s):

1. Identify cases, isolate the sick, quarantine the exposed, and protect vulnerable populations
2. Provide information to the public, media, and County staff to increase public awareness, address misinformation, and protect the public and increase community resiliency
3. Prepare, mitigate, and recover from widespread transmission in Allegan County

# Updates:

- ▶ Non-congregate Shelters
- ▶ Mandated Isolation/Quarantine
- ▶ Aggressive Case Investigation and surveillance
- ▶ Impact to all sectors on recovery from this incident
- ▶ Prepare for Mass Fatalities
- ▶ Sharing lab confirmed positive persons with first responders
- ▶ PPE prioritization and testing criteria

## Statistics: What's happening



HEALTH Department

Globally\* (4/5/20 at 10:00AM): 1,133,758 confirmed cases; 62,784 deaths

### United States\* (4/5/20):

- ▶ Total cases: 304,826
- ▶ Total deaths: 7,616
- ▶ Jurisdictions reporting cases: 55 (50 states, District of Columbia, Puerto Rico, Guam, Northern Marianas, and US Virgin Islands)

### Michigan (4/6/20 3:00PM):

Total Confirmed Cases

**17,221**

Total COVID-19 Deaths

**727**

### Allegan County (4/7/20 at 2:00 pm)

- Total PUI- 214
- COVID-19 negative 183
- COVID-19 positive 18
- Testing Pending 7
- Testing Not Completed 6
- Total Monitored 161
- Currently Monitoring 32

Testing is still limited to these groups:

1. 65 years of age and older or chronic medical conditions
2. Health care worker with symptoms
3. First Responder with symptoms
4. Individual hospitalized with symptoms

### TESTING AVAILABILITY IS LIMITED

Certain groups have been prioritized in order to help those who are frail, provide healthcare, run rescues and provide safety for our neighborhoods.



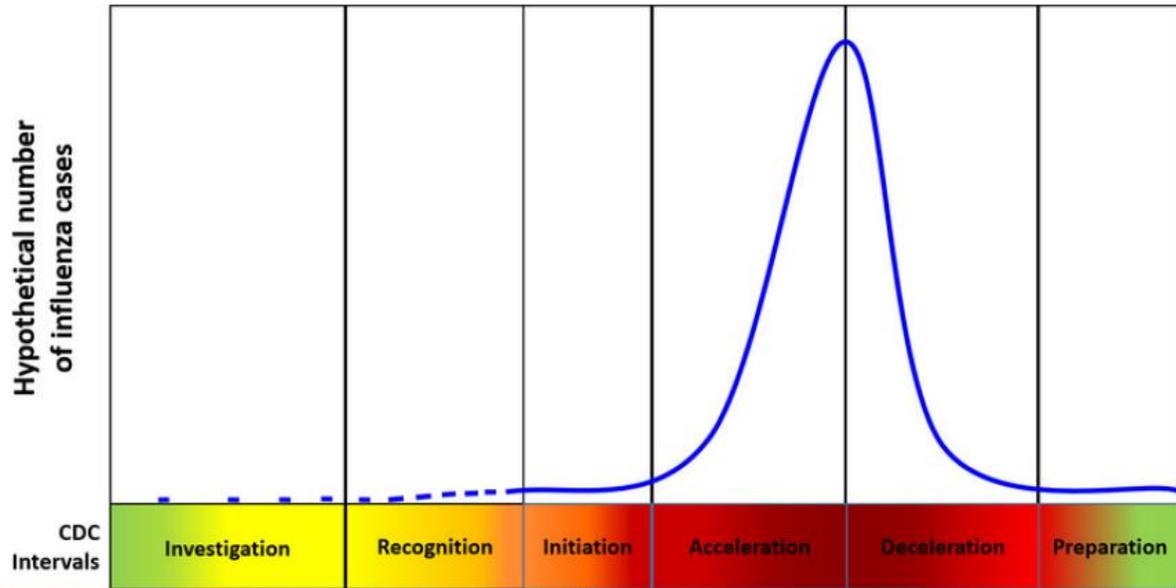
**Local stages of outbreak**

**Burden on healthcare system**

	No cases detected	No burden on healthcare system
	Limited individual cases	No burden on healthcare system
	Initial community transmission	Initial burden on healthcare system
	Large-scale community transmission	Moderate to high burden on healthcare system
	Flattening the curve	Burden on health care system remains high
	Containment of individual cases	Low burden on healthcare system
	Ongoing suppression	No burden on healthcare

