



Wexford County

BOARD OF COMMISSIONERS

Gary Taylor, Chair

NOTICE OF MEETING

The Wexford County Board of Commissioners will hold a regular meeting on Wednesday, May 5, 2021 beginning at 4:00 p.m. in the Commissioners' Room of the Historic Courthouse in Cadillac, MI, 49601.

PUBLIC PARTICIPATION

In accordance with the March 31, 2021 Michigan Department of Health and Human Services Gathering and Face Mask Order Amendment, the public may participate in person if social distancing guidelines are followed. The meeting can also be attended by any one of the following three ways:

- **By Telephone:** Dial toll free 1-646-876-9923, enter Webinar ID 749 610 4141#
- **By Computer:** Go to the Zoom Web Site (zoom.us). Click on "Join a Meeting." Join using Meeting ID 749 610 4141.
- **By Smartphone:** Install the Zoom application prior to the call. Launch the Zoom app at the time of the call and join using Meeting ID 749 610 4141.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. ADDITIONS / DELETIONS TO THE AGENDA
- E. APPROVAL OF THE AGENDA
- F. EMPLOYEE RECOGNITION 1
 - 1. Resolution 20-27 Extending Appreciation for Rene Steinhour 2
 - 2. Resolution 20-32 Extending Appreciation for Lorie Sorensen 4
 - 3. Resolution 20-33 Extending Appreciation for Judge William Fagerman 6
 - 4. Resolution 21-05 Extending Appreciation for Marsha Mellish 8
- G. PRESENTATIONS AND REPORTS
 - 1. Homes for Our Future (*Yarrow Brown, Executive Director, Housing North*) 10
- H. PUBLIC COMMENTS

The Board welcomes all public input.

I. CONSENT AGENDA

The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission may ask that any item on the consent agenda be removed therefrom and placed elsewhere for full discussion. Such requests will be automatically respected.

If any item is not removed from the consent agenda, the action noted on the agenda is approved by motion of the Commission to adopt the consent agenda.

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Q. ADJOURN

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: HR/Public Safety Committee
FOR MEETING DATE: May 5, 2021
SUBJECT: Appreciation Resolutions

SUMMARY OF ITEM TO BE PRESENTED:

Four employees have retired from Wexford County during the time when in-person attendance at Board of Commissioner meetings was very restricted. Resolutions of appreciation are developed for each retiring employee.

The following are retired employees that require presentation of their appreciation resolution.

- ❖ Rene Steinhour – District Court
- ❖ Lorie Sorensen – Register of Deeds
- ❖ Honorable William Fagerman – Circuit Court
- ❖ Marsha Mellish – District Court

The resolutions are presented for consideration:

RECOMMENDATION:

Approval of the resolutions.

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the fifth day of May 2021, at 4:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Commissioner _____ and supported by Commissioner _____.

**RESOLUTION NO. 20-27
EXTENDING APPRECIATION FOR
COLLETTE RENE STEINHOUS'S DEDICATED SERVICE**

WHEREAS, the Wexford County Board of Commissioners would like to personally thank Collette Rene Steinhour for her commitment to Wexford County over the past 19 years. Rene worked with dedication and pride to meet the needs of Wexford County; and

WHEREAS, in December 2020 Rene will retire from her position with the Wexford County 84th District Court; and

WHEREAS, Rene began her career with Wexford County on February 12, 2001 as Deputy Clerk in District Court; and

WHEREAS, on October 18, 2004, Rene transitioned from District Court to the Register of Deeds where she was hired as a Deputy Register; and

WHEREAS, on December 5, 2005, Rene was again hired as the Deputy Clerk in District Court; and

WHEREAS, on January 1, 2008, Rene completed training and passed the test to become a Certified Electronic Operator (Court Recorder) then assumed the added role of Court Recorder, in addition to her normal tasks; and

WHEREAS, Rene was promoted to District Court Deputy Clerk/Bookkeeper on February 15, 2009; and

WHEREAS, Rene performed as the LEIN TAC for the office, overseeing all other LEIN Operators in the District Court; and

WHEREAS, Rene also performed as the LEIN LASO for District Court, charged with managing LEIN Security in the District Court; and

WHEREAS, Rene's contributions as a hard-working, dedicated, and skillful employee are unparalleled and will be greatly missed by employees and officials of Wexford County.

NOW, THEREFORE BE IT RESOLVED that the Wexford County Board of Commissioners wishes you the best in your future endeavors and once again thanks you for your efforts for over the past 19 years while you served Wexford County as a very loyal and appreciated employee.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

Gary Taylor, Chairman, Wexford County Board of Commissioners

Alaina M. Nyman, County Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF WEXFORD)

I hereby certify that the forgoing is a true and complete copy of the Resolution 20-27 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on May 5, 2021 and I further certify that public notice of such meeting was given as provided by law.

Alaina M. Nyman, County Clerk

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the fifth day of May, 2021, at 4:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Commissioner _____ and supported by Commissioner _____.

**RESOLUTION NO. 20-32
EXTENDING APPRECIATION FOR
LORIE SORENSEN'S DEDICATED SERVICE**

WHEREAS, Lorie Sorensen has been a dedicated employee of Wexford County for over thirty years; and

WHEREAS, Lorie Sorensen began her employment with Wexford County on February 12, 1990 as an Assistant to the Administrator. Then, in 1993, she transferred to the Equalization Department and in 1996 she fulfilled the requirements established by the State Assessors Board for a Level Two Certification in Assessment Administration; and

WHEREAS, in 1998 she performed essential duties as a deputy to the Register of Deeds; and

WHEREAS, Lorie was elected as the Wexford County Register of Deeds in January of 2001 and in 2009 was designated as the Grant Administrator for the Remountment Grant; and

WHEREAS, Ms. Sorensen was elected by her peers as President of the Michigan Association of Register of Deeds in 2010 and was also presented with the "Register of the Year" award at its annual conference; and

WHEREAS, Lorie is also a member of the Cadillac's Women's Club, the Historical Society and IACREOT and for several years has been a liaison to the Human Services Leadership Council for the Board of Commissioners.

NOW, THEREFORE BE IT RESOLVED that the Wexford County Board of Commissioners wishes you the best in your future endeavors and once again thanks you for your efforts for over the past 30 years while you served Wexford County as a very loyal and appreciated employee and public servant.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS;

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

Gary Taylor, Chairman, Wexford County Board of Commissioners

Alaina M. Nyman, County Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF WEXFORD)

I hereby certify that the forgoing is a true and complete copy of the Resolution 20-32 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on May 5, 2021, and I further certify that public notice of such meeting was given as provided by law.

Alaina M. Nyman, County Clerk

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the fifth day of May, 2021, at 4:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Commissioner _____ and supported by Commissioner _____.

**RESOLUTION NO. 20-33
EXTENDING APPRECIATION FOR
JUDGE WILLIAM FAGERMAN'S DEDICATED SERVICE**

WHEREAS, the Wexford County Board of Commissioners would like to personally thank the Honorable Judge William M. Fagerman for his commitment to Wexford County; and

WHEREAS, Judge Fagerman began his employment with Wexford County when he was appointed Prosecuting Attorney by Judge Charles Corwin on May 23, 1994 and was subsequently elected to that office; and

WHEREAS, he served as Prosecuting Attorney until he was appointed 28th Circuit Court Judge by Governor Granholm, effective May 15, 2007; and

WHEREAS, the Honorable Judge William Fagerman was elected November 4, 2008 as the 28th Circuit Court Judge; and

WHEREAS, Judge Fagerman was instrumental in serving as Chief Judge on the Wexford-Missaukee Community Corrections Executive Committee; and

WHEREAS, throughout his career Judge Fagerman served on numerous state and local boards in various capacities such as a member of the Traverse Narcotics Team's Executive Board, Chairman for the Wexford County Gun Board, member of the Human Services Leadership Council's Executive Committee, and member of the Silent Observer Board; and

WHEREAS, Judge William Fagerman was the Chief Judge of the 28th Circuit and 84th District Courts; and

WHEREAS, Judge William Fagerman also served as a visiting judge for several surrounding Circuit Courts, and served as a mentor for new Circuit Court judges; and

WHEREAS, on December 31, 2020 Judge Fagerman retired from his position as the Chief Judge of the 28th Circuit Court; and

WHEREAS, Judge Fagerman served impartially to meet the needs of the citizens of Wexford and Missaukee Counties for 26 years.

NOW, THEREFORE BE IT RESOLVED that the Wexford County Board of Commissioners wishes Judge Fagerman the best in his well-deserved retirement, and thanks him for his past efforts and for any future efforts he might make in the service of Wexford County.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS;

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

Gary Taylor, Chairman, Wexford County Board of Commissioners

Alaina M. Nyman, County Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF WEXFORD)

I hereby certify that the forgoing is a true and complete copy of the Resolution 20-33 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on May 5, 2021, and I further certify that public notice of such meeting was given as provided by law.

Alaina M. Nyman, County Clerk

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the fifth day of May 2021, at 4:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Commissioner _____ and supported by Commissioner _____.

**RESOLUTION NO. 21-05
EXTENDING APPRECIATION FOR
MARSHA MELLISH'S DEDICATED SERVICE**

WHEREAS, the Wexford County Board of Commissioners would like to personally thank Marsha Mellish for her commitment to Wexford County over the past 10 years. Marsha worked with dedication and pride to meet the needs of Wexford County; and

WHEREAS, on January 29, 2021 Marsha retired from her position as a Deputy Clerk of the Wexford County 84th District Court; and

WHEREAS, Marsha began her career with Wexford County on September 20, 2010 as Deputy Clerk in District Court; and

WHEREAS, during her employment Marsha covered many job duties for the District Court including maintaining the front desk, general civil processing, traffic tickets and most importantly landlord tenant case filings; and

WHEREAS, in July of 2019, Marsha completed training and passed the test to become a Certified Electronic Operator (Court Recorder); and

WHEREAS, Marsha's contributions as a hard-working, dedicated, and skillful employee are incomparable and will be greatly missed by employees and officials of Wexford County.

NOW, THEREFORE BE IT RESOLVED that the Wexford County Board of Commissioners wishes you the best in your future endeavors and once again thanks you for your efforts for over the past 10 years while you served Wexford County as a very loyal and appreciated employee.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: _____

NAYS: _____

Gary Taylor, Chairman, Wexford County Board of Commissioners

Alaina M. Nyman, County Clerk

STATE OF MICHIGAN)
)ss
COUNTY OF WEXFORD)

I hereby certify that the forgoing is a true and complete copy of the Resolution 21-05 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on May 5, 2021 and I further certify that public notice of such meeting was given as provided by law.

Alaina M. Nyman, County Clerk

DRAFT



WHAT'S THE CAMPAIGN ABOUT?

The [Homes for our Future](#) campaign is a call to action from the public, local governments, employers, and community organizations, intended to provide clear courses of action and resources about how to engage in, support, and lead work towards housing solutions.

The goal is to provide information for local committees and residents to support local housing advocacy efforts, hold a series of training events, and development of housing ready checklists to help local municipalities better lay the groundwork for affordable housing development.

LOCAL GOVERNMENT ACTION

Cities, townships, counties, and tribal governments have an important part to play in housing solutions. For example, they can make it easier to build certain types of housing by changing zoning, offer incentives to lower some development costs and provide land for new development. Each community's role will be different, but local government leadership is often the first step towards housing action.

- [Endorse the Campaign](#) Local governments can endorse the Homes for Our Future campaign which demonstrates a proactive stance on housing and sends a message to developers, citizens, and businesses that your community is a partner in the solutions they need. On our website, there is a Sample Homes for Our Future [Resolution for Local Governments](#)
- Get informed by scheduling a presentation with Housing North Staff for your local planning commission or elected board. You can also browse the studies, plans, and resources available on housing on our [website](#).
- Make Your Community Housing Ready by looking over your zoning ordinance and encourage their communities to become "Housing Ready" by completing the [Housing Ready checklist](#)



WHY SHOULD I ENDORSE THE CAMPAIGN?



Express support

When you endorse the Homes for Our Future campaign, you're expressing your support for efforts to create new housing options that ensure our communities remain places where all people are able to live, work, raise families, and thrive.

WHO CAN ENDORSE HOMES FOR OUR FUTURE?

Businesses and Community Organizations

Can endorse the campaign by passing and signing a resolution. When you let us know that you've signed a resolution, we'll include your business or organization name on the Homes for Our Future website.



Local Governments

Can endorse the campaign and resolve to complete the Housing Ready Checklist. When you let us know your community has signed a resolution, we'll include your community on the Homes for Our Future website - and your community can be featured as a "Housing Ready Community" once you've completed the checklist process.



Individuals

Can also endorse the campaign by filling out the "Get Involved" form available in our website.



You can visit homesforourfuture.org
Email info@housingnorth.org
OR follow us in social media





WHEREAS, a market analysis points to a potential demand in [community name] for _units in 2020; and

WHEREAS, national studies have shown development and housing supply to be constrained by rising construction costs, changes in the market, and a labor shortage; and,

WHEREAS, the imbalance between supply and demand is impacting our community's ability to provide housing for young families, seniors, and the workforce, which is affecting the sustainability and growth opportunities of local businesses and schools; and,

WHEREAS, lack of adequate housing has been shown to have serious impacts on the health, access to opportunity, and achievement levels of individuals, particularly vulnerable populations like children and seniors; and

WHEREAS, Housing North is advancing a campaign to raise awareness and support for housing solutions such as the consideration and adoption of common-sense local policies and practices that will increase the supply of housing in our community, and advancement at the state level of policies that expand and improve access to housing resources for all communities; and,

WHEREAS, these efforts will create new private investment, jobs and revenue in the form of construction, rehabilitation, management and maintenance, and tax revenue;

WHEREAS, community organizations and businesses are important advocates and champions for encouraging local action [organization or business name] on local, statewide, and federal housing initiatives and proposals; now, therefore, be it

RESOLVED, that the [organization or business name] endorses the Homes for Our Future Campaign and expresses our support for efforts to create new housing options that ensure our communities remain places where all people can live, work, raise families and thrive.

WEXFORD COUNTY BOARD OF COMMISSIONERS

Regular Meeting * Wednesday, April 21, 2021

Meeting called to order at 4:00 p.m by Chairman Taylor

Roll Call: Present- Commissioners Joseph Hurlburt, Mike Musta, Ben Townsend, Mike Bengelink, Michael Bush, Julie Theobald, Gary Taylor, Judy Nichols, and Brian Potter.

** Commissioner Theobald appeared virtually pursuant to the State of Emergency declaration in the City of Cadillac.

Absent- *None*.

Pledge of Allegiance.

Additions/Deletions to the Agenda- **J4-Budget Amendment.**

Approval of the Agenda

MOTION by Comm Musta, seconded by Comm Bush to approve the agenda.

Roll Call: Motion passed unanimously.

Employee Recognition-

1. Flora Grundy, Circuit Court, 15 years
Ms. Grundy was not able to attend the meeting, but she will receive her award.
2. Sharon Ellens, Register of Deeds, 15 years
Ms. Ellens was not able to attend the meeting, but she will receive her award.
3. Wendy Vredenburg, 911 Dispatch, 15 years
Ms. Vredenburg was present and received her award from Commissioner Nichols.
4. Annette Janson, Friend of the Court, 20 years
Ms. Janson was not able to attend the meeting, but she will receive her award.
5. Mike Solomon, Drain Commissioner, 20 years
Mr. Solomon was not able to attend the meeting, but he will receive his award.
6. Paul Paten, Corrections, 25 years
Mr. Paten was not able to attend the meeting, but he will receive his award.
7. Mike McDaniel, Corrections, 30 years
Mr. McDaniel was not able to attend the meeting, but he will receive his award.
8. Sandy Huttenga, Friend of the Court, 30 years
Ms. Huttenga was not able to attend the meeting, but she will receive her award.
9. Randall Adlam, Probate Court, 35 years
Mr. Adlam was not able to attend the meeting, but he will receive his award.

Presentation and Reports-

Shari Spoelman, MSU Extension District 6 Director, came before the Board to give the 2020 annual report. She highlighted a few of their main focuses as agriculture, health and nutrition, and community food and environment.

2020 threw many challenges at them, but once they were able to provide courses virtual, they were able to open these programs up to everyone in the state. One of their most successful programs was Cabin Fever Conversations in Gardening. That program has been continued into this year.

Ms. Spoelman also highlighted their Adulting 101 program that would prepare individuals for life and college. This program received over 3,000 participants and is continuing into this year.

Ms. Spoelman briefly highlighted their Food Preservation Class that increased by 4000% in participation. They were also able to develop new websites, provide remote learning resources, and other educational resources for residents. In Wexford County, they saw 197 residents participate in programs, however, Ms. Spoelman did not believe that number was accurate because 30% of the programs did not reflect residency for the participants.

Ms. Spoelman noted that the virtual programs are continuing into 2021 due to the pandemic, and they are still successful. She thanked Commissioner Nichols for serving on their Board.

Public Comment- *None.*

Consent Agenda

1. Approval of the April 7, 2021 Regular Meeting Minutes and April 13, 2021 Special Meeting Minutes

MOTION by Comm Musta, seconded by Comm Nichols to approve the Consent Agenda.

Roll Call: Motion passed 9-0.

Agenda Items

1. Slagle Township Assessors Service Contract

MOTION by Comm Bengelink, seconded by Comm Bush to approve the Slagle Township Assessors Service Contract for the period of April 1, 2021 through March 31, 2022 in the amount of \$10.00 per parcel per year and authorize the Chairman to sign the agreement on behalf of the County.

Roll Call: Motion passed 9-0.

2. MIDC FY 22 Cost Analysis

MOTION by Comm Nichols, seconded by Comm Bush to approve the MIDC Cost Analysis for fiscal year 2022 with the local share funding of \$145,464.88 to be shared by Wexford and Missaukee Counties.

Roll Call: Motion passed 9-0.

3. Resolution in Support of 4-year Commissioner Terms
MOTION by Comm Bush, seconded by Comm Potter to approve Resolution 21-13 Supporting Passage of Legislation to Adopt 4-Year Terms for County Commissioners.

Roll Call: Motion approved unanimously.

4. Budget Amendment(s)-
MOTION by Comm Nichol, seconded by Comm Bush to approve the budget amendment dated 4/21/2021.

4/21/2021

**Wexford County Board of Commissioners
Amendments to the 2021 Budget**

Adj #	Acct	Acct Description	Revenue	Expense	
20210401	101.275.626.09	QPCR Grant	\$1,831		a.
	101.275.860.04	Travel/Conference - QPCR		\$1,831	
	Additional revenue remaining from 2020 grant				
20210402	101.286.528.03	CESF-Courts	\$53,039		b.
	101.286.726.01	CESF-Courts-Supply/Materials		\$21,936	
	101.286.800.01	CESF-Courts Contractual		\$2,820	
	101.286.980.01	CESF-Courts Equipment		\$28,283	
	Revenue from the CESF Grant				
20210403	101.286.528.04	CESF-Prosecutor	\$5,120		c.
	101.286.726.02	CESF-Pros. Supply/Materials		\$5,120	
	Revenue from the CESF Grant				
20210404	101.286.528.05	CESF-Sheriff	\$21,953		d.
	101.286.726.03	CESF-Sheriff-Supply/Materials		\$5,544	
	101.286.800.03	CESF-Sheriff-Contractual		\$12,378	
	101.286.980.03	CESF-Sheriff-Equipment		\$4,031	
	Revenue from the CESF Grant				

Roll Call: Motion passed unanimously.