Figure 3. Description of the progression of the outbreak in local communities, as marked by number of cases and burden on the healthcare system

Figure 1. Preparedness and response framework for novel influenza A virus pandemics: CDC intervals



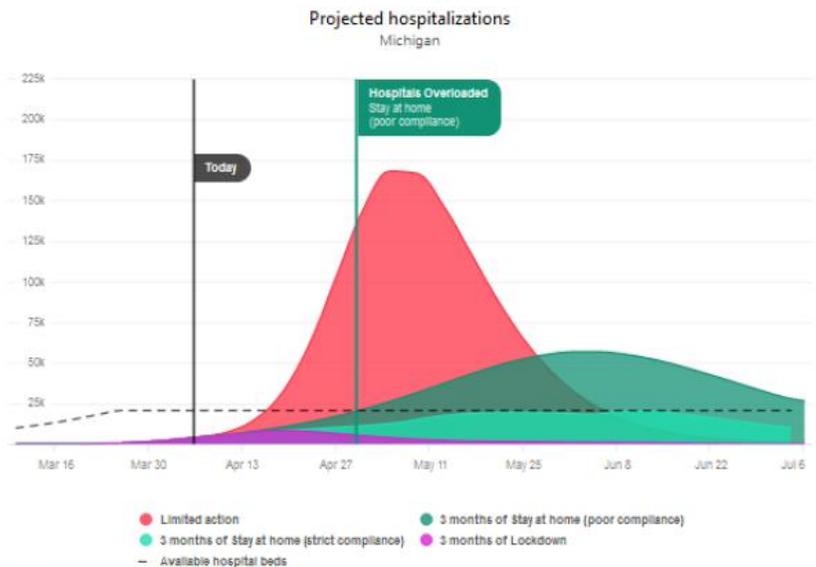
7

# COVID Act Now Projections: Michigan



## Keep staying at home in Michigan.

Avoiding hospital overload heavily depends on population density and public cooperation. Best and worst case scenarios are shown below, and we'll update our projections as soon as more data becomes available.



8

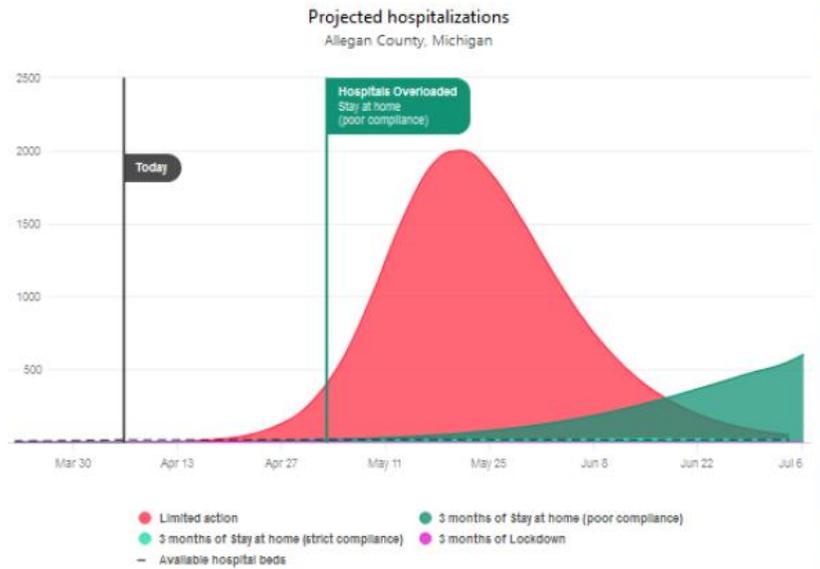
# COVID Act Now Projections: Allegan County