Administrator's Report- *None.*

Correspondence-

1. Prosecutor's Monthly Report

Public Comments-

Robert Champion told the Board the local share for the MIDC would be going down for 2022.

Liaison Reports-

Comm Townsend attended the Airport Authority meeting.

Comm Bengelink attended the Lake Mitchell Improvement meeting. They have started spraying.

Comm Nichols attended the Northwest Community Action Agency meeting in person for the first time in a long time. They highlighted their preschool program.

Comm Taylor attended the Fair Board meeting where they are busy getting ready for the fair.

Board Comments

Comm Musta commented that it was good to have mostly everyone back. He enjoyed seeing the amount of support on the 4 year terms for Commissioners.

Comm Townsend dittoed what Comm Musta stated.

Comm Bengelink read a Henry Kissinger quote.

Comm Bush thanked Shari Spoelman for her presentation. He offered his condolences to Janet.

Comm Theobald echoed Comm Musta's comment about 4 year terms.

Comm Nichols thanked Shari Spoelman for her presentation. Thanked all for coming. She was very happy to see the long list of employee recognitions and the length of time for those employees.

Chairman's Comments

Comm Taylor thanked everyone for coming.

Adjourn

MOTION by Comm Hurlburt, seconded by Comm Bengelink to adjourn at 4:24 p.m.

All in favor.

Gary Taylor, Chairperson

Alaina Nyman, County Clerk

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Human Resources/Public Safety Committee
FOR MEETING DATE: May 5, 2021
SUBJECT: Roster Update – Public Defenders’ Office

SUMMARY OF ITEM TO BE PRESENTED:

At their meeting on April 27, 2021, the Human Resources/Public Safety Committee voted to approve a new position description for a Chief Assistant Public Defender.

The Public Defenders’ Office requests approval to change their roster by reducing one Staff Attorney and adding a Chief Assistant Public Defender. The total number of employees remains the same—both Full Time Equivalent (FTE) and head count. Also, due to a staff vacancy, no budget amendments are needed.

<u>Current Roster:</u>		FTE	Head Count
259	Indigent Defense		
	Chief Public Defender	1	1
	Staff Attorney	3	3
	Office Manager	1	1
	Office Staff	1	1
	Corrections Officer	1	1
	Totals	7	7

<u>Proposed Roster:</u>			
259	Indigent Defense		
	Chief Public Defender	1	1
	Chief Assistant Public Defender	1	1
	Staff Attorney	2	2
	Office Manager	1	1
	Office Staff	1	1
	Corrections Officer	1	1
	Totals	7	7

RECOMMENDATION:

The Human Resources/Public Safety Committee recommends the full board approve the revised roster for the Public Defenders’ Office.

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: Human Resources/Public Safety Committee
FOR MEETING DATE: May 5, 2021
SUBJECT: Building Department Manager

SUMMARY OF ITEM TO BE PRESENTED:

At their meeting on April 27, 2021, the Human Resources/Public Safety Committee made a motion to change the Administrative Assistant position at the Building Department to a Manager's position, level M2. Attached is the proposed position description for the Building Department Manager. The highlighting refers to the duties that were not part of the Administrative Assistant role.

The proposed changes to the Building Department's roster are shown below.

Current Roster:

249	Building Department		FTE's		Head Count
	Building Official		1		1
	Admin. Assistant/Soil Erosion Agent		1		1
	Plumbing/Mechanical Inspector		0.27		1
	Electrical Inspector		0.2		1
	Building Inspector		0.1		1
		Totals	2.57		5

Proposed Roster:

249	Building Department				
	Building Department Manager		1		1
	Building Official/Inspector		0.66		1
	Plumbing/Mechanical Inspector		0.27		1
	Electrical Inspector		0.2		1
	Building Inspector		0.1		1
		Totals	2.23		5

RECOMMENDATION:

The Human Resources/Public Safety Committee recommends the full board approve the revised Building Department roster and the proposed Building Department Manager position description/M2 wage scale with an effective date of April 25.



WEXFORD COUNTY POSITION DESCRIPTION

Position: Building Department Manager

Adopted: _____

Summary: Responsible for the overall direction and management of the Building Department and the processing of related permits within the County to protect the health and safety of the public.

Supervision Received: County Administrator.

Supervision Exercised: Directly supervises the Building Department Inspectors.

Responsibilities, Essential Duties and Functions: An employee in this position may be called upon to perform any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.

1. Supervises and directs Building Inspectors, Electrical, Mechanical and Plumbing Inspectors.
2. Maintains appropriate staffing to ensure work is completed in a timely manner.
3. Develops annual department financial budget and monitors throughout fiscal year; maintains monthly reports regarding department activities.
4. Supervises and performs day to day activities of the Building Department.
5. Notifies applicants of all building code violations.
6. Accepts all complaints and pursues an amicable resolution.
7. Accepts, reviews, and codes all request for payment made to the Building Department.
8. Develops and maintains policies and procedures within the Building Department to ensure consistency. Recommends amendments to these policies and procedures to the County Administrator as the department evolves.
9. Serves as the Wexford County Soil Erosion and Sedimentation Control (SESC) Agent.
10. Accepts and processes applications to the Construction Board of Appeals.
11. Attends Construction Board of Appeals meetings to respond to questions; serves as recording secretary to the Construction Board of Appeals.
12. Compiles financial and bookkeeping data and performs all other department head duties.
13. Composes and complies information and prepares correspondence, records, and reports.
14. Assists the public in preparation of permit applications and collects permit fees.

15. Requisitions and maintains necessary supplies.

16. Perform related work as required.

Essential Functions, Qualifications, and KSAs for Employments: All of the following functions, qualifications, KSAs and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

1. Supervisory skills to effectively lead the Building Inspection staff toward achieving departmental requirements and goals.
2. Ability to pass a background and security check.
3. Graduation from an accredited community college or associate's degree in business administration or related field. Two (2) years of related job experience may be substituted for each one (1) year of required education.
4. Must have communication and interpersonal skills to deal effectively with office staff at all levels, property owners, State and local government representatives, builders, contractors, and the general public.
5. Ability to independently plan, organize, and schedule work; ability to concentrate and pay close attention to detail.
6. Valid Michigan driver's license and occasionally may require lifting boxes of materials, office supplies, file, records, and equipment weighing 40 pounds; also requires manual dexterity to operate computer and other office equipment.
7. BS&A Construction Code Software experience and familiarity.
8. DEQ certification as a Soil Erosion and Sedimentation Control (SESC) Agent.
9. Oversees proper maintenance of all applications, permits, plans and correspondence regarding building permits within the county; maintains files of permits and construction documents.
10. Ability to compute mathematical calculations with speed and accuracy.
11. Ability to collect payments and be accountable for balancing.
12. Type correspondence, records, and reports. Must be proficient with Microsoft Word, Excel, and Outlook.
13. Speed, skill, and accuracy in performing various tasks.
14. Knowledge of departmental activities and requirements.

The above is intended to describe the general content of and requirements for the performance of the position of Building Department Manager. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements for the position.

BOARD OF COMMISSIONERS AGENDA ITEM

FROM: HR/Public Safety Committee
FOR MEETING DATE: May 5, 2021
SUBJECT: Letter of Understanding – Building Official

SUMMARY OF ITEM TO BE PRESENTED:

One of the many statutory duties of counties is to ensure that all units of government within the county have building inspection and Building Official services. When Mr. Robert Scarbrough, Wexford County's long-time Building Official, retired earlier in 2021, the Board of Commissioners entered into an agreement with another qualified Building Official to provide these services. However, that agreement was only for a relatively short period of time.

At the Human Resources/Public Safety Committee meeting of April 27, it was noted that Mr. Scarbrough is willing to provide Building Official and building inspector services for Wexford County on a part time basis beginning June 1, 2021. A one-year letter of understanding between the Board of Commissioners and Mr. Scarbrough, based on the current short term agreement, is attached for your consideration.

RECOMMENDATION:

The HR/Public Safety Committee recommends the approval of the letter of understanding.



LETTER OF UNDERSTANDING

The purpose of this letter is to set forth certain understandings between Wexford County as the employer and Robert Scarbrough as the employee to provide services for the Wexford County Building Department as an irregular part-time employee.

Beginning June 1, 2021 and ending on May 31, 2022, Robert Scarbrough will serve as the Wexford County Building Official per PA 407 of 2016 Skilled Trades Regulation Act and current Michigan construction codes and all other applicable legislation and regulations.

Mr. Scarbrough will provide inspection services and other duties as assigned by the department head on the days required by the department at a rate of \$42.50 per hour with no entitlements to any benefits as afforded full-time employees, health insurance, holiday pay, vacations, personal time, sick time, etc. Also beginning June 1, 2021, Mr. Scarbrough's hours worked must avoid the Affordable Care Act threshold of working at least 30 hours per week for more than 120 days in a year. This is an "at will," non-union position.

Wexford County will cover the employee against on-the-job injury and any other normal liability under its current insurance coverage. The County will pay for the continuing education required for the Building Official including the Fall conference while employed. The employee is to use County vehicles for traveling from inspection to inspection and will not be compensated in any form including mileage for the use of his personal vehicle.