For full assumptions



## Keep staying at home in Allegan County, Michigan.

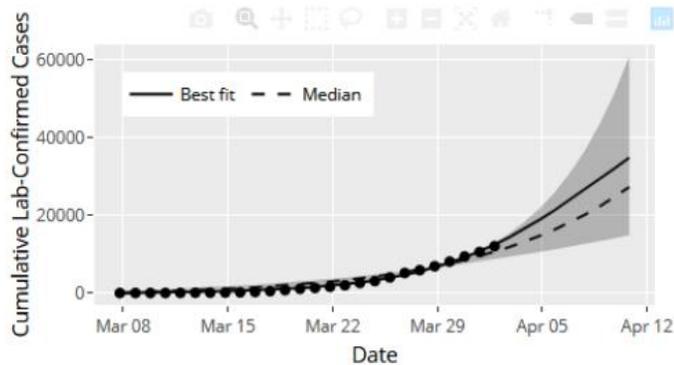
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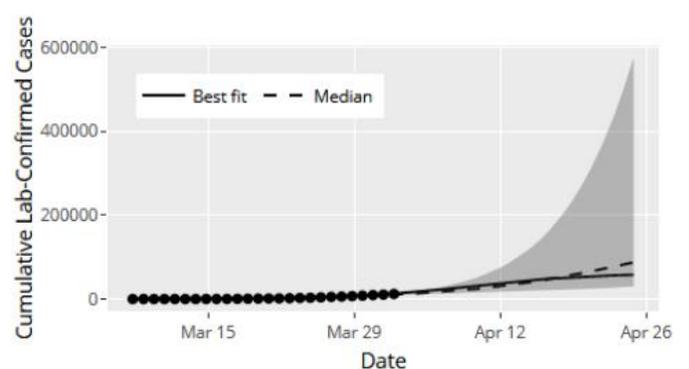
# Michigan COVID-19 Modeling Dashboard

Developed by University of Michigan, School of Public Health  
Continually update as more data becomes available.

1-week forecast of cumulative COVID-19 cases in Michigan



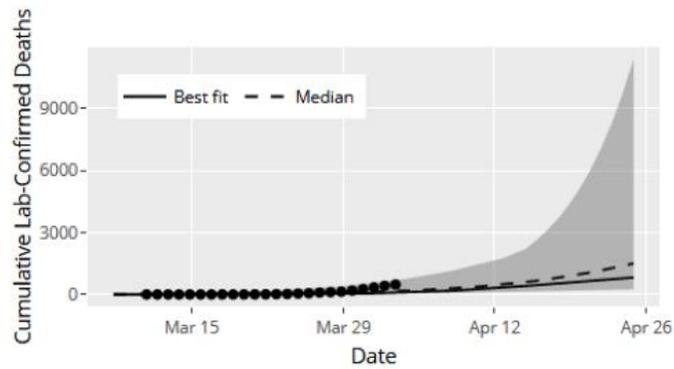
3-week forecast of cumulative COVID-19 cases in Michigan



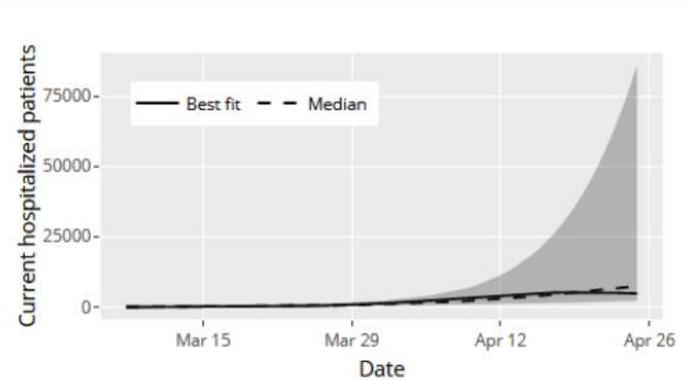
# Michigan COVID-19 Modeling Dashboard

Developed by University of Michigan, School of Public Health  
Continually update as more data becomes available.