Gary Taylor
Chairman, Wexford County Board of Commissioners

Date: _____

Robert Scarbrough
Employee

Date: _____

Michael Bengelink
Chairman, Wexford County Human Resources Committee

Date: _____



Wexford County Request for Board of Commissioner Action

Department: Community Corrections
Submitted by: Mistine Stark
Subject: Community Corrections Annual State Grant Application
Committee: Finance
Committee Meeting Date: April 28, 2021
BOC Meeting Date: May 5, 2021

Action Request (proposed motion for the Board to consider):

Motion approving the Annual Community Corrections grant application submission to the state of michigan.

Financial Information (note the total cost, if the cost is budgeted, if there will be any future costs, e.g., maintenance contracts, and any other information that would assist the commissioners with this decision):

The grant application is requesting \$120,000 to be awarded to the Community Corrections department to assist with programing. This amount is not guaranteed or approved until a later date.

Summary (explain why the action is necessary and the desired outcome after implementation):

The grant application and operations plan between the Michigan Department of Corrections and both Wexford and Missaukee Counties for funding alternative community corrections programs in lieu of jail or prison is presented for approval.

Timeline (if request is approved at BOC meeting date noted above):

List of Attachments:

Copy of Part one of the Community Corrections Grant application and the Cost proposal request.

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the fifth day of June 2021 at 4:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Commissioner _____ and supported by Commissioner _____.

**RESOLUTION NO. 21-14
SUPPORTING THE P.A. 511 WEXFORD-MISSAUKEE
COMMUNITY CORRECTIONS PLAN AND GRANT APPLICATION**

BE IT RESOLVED, that the Wexford County Board of Commissioners supports the P.A. 511 Wexford - Missaukee Community Corrections FY 2022 Plan and Grant Application on this date of May 5, 2021.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

Gary Taylor, Chairman, Wexford County Board of Commissioners

Alaina M. Nyman, County Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF WEXFORD)

I hereby certify that the foregoing is a true and complete copy of Resolution 21-14 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on May 5, 2021, and I further certify that public notice of such meeting was given as provided by law.

Alaina M. Nyman, County Clerk

MICHIGAN DEPARTMENT OF CORRECTIONS

“Committed to Protect, Dedicated to Success”



Office of Community Corrections

Community Corrections Plan and Application
Fiscal Year 2022

CCAB Name: Wexford Missaukee

Email the application to:

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

DUE DATE: May 1, 2021

MICHIGAN DEPARTMENT OF CORRECTIONS
OFFICE OF COMMUNITY CORRECTIONS
FY 2022 FUNDING PROPOSAL

Wexford Missaukee

Comprehensive Plans & Services

Program	Program Code	Funding Request	Approved Funding	Reserved Funding	Total Funding Recommendation
Group-Based Programs					
Education	B00	-			-
Employment	B15	-			-
Cognitive	C01	-			-
Domestic Violence	C05	-			-
Sex Offender	C06	-			-
Outpatient Services	G18	20,000			-
Other Group Services	G00	-			-
Sub-Total		20,000	-	-	-
Supervision Programs					
Intensive Supervision	D23	-			-
Electronic Monitoring	D08	-			-
Pretrial Supervision	F23	35,000			-
Sub-Total		35,000	-	-	-
Assessment Services					
Actuarial Assessment	I22	-			-
Pretrial Assessment	F22	20,000			-
Sub-Total		20,000	-	-	-
Gatekeeper					
Gatekeeper	I25	4,000			-
Sub-Total		4,000	-	-	-
Case Management	I24	-			-
Substance Abuse Testing	G17	10,000			-
Other	Z00	-			-
5 Day Housing	Z02	-			-
Program Total		89,000	-	-	-
Administration					
Salary & Wages		27,000.00			-
Contractual Services		-			-
Equipment		-			-
Supplies		3,000.00			-
Travel		-			-
Training		500.00			-
Board Expenses		500.00			-
Other		-			-
Administration Total		31,000	-	-	-
Total Comprehensive Plans & Services		120,000	0	0	0

TOTAL FUNDING REQUEST

\$ 120,000.00

SECTION I: COMMUNITY CORRECTIONS ADVISORY BOARD INFORMATION

Name of CCAB: Wexford Missaukee

Federal I.D. Number: 386007337

A: General Contact Information:

	CCAB Manager	CCAB Manager's Direct Supervisor	CCAB Chairperson	Agency Serving as Fiduciary of Award & Contact Person
Name:	Mistine Stark	Judge Jason Elmore	Judge Audrey VanAlst	Wexford - Janet Koch
Title:	Manager	Circuit Judge	District Judge	
Address:	437 East Division	437 East Division	437 East Division	437 East Division
City:	Cadillac	Cadillac	Cadillac	Cadillac
State:	MI	MI	MI	MI
Zip:	49601	49601	49601	49601
Phone:	231-779-9472	231-779-9490	231-779-9515	231-779-9453
Fax:	231-779-9102	231-779-9497	231-779-5396	231-779-9745
Email:	mstark@wexfordcounty.org	judgeelmore@wexfordcounty.org	avanalst@wexfordcounty.org	clerk@wexfordcounty.org

Type of Community Corrections Board: Regional Advisory Board

Counties/Cities Participating in the CCAB: Wexford and Missaukee Counties

Date application was approved by the local CCAB: 04/30/2021

Date application was approved by county board(s) of commissioners and/or city council: Wexford 05/05/2021, Missaukee 05/11/2021

Date application was submitted to OCC: 04/30/2021

B: CCAB Membership

Representing:	Name	Email
County Sheriff:	Wexford - Trent Taylor Missaukee - Will Yancer	ttaylor@wexfordcounty.org w.yancer@missaukeesheriff.net
Chief of Police:	Adam Ottjepka	aottjepka@Cadillac-MI.net
Circuit Court Judge:	Jason Elmore	judgeelmore@wexfordcounty.org
District Court Judge:	Audrey Van Alst	avanalst@wexfordcounty.org
Probate Court Judge:	Melissa Ransom	jmransom@missaukee.org
County Commissioner(s):	Wexford - Julie Theobald Missaukee - Dean Smallegan	theobaldjulie@yahoo.com act@theinastore.com
Service Area (Up to 3):	Substance Abuse Couns- Cassie Bugai	CCoburn@catholichumanservices.org
County Prosecutor:	Wexford - Corey Wiggins Missaukee - David DenHouten	cwiggins@wexfordcounty.org ddenhouten@missaukee.org
Criminal Defense:	Brian Hoffman	hoffmanlawoffice@yahoo.com
Business Community:	John Mellish	Johnmellish@outlook.com
Communications Media:	William Barnett	barnbill@gmail.com
Circuit/District Probation:	Circuit supervisor -Charles Kennard Circuit PO - Laura O'dell District PO - Kristie Hatinger	kennardca@michigan.gov odelll@michigan.gov khatinger@wexfordcounty.org
City Councilperson:	Vacant	Vacant
Workforce Development:	Vacant	Vacant

- Does your CCAB have Bylaws? Yes If yes, have they been revised within the last 2 years? bylaws are reviewed and updated if needed annually.

2. What steps does your CCAB take to orientate new CCAB members ensuring the understanding of their roles and responsibilities? **New members meet with the Community Corrections Manager and are educated on what Community Corrections programs and services are available to the Judges and community. New members are also given a copy of by-laws and PA 511 info. They are introduced at the first CCAB meeting.**

SECTION II: ANALYSIS & COMPREHENSIVE CORRECTIONS PLAN

Introduction and Instructions for your Comprehensive Corrections Plan:

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

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

- 1) **Key Objectives** – Overall PCR Objective, Group 2 Straddle Objective, and Recidivism Objective(s) - your CCAB may identify other objectives in addition to these required objectives.
- 2) **Supportive Strategies** – Proposed OCC funded programming and/or services that are intended to support the objectives identified.
- 3) **Performance Measures** – Identified in each proposed program description, these are the specific methods your CCAB will utilize to measure outcomes of programming and their impact on State Board Priorities.

Felony Data Analysis:

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

A thorough analysis of the data should include:

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

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

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

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

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

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

SAMPLE STRATEGY: C01 Cognitive Programming, G18 Outpatient Treatment Services, and B15 Employment Skills. I25 Gatekeeper will be utilized to screen all offenders for eligibility.

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

1. Are overall felony dispositions increasing, decreasing, or stable? Stable
2. In the two charts below, please fill in the rates and number of dispositions for the **previous two fiscal years**. For CCABs with correctional facilities, please remove those dispositions with prisoner status (OMNI Report 3). Describe changes within Sentencing Guideline (SGL) categories identified below, including prison and non-prison dispositions, for State Board Target Populations. Any additional pertinent information necessary to establish a trend beyond 2 years must be included.:

FY 2019 State PCR:	19.7%	Group 2 Rate:	12.9%	Straddle Cell Rate:	24.0%	Group 2 Straddle Rate:	23.0%
Overall PCR:	29.6%- 86 prison dispositions out of 288 felony dispositions						
Group 1:	37.8% - 31 prison dispositions out of 82 felony dispositions						
Group 2:	26.7% - 55 prison dispositions out of 206 felony dispositions						
Straddle PCR:	47.7% - 31 prison dispositions out of 65 felony dispositions						
Group 1:	55.6% - 10 prison dispositions out of 18 felony dispositions						
Group 2:	44.7% - 21 prison dispositions out of 47 felony dispositions						
FY 2020 State PCR:	19.2%	Group 2 Rate:	13.4%	Straddle Cell Rate:	22.9%	Group 2 Straddle Rate:	21.7%
Overall PCR:	21.0%- 53 prison dispositions out of 252 felony dispositions						
Group 1:	18.5% - 13 prison dispositions out of 70 felony dispositions						
Group 2:	21.9% - 40 prison dispositions out of 182 felony dispositions						
Straddle PCR:	39.6% - 21 prison dispositions out of 53 felony dispositions						
Group 1:	25% - 4 prison dispositions out of 16 felony dispositions						
Group 2:	44.4% - 17 prison dispositions out of 27 felony dispositions						
3. Provide information regarding policies, procedures, program operations, pertinent issues or opportunities which emerged, or other factors which have positively/negatively affected the achievement of objectives--for example, local changes regarding early jail release, implementation of required program fees, stakeholders--CCAB manager or staff, judges, magistrates, prosecutor, sheriff, contractor/service providers. Briefly describe the impact and, if negative, how it was addressed. Felony dispositions for the Wexford-Missaukee Region decreased by 36 dispositions, from 288 in FY							
4. 2019 to 252 in FY 2020. Prison dispositions decreased from 86 in FY 2019 to 53 in FY 2020. During this							

5. time, the Overall Prison Commitment Rate (PCR) also decreased from 29.6%
6. (FY 2019) to 21.0% (FY 2020).
7. The Region's PCRs exceed the State Rates in all categories as well as exceeds the State PCRs in all target
8. population categories.
9. Both Wexford and Missaukee counties have had an extreme increase in the opiate and Meth use/addiction problems which result in new felony drug offenses.
10. Please NOTE that Wexford and Missaukee Counties have very small offender populations and because of this, the PCR and disposition numbers can change dramatically with just a few offenders.

A-2: Felony Analysis - Key Objectives and Strategies

NOTE:

- Key Objectives should be measurable and provide sufficient detail so progress can be monitored.
- Strategies are the local programs that will be used to impact your Key Objectives. ***Only proposed programs that impact at least one Key Objective will be considered for funding.***

1. Key Objective #1 is intended to impact the Overall Prison Commitment Rate – please state the Objective: Reduce the the overall Prison Commitment Rate (PCR) to 20% or below

List OCC Programs in support of Objective #1:

1. Pre-trial assessment F22
2. Pre-trial supervision F23
3. Substance Abuse testing G17
4. Gatekeeper I25
5. Enhanced Outpatient G18

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

1. Substance Abuse Treatment
- 2 Other outpatient Programs
3. Temp services for job placement

2. Key Objective #2 is intended to impact the Group 2 Straddle Cell Rate – please state the Objective: Reduce the Group 2 Straddle Cell PCR to 45% or less

List OCC Programs in support of Objective #2:

1. Pre-trial assessment F22
2. Pre-trial supervision F23
3. Substance Abuse testing G17
4. Gatekeeper I25
5. Enhanced Outpatient G18

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

1. Substance Abuse Treatment
- 2 Other outpatient Programs
3. Temp services for job placement

B: Recidivism Analysis

Public Act 511 mandates that CCABs “Provide improved local services for individuals involved in the criminal justice system with the goal of reducing the occurrence of repeat criminal offenses that result in a term of incarceration or detention in jail or prison.” As such, CCABs are required to address recidivism within their comprehensive plan, with a specific emphasis on how the plan is intended to impact the local recidivism rates.

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

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

ii. Technical Probation Violators resulting in a prison sentence (PVT)

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

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

Previous Fiscal Year Recidivism Rates							
County Name	Wexford FY20	Missaukee FY 20					Totals for Region:
Probation Violation - New Sentence to Prison							
Total	8	1					9
Probation Violation – Technical to Prison							
Total	9	5					14

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

- Are overall felony Probation Violations dispositions increasing, decreasing, or stable? Decreasing
- Describe changes within the Probation Violation disposition data for the previous two fiscal years, including prison and non-prison dispositions. Report rates with detailed explanation: **Total dispositions for Probation violations have decreased to 53 in FY 2020 compared to 86 in FY 2019. Total PVNS sent to prison stayed fairly stable at 9 for FY 20 compared to 10 for FY2018 and FY 2019.**
- PV technical totals that were sent to prison for FY 2020 stayed stable with 14 compared to 13 in FY2019 and 20 in FY 2018.**
- NOTE: Both Wexford and Missaukee Counties have small felony offender populations. Because of this, the PCR and disposition numbers can change dramatically from year to year.**
- Provide information regarding policies, procedures, program operations, pertinent issues or opportunities which emerged, or other factors which have positively/negatively affected the achievement of objectives—for example, local changes regarding early jail release, implementation of required program fees, stakeholders—CCAB manager or staff, judges, magistrates, prosecutor, sheriff, contractor/service providers. Briefly describe the impact and, if negative, how it was addressed. **There have been no significant changes in the stakeholders that affect the rates.**
- With the increase of Felony drug cases, Community Corrections has implemented an Enhanced Outpatient program to assist Offenders with their addictions. This has rapidly become a very valued program.**

B-3: Recidivism Key Objectives and Strategies

NOTE:

- Key Objectives should be measurable and provide sufficient detail so progress can be monitored.
- Strategies are the local programs that will be used to impact your Key Objectives. **Only proposed programs that impact at least one Key Objective will be considered for funding.**

- Objective #1 is intended to impact recidivism by targeting: Probation Violators with a new sentence State the Objective: Reduce the Prison Commitment of PVNS (Probation violator New Sentence) to 13% or below of all prison dispositions.**

List OCC Programs in support of Objective #1:

- Pre-trial assessment F22
- Pre-trial supervision F23
- Substance Abuse testing G17
- Gatekeeper I25
- Enhanced Outpatient G18

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

1. Substance Abuse Treatment 2. Other outpatient Programs 3. Temp services for job placement
2. Objective #2 is intended to impact recidivism by targeting: Technical Probation Violators State the Objective: Reduce the Prison Commitment of PVT (Probation violator Technical) to 25% or below of all prison dispositions.
<u>List</u> OCC Programs in support of Objective #2:
1. Pre-trial assessment F22 2. Pre-trial supervision F23 3. Substance Abuse testing G17 4. Gatekeeper I25 5. Enhanced Outpatient G18
<u>List</u> Non-OCC funded Programs in support of Objective #2:
1. Substance Abuse Treatment 2. Other outpatient Programs 3. Temp services for job placement

C: COMPAS Criminogenic Needs Profile

1. Please list the top 3 needs scales (medium/probable and high/highly probable combined) for **men and women collectively** as identified within the COMPAS Criminogenic Needs and Risk Profile for **all probationers** provided by OCC. Additionally, identify both the local and OCC strategies that will impact the identified needs scales: **FY 2020 COMPAS data for both male and female shows that the top 3 needs scales for WMCC are Substance Abuse 70.5%, Family Criminality 45%, and a tie for 3rd with history of Non-compliance and Criminal Involvement at 41%.**
2. **Offenders with Substance Abuse issues will be referred to Substance abuse services including both inpatient and outpatient programs. All of the above mentioned risk scale offenders will/can also be referred to Enhanced Outpatient programing as well as Vocational, Educational and employment programs as identified.**
3. Provide information regarding policies, procedures, program operations, pertinent issues or opportunities which emerged, or other factors which have positively/negatively affected the achievement of objectives--for example, local changes regarding early jail release, implementation of required program fees, stakeholders--CCAB manager or staff, judges, magistrates, prosecutor, sheriff, contractor/service providers. Briefly describe the impact and, if negative, how it was addressed. **There have been no significant changes in the stakeholders that affect the rates.**
4. **With the increasing of Felony drug cases, Community Corrections has implemented an Enhanced Outpatient program to assist Offenders with their addictions. This is rapidly becoming a very valued program.**
5. **The Community Corrections manager will meet with WMCCAB, Judges, Prosecutors, and Circuit Court Probation and Parole Supervisor to determine possible remedies and solutions to objectives not being met.**

D: Local Practices to Address Probation Violators

Please explain in detail how the CCAB is targeting the needs of felony probation violators, both new sentence and technical. Include both local and OCC funded practices. **Community Corrections offers Alcohol and drug testing services as well as arranges for residential treatment programs at both the pre and post sentence level. In FY 2020 Community Corrections added an Enhanced Outpatient program and probation violators are often referred to this valuable program upon a relapse violation. These programs allow offenders that could possibly be sent to jail or prison the opportunity to remain in the community and still be accountable. These programs allow the offender to develop social ties, opportunities for employment, attend substance abuse services, and obtain services for other issues thus helping with recidivism rates.**

Alcohol, METH and Opiates are the top abused substances. Opiate and Meth use are increasing at an alarming rate in Wexford and Missaukee areas.