3-week forecast of cumulative COVID-19 deaths in Michigan

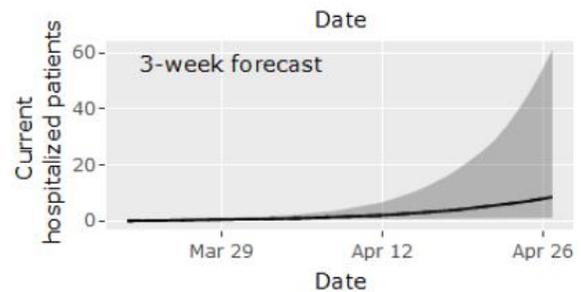
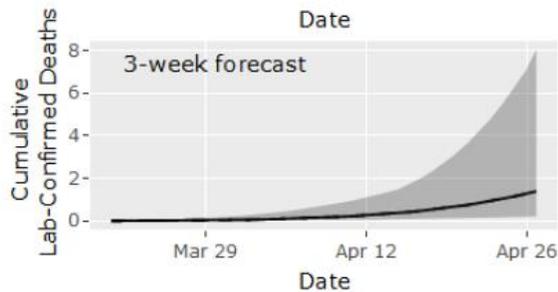
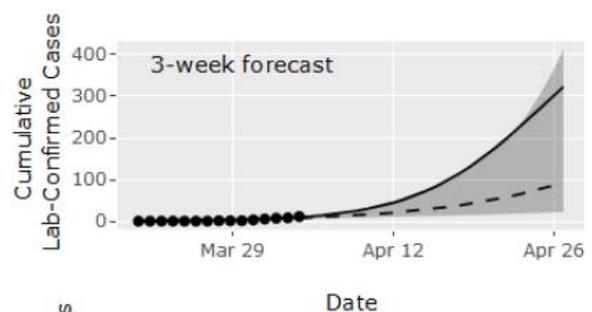
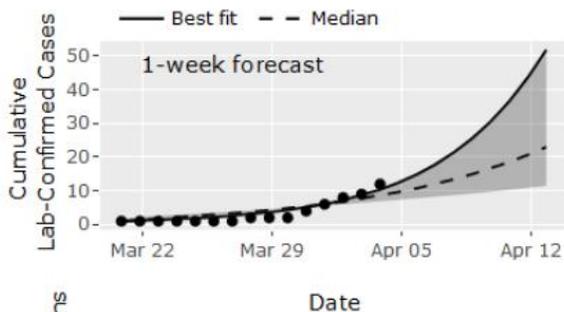


3-week forecast of COVID-19 hospitalized patients (i.e. beds needed)



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## Allegan County Modeling



## COVID Community Vulnerability Map

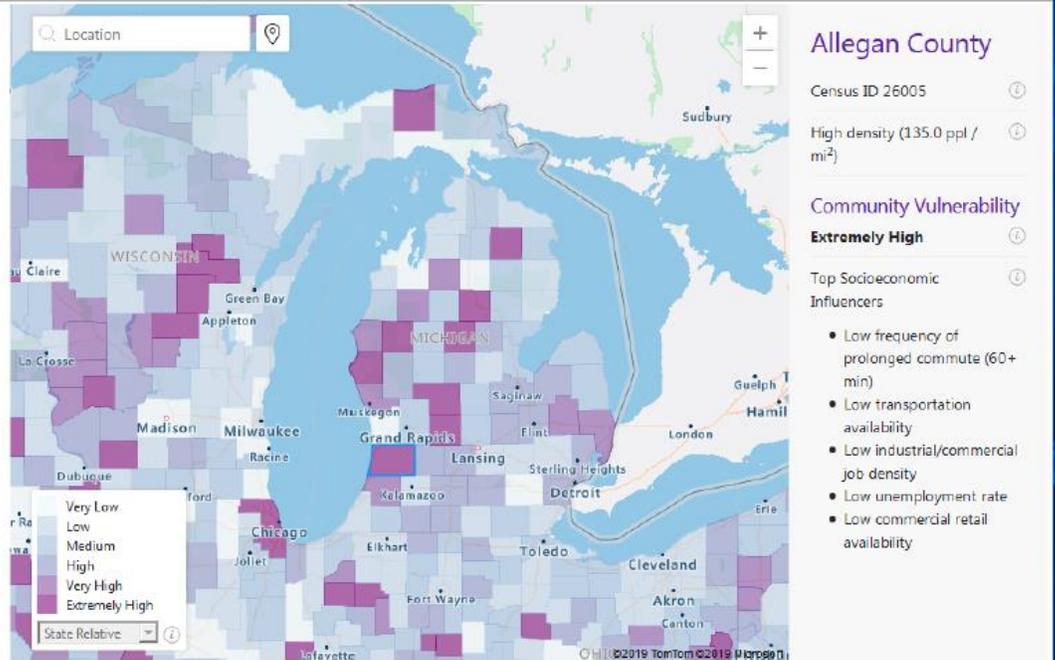
Identification of the populations at risk for severe outcomes once infected to inform resource planning, interventions, outreach and other community initiatives

This map allows you to search and drill down into communities to view populations most vulnerable for severe outcomes if infected with a COVID-like virus and the socioeconomic factors driving that risk.