E: Local Vocational/Educational Practices

Please explain in detail what is being done locally to address the local vocational/employment needs of offenders. Remember to consider trade schools, community colleges or universities who offer training to our offenders. Include both local and OCC funded practices. **Community Corrections and Probation/Parole Agents work with Michigan Works, as well as several "Temp" agencies to assist in placing offenders in the work force. Unemployment rates for Felony offenders are extremely high for both Wexford and Missaukee Counties. When offenders are able to obtain employment, they are usually labor line jobs in local factories, christmas tree work and fast food industry jobs.**

F: Local Practices to Address Persons with Substance Use Disorder(s)

1. How do defendants and offenders get screened for substance use services in your area (regardless of funding source)? **All defendants and offenders are screened by the local Community Corrections Manager.**
2. How do defendants and offenders get referred for a substance use assessment in your area (regardless of funding source)? **All defendants and offenders are screened by the local Community Corrections Manager and then referred to Northern Michigan Regional Entity (NMRE) for an SA assessment and funding, or referred directly to Catholic Human Services for further assessment and referral to outpatient services.**
3. After screening, how do defendants and offenders get referred to appropriate ASAM level of care treatment in your area? **Northern Michigan regional Entity (NMRE) or Catholic Human Services.**
4. Are there any barriers or gaps in service to obtaining an assessment and treatment that your CCAB is requesting OCC funding to fill? **There are several gaps that offenders face in this area.**
5. **1. Offenders often do not work or have money to pay co-pays for service**
6. **2. Transportation issues are a big problem with offenders and dedendants. Wexford and Missaukee Counties are very rural with minimal public busing. It is very hard for many to make it to town for counseling and other services such as AA and NA meetings.**
7. **3. Because of such a rural area and only very limited services available for SA services and treatment, offenders often run into big waiting lists for availability. If so, please describe in detail:**
8. What non-PA 511 funded services are available in your area? Be sure to include treatment court services. **Catholic Human Services offer an array of outpatient services that are not funded by PA 511. Sobriety Court offers some funding for services as well to those offenders that are diverted into Sobriety Court instead of a probation sentence.**

G: Comprehensive Corrections Plan Summary

1. Please explain how the Comprehensive Corrections Plan, in coordination with the local practices, will impact the State Board Priorities, and ultimately offender success: The Comprehensive plan which includes value programs (Gate Keeper, Pretrial programs, Enhanced outpatient and SA testing continues to identify Felony offenders for release to the community setting. Programs are in lieu of jail sentence or probation violation or as a condition of bond (pre-trial). These programs help save significant jail bed days and impact Prison Commitment Rates. Jail Bed days are counted in each specific program the offender is diverted and released into.
2. The Pre-Trial Service programs offer offenders an opportunity of sobriety, testing, supervision and positive progress before sentencing in front of the Judge. It also encourages Judges, Probation agents and prosecutors to place offenders in Community Corrections services instead of a new sentence to prison or jail, thus allowing offenders to have the opportunity to re-engage in recovery or positive environments
3. What steps will you take if you find that you are not meeting your objectives, or your strategies are not being implemented as planned? **The Community Corrections manager will meet with WMCCAB, Judges, Prosecutors, and Circuit Court Probation and Parole Supervisor to determine possible remedies and solutions to objectives not being met.**

4. Program eligibility overrides may be requested in writing to the assigned OCC Specialist. Please document any additional override procedures your CCAB has approved. **Rarely cases need over rides into a program. If a override is needed, the OCC manager will consult with the OCC specialist to determine the oppropriate solution.**

5/5/2021

J.5.

**Wexford County Board of Commissioners
Amendments to the 2021 Budget**

Adj #	Acct	Acct Description	Revenue	Expense	
20210501	573.000.390.00	Fund Balance	\$30,000		a.
	573.000.800.00	Contracted Services		\$30,000	
BOC motion of 12-16-2020 approved the project at a not-to-exceed \$30,000. Cedar Creek Well #2 upgrade.					
20210502	101.253.695.01	Transfer in/Land Reutilization	\$125,000		b.
	101.290.971.05	Window Replacement		\$125,000	
		First payment for the Historic Courthouse windows			



Alliance for Economic Success

Fostering collaboration to build prosperity

L.1.

Received by Wexford County
Administration Office

APR 19 2021

April, 2021

Greetings Alliance for Economic Success partners,

We would like to share with you The Alliance for Economic Success (AES) 2020 annual report <https://www.youtube.com/watch?v=I5GANPqbqXI> – and also inform you of upcoming initiatives that will increase our ability to support the Wexford-Missaukee region's economic development and business growth in a rapidly changing post-pandemic economy. Among 2020 AES highlights, we:

- Have been involved in the distribution more than \$1 million in grant funding to Wexford and Missaukee businesses and non-profits
- Worked with 500-plus business and government entities
- Supporting specific housing projects in Missaukee and Wexford Counties
- Provided assistance in DNR Trust Fund and Passport grant applications and awards
- Provided Wexford and Missaukee county businesses and stakeholders with a voice in regional initiatives to ensure a local benefit is realized

In the year ahead, we are excited about expanding representation on our board of directors and providing additional services to further strengthen Wexford and Missaukee Counties. Our goal is to direct programs that help recover, reinvent and redefine our local economy. To do that, we invite your community to invest in the collaborative benefit that has and will continue to improve the lives and careers of citizens, rebuild business resiliency, and incubate entrepreneurship.

During the rest of 2021, you will be hearing from both Lisa Leedy, executive director, and Mark Lagerwey, who is working on project management and structuring AES to serve our community.

Sincerely,

AES Board of Directors Executive Team:

Kelly Smith, AES Board of Directors President and President Baker College of Cadillac

Tonya Smith, President Munson Health Care

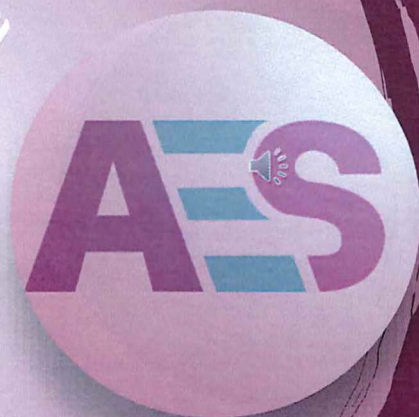
Jeremy Winkle, Owner VanDrie Home Furnishing

Doug DeYoung, Community Affairs Regional Manager Consumers Power

ALLIANCE FOR ECONOMIC SUCCESS

The AES FY2020 Annual Report highlights the programs, investments and partnerships that are building stronger, more competitive, and more resilient rural communities.

2020 ANNUAL REPORT



Business Model

The role AES plays in economic development



Convene

Bring folks together.



Collaborate

Work with partner agencies for the best outcomes.



Connect

Provide access to resources.



Fostering collaboration to build prosperity in rural northern Michigan.

We strive to provide business and community development services, resulting in solutions for and with businesses and communities, creating prosperity through partnerships.

AES brings the leadership to identify local priorities on which to build collaborations to enthusiastically promote the community capital capacity building needed to develop sustainable, prosperous communities. We use our passion, diversity, and humility to support these initiatives and provide integrity and ethical practices in achieving our goals



INTRODUCTION

MISSION, VISION, VALUES

It's impossible to provide a report for 2020 and not focus on the impacts of the pandemic. Wexford and Missaukee Counties provide a high-quality place to live, work, play and run a business. We went from a solid, growing economy with renewed optimism, to fear and confusion during unprecedented shutdowns and mandates. Our team supported business owners, while working through plans to help them survive. Collaboration with the local support agencies, state agencies, nonprofit organizations and local leaders helped strengthen our communities and increase economic competitiveness during the past year more than ever.

Despite all of the challenges of 2020, our regional employer base is strong. Not only did our area businesses learn to adapt during events beyond their control, but many worked together to help other neighboring businesses as well.

Among the achievements highlighted here are our participation in the scoring and award of over \$1 million in grant awards that supported local businesses through the pandemic, serving as catalysts for job retention; interactions with 501 businesses many times over to connect them to resources and tools as well as marketing our community to national site selectors with 14 replies to requests for site information.

During these difficult times, we must continue our effort to collaborate with all agencies to help our businesses and communities thrive. **Spirited dedication, innovation, resilience:** I have never been more proud of our team and our communities.