### How to use this map:

Select a geographic location or enter a reference point in the search bar to drill down to census block group level information.

Brought to you in partnership with Azure Maps



## Homemade Mask Use

- ▶ CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) **especially** in areas of significant community-based transmission.
- ▶ It is critical to emphasize:
  - ▶ Maintain 6-foot social distancing remains important to slowing the spread of the virus.
  - ▶ CDC is additionally advising the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.
- ▶ How to make your own mask

## Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

## How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a face covering.

## How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.



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# Prevention



HEALTH  
Department

- ▶ Currently, there is no vaccine for COVID-19
- ▶ The best way to prevent infection is to avoid exposure to the virus
- ▶ Take everyday preventive actions to help prevent the spread of respiratory viruses
  - ▶ [FDA approved list of cleaning agents](#)
- ▶ Wash your hands often
- ▶ Social distancing
- ▶ Shelter at home if you are non-essential
- ▶ Consider wearing a homemade mask when out in public



# Questions?



HEALTH  
Department

17

**PANDEMIC UPDATE: ORGANIZATIONAL**

13/ Administrator Sarro gave an organizational update on COVID-19:

**Allegan County  
Administrative  
Offices**



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

*April 9, 2020*

**Board of Commissioners Update  
Administrator's Report – COVID-19**

**ENGAGEMENT**

**Training** – Allegan County arranged with several vendors to offer training opportunities that could be considered to supplement staff work day while increasing their skills. Training opportunities available for employees:

- KnowledgeCity is a comprehensive learning library with over 14,000 videos across 5 categories: Business, Compliance, Finance, Computer and Safety. Currently, the county has purchased 100 licenses for remote workers.
- A FREE training resource: Think HR, which covers many topics related to safety, compliance, leadership, human resources, computers, and customer service.
- Our EAP vendor site contains modules on, stress, mental health etc.

**Screening** – To protect health and safety in the workplace the County is continuously monitoring the COVID-19 pandemic and suggested processes. Recently, our Health Department sent out new guidance for employers. Therefore, the County is implementing Mandatory Employee screening process for on-site work.

**Employee Self-Service** – In light of the ever changing world we are, due to COVID-19, the EDEN Employee Self Service has been deployed sooner than planned. Employees will have the ability to access and review all of their personal information in the other areas, but HR is asking employees to limit questions and inquiries at this time to just how to register and access their pay statement.

**Hiring New Employees** – Human Resources is working with departments to ensure we can continue hiring essential workers.

**Families First Act Coronavirus Response Act and Public Health Emergency FMLA Leave** – Guidance was provided to employees on March 31 as to the benefits available relative to the Coronavirus. At this time no employees have been exempted from the changes.

**Layoffs/Furloughs** – Analysis continues to be conducted relative to staffing through the Coronavirus Pandemic. It remains Administration's position that continued employment with emphasis of remote work to keep services available is the appropriate path. We continue to monitor potential revenue impacts and changes to unemployment law relating to Coronavirus. The County's fiscally prudent and proactive financial policies remain in place for times such as what we are experiencing right now. Increased compensation for those continuing to work, no-work pay and layoff/furloughs represent different reactions that have longer term repercussions and are not recommended. Continuing to make stable decisions and maintaining the course to come out better in the end, has worked well for us in past times of challenge. Investing in innovation currently will likely serve us and our citizens better in the long-run.

## OPERATIONS

**Custodial and Maintenance Update** – In efforts to increase cleaning services, the County has re-engaged an outside firm to add additional temporary workers. During the week of March 23rd, the County received our order of Clorox wipes and sanitizer station refills. Wipes were delivered to each department of the courthouse and distributed to other service areas of the County.