-Lisa

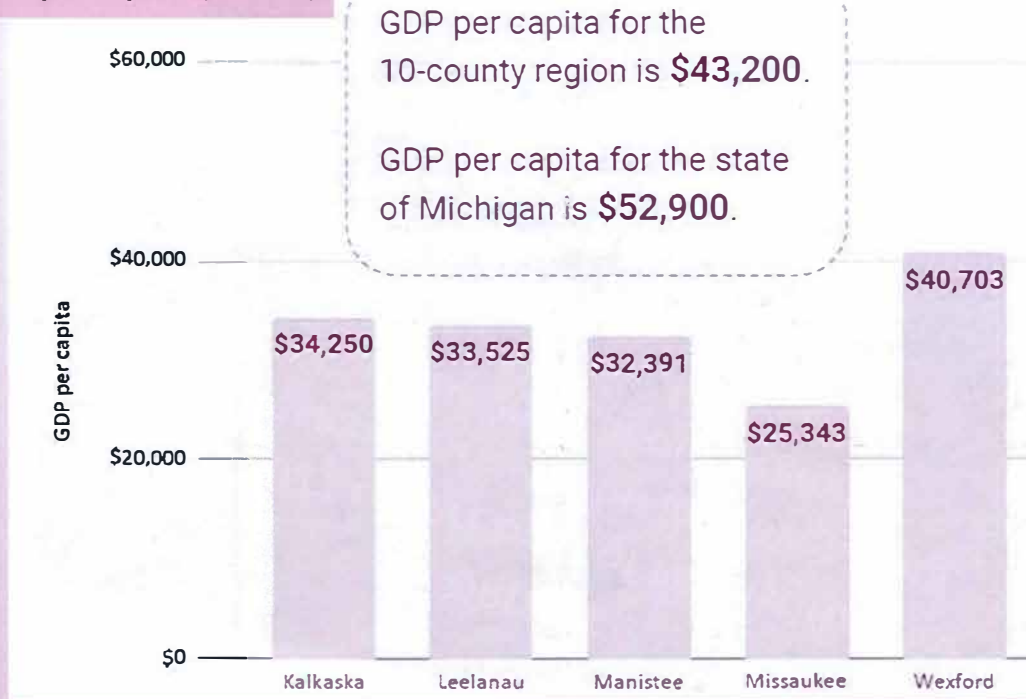
A message from the Executive Director



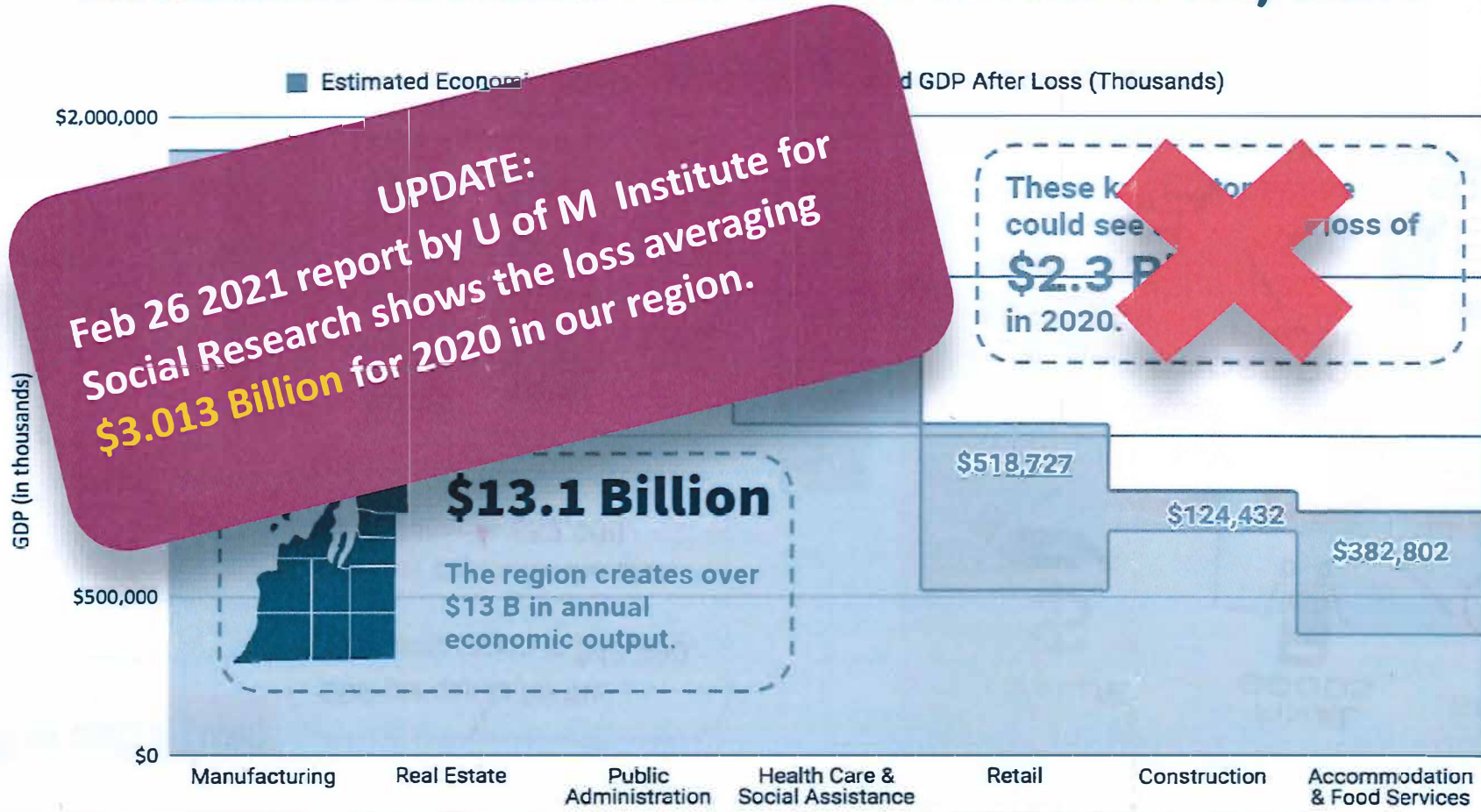
Lisa Leedy

Current Conditions

GDP per capita by County



Estimated Economic Loss in Northwest MI, 2020



CURRENT
CONDITIONS

Who is at risk of long-term impact?

Sorry We're
CLOSED

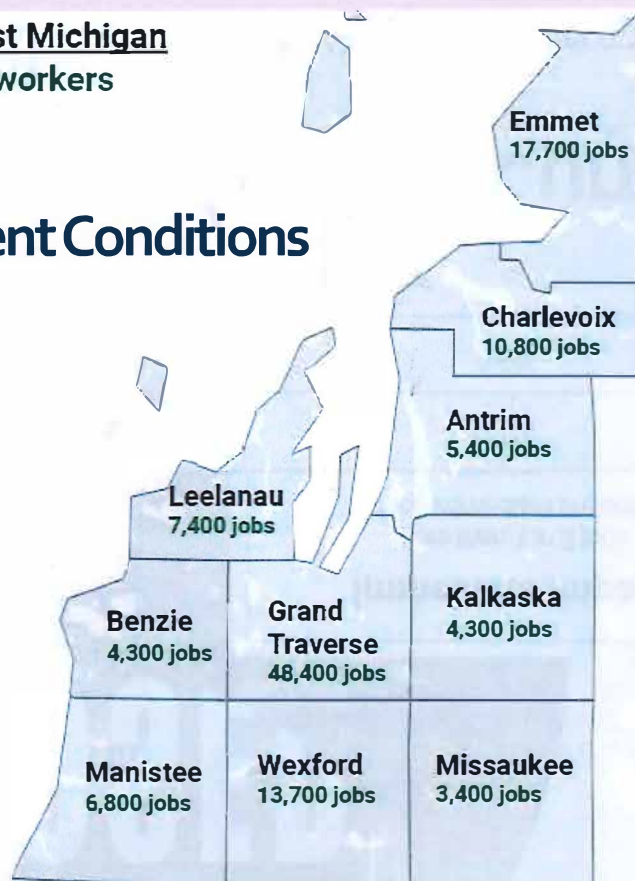
	Immediate Impact More than 1 in 3 jobs face immediate impact.	Closure Order More than 1 in 4 jobs are non-critical, non-remote.	Small Business More than 1 in 3 jobs is in a small business with less than 20 workers.
Missaukee	21%	19%	36%
Wexford	26%	23%	17%

Current Conditions

Northwest Michigan

122,800 workers

Current Conditions



Workforce Impacts by Industry

Closure orders and new operating restrictions present risks to businesses and employment that vary across industry and over time.

Data source: NWMI Regional Recovery and Investment Data-2020



Small Business Risk

\$12,100

Bank Account Balance

The median balance for small businesses across checking and savings accounts.

Even small changes in cash inflows or outflows — especially if unexpected — can have large impacts on small businesses.

27 days

Cash Buffer Days

The median number of days of outflows a small business could pay were inflows to stop.

With a median of only 27 cash buffer days, the typical small business has a low margin of error in the face of economic headwinds and shocks.



Current Conditions



Pandemic Assistance was our primary focus all year

How we helped:

501

Number of unique businesses
AES staff assisted during 2020

36

Number of government
units or agencies
engaged

427

Number of staff hours
assisting partner
agencies



Direct Outside Dollars Back into Local Businesses

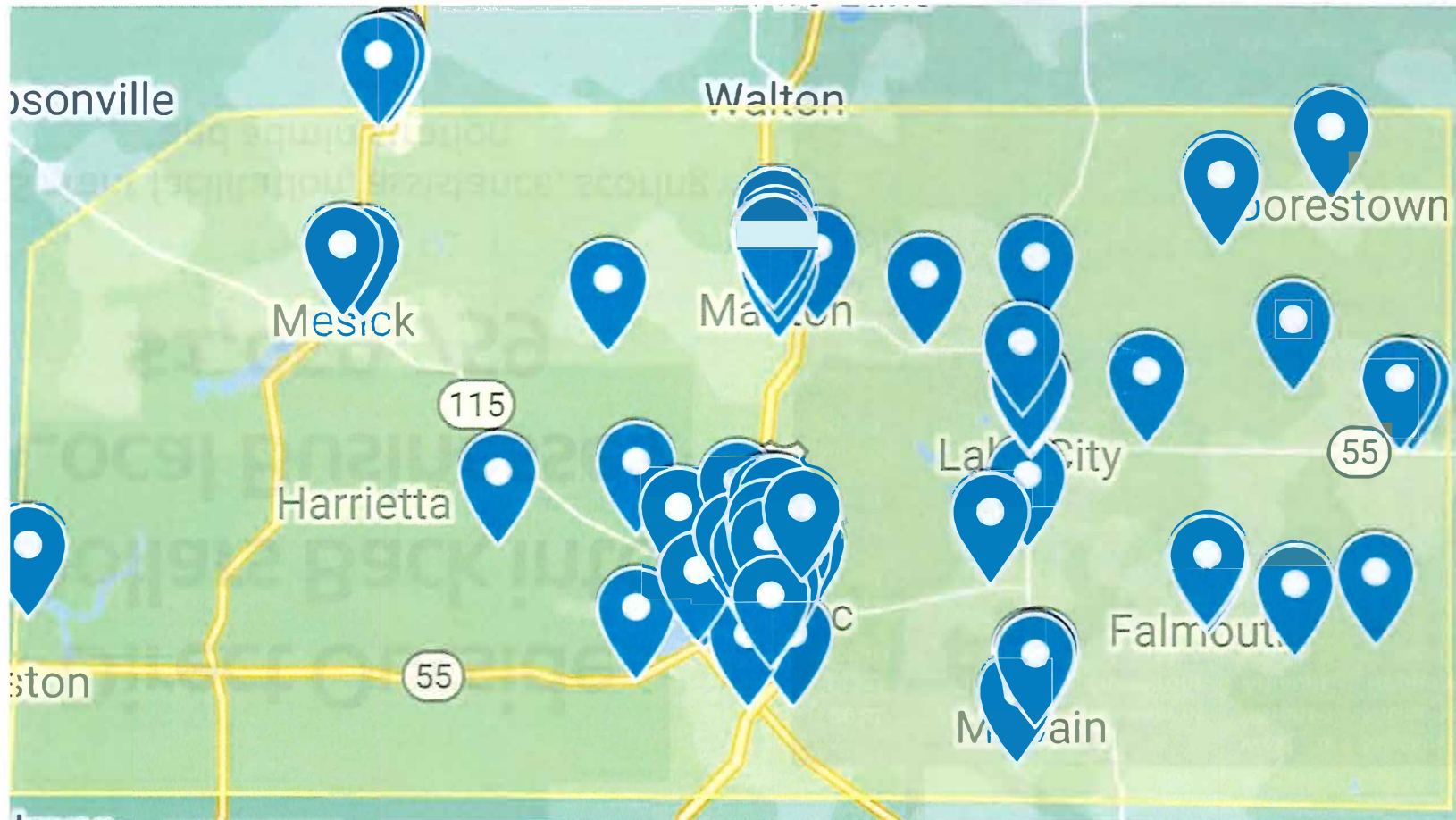
\$1,059,759

AES grant facilitation, assistance, scoring
and administration

2020 Grant Dollars	Number of Business Awards	Number of Non-Profit Awards	Wexford Grant Amount Total	Missaukee Grant Amount Total	Total for regional work
Relief Grant	12	0	\$45,000	\$20,000	
Restart Grant	34	5	\$332,781	\$147,660	
Survival Grant	27	4	\$207,426	\$91,426	
Innovation & Apprentice ship grants (Regional share)	0	3			\$140,000
Misc Additional Grant Funding for AES work	0	1			\$75,466
Totals:	73	12	\$585,207	\$259,086	\$215,466