However, several offices in the Courthouse have begun turning away custodial services in order to increase physical separation. In place of the County's custodial staff, these service areas are performing their own cleaning and collecting their own trash. Necessary maintenance and repair of these spaces are still being maintained by Facilities Management in order to preserve the safety and security of the building.

The federal government (FEMA) took over control of managing and distributing the Gojo and Clorox brand inventories from our supplier. This affects the County's use and spare inventory of hand soap, sanitizing wipes, and sanitizing station refills. Currently, Facilities Management has 27 containers of Clorox disinfecting wipes on hand, a good supply of the industrial wipe bags and disinfecting spray. Due to decreased traffic in most buildings, the inventory of hand sanitizer station refills is at a sufficient amount for the foreseeable future at this point.

Other deep cleaning projects such as tile floor scrubbing, window cleaning and carpet cleaning have occurred. Through the month of March, 747 light bulbs have been replaced, which is more than what was replaced throughout all of 2019.

**Technology Solutions and Services** – The County continues to make strides in mobilizing the workforce and increasing connectivity.

- At least fifty (50) additional employees have been able to connect to the County's available mobile technology and are now working remotely, whereas before they could not. At least 65% of the organization is setup of be able access the County's system remotely. To accommodate the increased number of remote workers:
  - The County's Internet router has been reconfigured to give priority to teleworkers,
  - The Netmotion VPN solution has been upgraded and a second server is being configured to help load balance and provide greater redundancy,
  - An order was placed with the County's Internet provider to increase bandwidth.
- The County's local phone service will be upgraded in the next few weeks. Currently, at peak times of the day, the County's phone system is operating at 86-90% capacity.

## FINANCIAL

**Paperless Accounts Payable Process** – Prior to the “Stay Home, Stay Safe” Executive Order, the Accounts Payable process was dependent upon paper invoices being delivered to departments, who then relayed them to Finance staff. Within the space of two weeks, the majority of departments had successfully transitioned to scanning the invoices. This workflow will provide benefits even after staff return to their normal workplaces.

**Federal Emergency Management Agency (FEMA) Registration** – While the first goal in the County's pandemic response is to protect lives, Finance staff is ensuring that the County's fiscal position is protected as well. The County is now registered an agency that may submit reimbursement requests to FEMA, through the State of Michigan, once the pandemic has subsided. Finance is participating in all State Emergency Operations Center conference calls for funding and record-keeping updates.

## SERVICES

**Economic Development, Small Business Relief Program** – Lakeshore Advantage reported a total of 852 applications for the Michigan Small Business Relief Program for both Ottawa and Allegan counties.

758 of those were grant applications and 94 of those were loan applications. Lakeshore Advantage received over 150 phone calls and more than 325 emails regarding the program and/or the application. Lakeshore Advantage, in tandem with all the chambers of commerce for the two counties, will be awarding 30-40 grants based on available funding. The names of the businesses and the amount of funding per business will not be released to the public.

### **Allegan County Services – Operational Status**

April 8, 2020

(below in alphabetical order)

#### **Animal Shelter**

- Hours are the same – Appointments Only.
- Lower numbers of people, but adoptions are still high.

#### **Central Dispatch**

- No changes to hours.
- Administrative staff remote work.
- Call volumes are lower than normal.

#### **County Central Services (Admin, Finance, Facilities Management, Human Resources, Information Services)**

- All services continue to be available, any remote work is being exercised to the fullest extent.
- Facilities Management continues to provide onsite services following all appropriate precautions.

#### **Circuit Court**

- Same hours, no public traffic.
- No one in court rooms.
- Staff working from home.
- Successfully using Zoom for public meetings.

#### **Clerks – Vital Records**

- Open on a case-by-case basis, appointments must be made.
- Down to almost no people in-person, all phone calls/emails.

#### **District Court**

- Same hours, no public traffic, volume down a lot.
- Staff rotates days in the office.
- Successfully using Zoom for public meetings (i.e. sobriety meetings).

#### **Drain Office**

- All business can be done by phone, currently no walk in traffic.
- Limited staff in the office and some working from home.
- Staff currently continues to work in the field.

#### **Equalization**

- Building is open, no public traffic.
- Two staff remain on site others working remotely.

#### **Friend of the Court**

- All business can be done online, by mail (address on website), fax, or via phone when possible. Phone: 1-877-543-2660, email: [AlleganFOC@allegancounty.org](mailto:AlleganFOC@allegancounty.org).
- The website lists alternate ways to pay child support by cash, check, cashier's check, money order, and credit card.
- Open to the public: M-F, 2pm-4pm to accept cash payments and will also accept any forms unable to submit via email, fax, or mail.

#### **Parks**

- Office is closed (still in off-season), staff working remotely, still can be contacting at home.
- Season pass sales suspended until April 17th (will most likely extend into May).
- Campground/Pavilion Online Reservation System.

- Online system still operating as normal; except reservations for:
  - Campsites - cannot be made until after April 13 (this will probably be extended out into May)
  - Pavilions - cannot be made until after May 22
- County Parks remain in off season status
  - They remain accessible to the public for recreational use of the open areas, trails and lakes.

#### **Prosecutors Office**

- Normal hours –
  - Staff rotates 9 in office Mon/Tues/Wed a.m.,
  - Staff rotates 9 in office Wed p.m., Thurs/Fri – Available 24/7 for law enforcement needs,
  - Staff works from home as well.
- Only have people in the courthouse when there is a victim and the case is a sentencing, the court is still holding.
- High levels of telephone traffic
  - Victims, witnesses, experts are calling in to check on cases that were scheduled. Law enforcement calls and comes in with warrants.
  - Have received a great deal of increased calls and emails regarding violations of the Executive Orders which we can prosecute.
- The number of warrants being reviewed and authorized are greatly reduced.

#### **Public Defender's Office**

- Most all services being done remotely or limited by appointment only.
- Staff working alternate weeks in the office.

#### **Public Health**

- Ongoing response to COVID-19.
- Clinic remains open for limited services.
- Environmental Health and Personal Health continue to provide mandated services.

#### **Public Transportation**

- Volume low, service for essential medical, food shopping and workers continues.
- Masks provided to all drivers and to seniors and those at high risk.
- To help minimize trip for food, customers are encouraged to purchase a two week supply of groceries and transit is supply boxes to hold more on the bus safely.

#### **Senior and Veteran Services**

- All staff working from home – All appointments conducted over the phone.
- Have processed the first round of Veteran Relief Fund emergency applications and the process worked very well.
- 5 Services Breakdown:
  - Adult Daycare: Most clients have been placed temporarily on hold and family is providing their care and welfare checks are done regularly. There are approximately 5 clients that are still attending the Day Center due to the fact that they don't have the supports to remain at home without this service. They are maintaining social distancing and sanitization measures to ensure these folks are as safe as possible.
  - Home Delivered Meals: Meals are still being delivered daily but should there be any unforeseen issues, each meal client has 14 days of emergency meals in their home. \*Priority 1 clients are called daily and \*Priority 2 clients are called twice weekly to ensure they have what they need and referrals are placed for In-Home supports if needed.
  - In-Home Supports: This service has been modified a bit to ensure client safety. Personal Care clients continue to receive their normal services but is housekeeping is minimal. Homemaking has been reduced to only the clients that are in need of shopping and errands to get food and other essential items, but also includes a welfare call on the non-service week and trash removal and mail collection can be added as long

as it can all be placed at the front door unless special arrangements need to be made for specific needs.

- PERS: No change to this service.
- Transportation: Limited to essential medical trips (i.e. dialysis, etc.).

#### **Sheriff's Office**

- The Lobby continues to be closed to the public. The foyer is open for FOIA request forms and FOIA drop off, Pistol sales records drop off, and access to the intercom to reach the Control Center.
- The inmate services kiosk is open in the Bond Lobby located on the south end of the building.
- Request for services, such as pistol purchase permits, are by appointment only. Many services can/are being handled remotely via email.
- Road patrol has experienced a slight decrease in call volume.
- The goal of reducing the number of inmates in the Corrections Center has been working. We had 182 inmates in the facility a week ago, today we are at 142.

#### **Treasures Office**

- The office is closed to public.
- Directions for the drop box are provided for customers that come to the building.
- All staff is working from home, and 2 rotating staff come in daily to do deposits and banking.