Our geographic reach within **Missaukee** and **Wexford** Counties



The Ultimate Gift Shop
 Creative Embroidery
 13th Street Market
 The Land Dancery
 YMCA
 Montage Media
 Blue Pin Alley
 Arlettas Flowers
 Jennifer's Roundabout Cafe
 American Legion
 Northern Michigan Consaltin
 Poncho Villa
 Reedy's Restaurant
 Westmass Farms
 Trend Designs
 Lake City Family Diner
 Countryside Grill
 Cadillac Grill
 Whipple and Co.
 Lake City Family Diner
 Shoreline Cafe
 Ford Electronics
 Hammers
 Town Pub
 Roman BBQ
 Cornerstone Coffee
 True Riches
 Burkes
 Herman's
 Cadillac Senior Center
 Buckle Roadhouse
 Patty Cakes
 McBain Collision
 Michigan Coffee
 OCD Accounting
 Merrill's Automotive Shop
 Magnolia Boutique and Gifts
 Cadillac Tuxedo
 Boon Country Store
 Ron Brinks Dairy
 ThreeOhEight
 Duane's Family Restaurant
 Eclipse Tanning

Grant Awardees



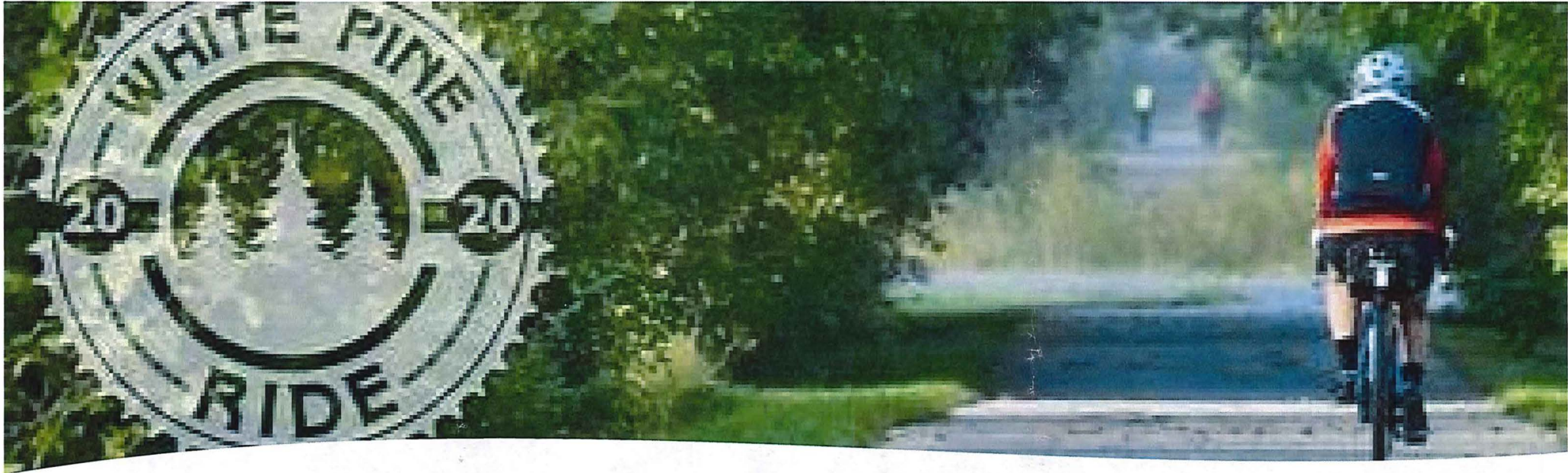
- Commence the City of Cadillac Income Study to attempt to qualify for CBDG funds to help fund public infrastructure that supports housing projects such as The Lofts
- Work with a developer in Missaukee County to find resources to help facilitate a new housing development
- Support Housing North with resources and expertise to overcome barriers to additional housing options in both counties



Housing

Our team continues to move the needle for more housing options in our counties

AS



- Re-submit the Missaukee County DNR Trust Fund Grant Application for mountain bike trail expansion

Quality of Life

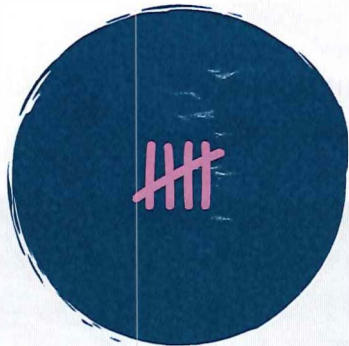
- Assist Wexford County and Boon Sports Management with The Wex DNR Passport grant to keep the project moving
- Support the White Pine Trailhead Project at Cadillac Commons with the City of Cadillac





Grant Dollars
sought for our
counties

\$2,645,000



Number of grant
applications
reviewed/scored

370



New business
attraction
solicitations

14

Impact





Northern Lakes
ECONOMIC ALLIANCE



Networks
Northwest

Talent / Business / Community



VENTURE
NORTH

FUNDING | RESOURCES | CONNECTIONS



REGIONAL ECONOMIC DEVELOPMENT



REGIONAL COLLABORATION TO BRING OPPORTUNITIES TO MISSAUKEE AND WEXFORD COUNTIES

- MEDC Innovation Grant with Networks Northwest \$400,000
- LEO Apprenticeship Grant with MichiganWorks! \$300,000
- Industry 4.0 Grant with area Manufacturing Councils (awaiting announcement \$835,000)
- Regional and County CEDS Task Force Lead
- Monthly Collaborative Development Council Lead for both Missaukee and Wexford Counties

Mark Lagerwey joined the AES team in December through a sponsorship by Baker College. Mark is known for his role as the Associate Director of Business Development at Baker College.

Mark's role in the MAT2 and Mechatronics programs at Baker puts him directly in a supportive role in our region's workforce development. Mark also serves on the Cadillac Rotary Board and the White Pine Ride event team.

Mark will be working part-time alongside Lisa Leedy to transition into the role of Executive Director by June, after his retirement from Baker College.

New Team Member, New Leadership



Mark Lagerwey

Board Of Directors



Kelly Smith

Executive Director
Baker College Cadillac



Eric Gustad

Public Affairs Area Manager
Consumers Energy Company



Tonya Smith

President
Munson Healthcare Community Hospitals
and System Integration



Jeremy Winkle

Owner
VanDries Furniture



Mark Bergstrom

Retired
Former Manistee County Commissioner

2020 Team

Staff

Lisa Leedy

Executive Director

Mark Lagerwey

Program Director

Transitioning to Executive Director in 2021

Marv Radtke

Community Development

Alexa Leedy

Administrative Assistant

Patty Bell-Johnson

Accountant



2020 Investors and Partners

Baker College
Boon Sports Management
Boon Township
Cadillac Castings
Cadillac Area Community Foundation
Cadillac Area Human Resources Association
Cadillac Chamber of Commerce
Cadillac DDA
Cadillac Downtown Fund
Cadillac News
Cadillac Visitors Bureau
CEDAM
Chemical Bank
Cherry Grove Township
City of Cadillac
City of Manton
City of McBain
Clam Lake DDA
Clam Lake Township
Consumers Energy

Downtown Cadillac Association
DTE Foundation
Gibbs Planning Group
Habitat for Humanity
Haring Township
Housing North
James Bosscher
MDOT
Michigan Celebrates Small Business
Michigan Community Capital
Michigan Dept. of Natural Resources
MEDA
MEDC
Michigan Landbank Fastrack Authority
Michigan State Housing Development Authority
Michigan State University SBEI Program
Michigan Works!
Missaukee Chamber of Commerce
Missaukee Community Foundation


Missaukee County
MSU Extension
Munson Healthcare Cadillac
Networks Northwest
Portage Lake Watershed Forever
Rotary Charities
SBA
SBCE
Selma Township
USDA
US Department of Commerce
US Forest Service
VanDries Furniture
Venture North
Village of Thompsonville
Wexford County
Wexford-Missaukee ISD
9 and 10 News




The Alliance for Economic Success (AES) was created in 2008 to support economic and community development. It is a 501c3 nonprofit corporation, governed by a Board of Directors.

The work of the AES is guided by funder priorities. The AES helps communities and industry engage all interests to develop and unify around strategies for the future. We convene, connect, communicate and collaborate.

THANK YOU

Lisa Leedy 

231.723.4325 

lisa@allianceforeconomicsuccess.com 

www.allianceforeconomicsuccess.com 