**FINANCE - AMEND 2020 BUDGET POLICY #211**

**14/** Moved by Commissioner Dugan, seconded by Commissioner Cain to adopt the amended 2020 Budget Policy #211 as presented with a sunset date of October 9, 2020.

Moved by Commissioner Thiele, seconded by Commissioner Dugan to amend the motion under Section 4.10.2 to read:

- *The CAO is authorized to make budget transfers among activities within a fund, among funds and among line items within an activity or any combination thereof in accordance with the established thresholds (Appendix 6.D) as long as no additional appropriation is required from any unappropriated funds; and*

Motion amendment carried by roll call vote. Yeas: 7 votes. Nays: 0 votes.

**WHEREAS**, the County Administrator (CAO), Executive Director of Finance, Board Chairperson and Sheriff have reviewed current financial policies for operational efficiency and accountability especially during times of emergency; and

**WHEREAS**, it has been determined that appropriate financial policy generally exists to maintain operations even during an emergency and it is recognized that the CAO recommends a balanced budget each year with contingency appropriated; and

**WHEREAS**, contingency is recommended to cover unforeseen items (e.g. fuel adjustments, contract adjustments) including emergencies and serves as a first level emergency fund; and

**WHEREAS**, all efforts are made to use departmental funds prior to any other adjustments; and

**WHEREAS**, the CAO has been authorized by the Board to make "emergency purchases" and also make individual budget adjustments up to \$25,000 from appropriated funds.

**THEREFORE BE IT RESOLVED** the Board authorizes 4.10.2 of the Budget Policy to be modified as follows

- 4.10.2 The CAO is authorized to make budget transfers among activities within a fund, among funds and among line items within an activity or any combination thereof in accordance with the established thresholds (Appendix 6.D) as long as no additional appropriation is required from any unappropriated funds; and

**BE IT FINALLY RESOLVED** the Board authorizes Appendix 6.D to be modified by removing the words "Contingency or" from the Board Discussion Column of the Budget Adjustments Section.

Moved by Commissioner Dugan, seconded by Commissioner Cain to approve the amended motion to adopt the amended 2020 Budget Policy #211 with a sunset date of October 9, 2020 with above revisions carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Dugan and Cain. Nays: Thiele and Jessup.

**PUBLIC PARTICIPATION - NO COMMENTS**

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

**FUTURE AGENDA ITEMS: RESCIND MOTION FROM JANUARY 23, 2020**

16/ Commissioners discussed the resolution dated January 23, 2020 creating the Personnel Committee for quarterly performance evaluations of the County Administrator.

Moved by Commissioner Cain, seconded by Commissioner Kapenga to rescind the resolution that was approved on January 23, 2020 (item #8, page 35 of the January 23, 2020 minutes) having quarterly performance evaluations of the County Administrator. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Dugan and Cain. Nays: Thiele and Jessup.

Moved by Commissioner Cain, seconded by Commissioner Kapenga to have the County Administrator meet with the Vice Chairman and the Chairman on a quarterly basis to discuss the progress of the county. Within seven days of the meetings a written report will be given to all Commissioners.

Moved by Commissioner Dugan, seconded by Commissioner Jessup to table discussion on the above motion to the April 23, 2020 session so that details can be finalized for the resolution. Motion carried by roll call vote. Yeas: Kapenga, Storey, DeYoung, Jessup, Dugan and Cain. Nays: Thiele.

**ROUND TABLE: EMPLOYEE LUNCH AUTHORIZATION**

17/ Moved by Commissioner Cain, seconded by Commissioner Dugan to support Administrations recommendation to supply lunch for approximately 140 employees with a limit of \$1,000. Motion carried by roll call vote. Yeas: Kapenga, Storey, Jessup, Dugan and Cain. Nays: Thiele. Absent: DeYoung.

**\*\*Motion was amended during the April 23, 2020 Session\*\***

**ADJOURNMENT UNTIL APRIL 23, 2020 AT 7:00 P.M.**

18/ Moved by Commissioner Dugan, seconded by Commissioner Cain to adjourn until April 23, 2020 at 7:00 P.M. The motion carried and the meeting was adjourned at 4:42 P.M.

*Jennifer Dean*

Deputy Clerk

*James M. Storey*

Board Chairperson

Minutes approved during the ~~04/09/2020~~ Session

4/23/2020

April 9, 2020 Session