



# 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 03, 2023, beginning at 4:00 p.m. in the Commissioners Room, third floor of the Historic Courthouse, located at 437 E. Division St., Cadillac, Michigan.

### TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLIEGIANCE
- D. ADDITIONS/DELETIONS TO THE AGENDA
- E. APPROVAL OF THE AGENDA
- F. PUBLIC COMMENT
- Designated for topics on the agenda only.*
- G. EMPLOYEE RECOGNITION ..... 1
  - Stephanie Dupuis – 25 Years
  - Catherine Wright – 25 Years
  - Eric Garland – 25 Years
  - Christopher Piskor – 25 Years
  - Kevin Kovach – 25 Years
  - Adam Kerr – 10 Years
  - Lori Nix – 10 Years
- H. PRESENTATION AND REPORTS
  - 1. District Health Department #10 Annual Report – Kevin Hughes..... 3
- 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.*

  - 1. Approval of the April 19, 2023 Regular Meeting Minutes ..... 16
- J. AGENDA ITEMS
  - 1. Slagle Township Assessing Contract (*Finance 04/26/2023*)..... 20
  - 2. Community Corrections Fiscal Year 2024 Plan and Application (*Finance 04/26/2023*)..... 23
  - 3. Northern District Fair Board Grant Matching Funds (*Finance 04/26/2023*)..... 57
  - 4. District Health Department #10 Opiate Recovery Funds Proposal (*Finance 04/26/2023*) ..... 67
  - 5. USDA Forest Service Grant Modification (*Finance 04/26/2023*)..... 69
  - 6. Policy D-12.0 Courthouse Security (*HR/PS 04/27/2023*) ..... 80
- K. ADMINISTRATOR’S REPORT
- L. CORRESPONDENCE
- M. PUBLIC COMMENT
 

*Open for any public comments.*
- N. LIAISON REPORT
- O. BOARD COMMENTS
- P. CHAIR COMMENTS
- Q. ADJOURN

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**BOARD OF COMMISSIONERS AGENDA ITEM**


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**FROM:** Human Resources / Public Safety Committee

**FOR MEETING DATE:** May 03, 2023

**SUBJECT:** Employee Recognition

SUMMARY OF ITEM TO BE PRESENTED:

Wexford County would like to recognize employees for their service, per County Policy B.13-0, at 10, 15, 20, 25, 30, and 35 years. The following employees should be recognized at the next Board of Commissioners meeting for their service as follows:

EMPLOYEE NAME	DEPARTMENT	YEARS OF SERVICE
Stephanie Dupuis	Equalization	25
Catherine Wright	Prosecuting Attorney	25
Eric Garland	Sheriff's Office	25
Christopher Piskor	Sheriff's Office	25
Kevin Kovach	Sheriff's Office	25
Adam Kerr	Maintenance	10
Lori Nix	Treasurer	10

Stephanie Dupuis began her employment with Wexford County on March 10, 1998 as part-time Deputy Register of Deeds in the Register of Deeds' Office. On September 14, 1998, Ms. Dupuis was hired in the Equalization Office as a full-time Department Secretary. Ms. Dupuis' position evolved into the Administrative Analyst. On July 19, 2021, Ms. Dupuis was promoted to Deputy Director of Equalization, she continues to work in this position.

Catherine Wright began her employment with Wexford County part-time on March 13, 1998 in the Probation and Parole department. On January 29, 2001, Ms. Wright began working part-time in the Prosecutor's Office. On July 5, 2004, Ms. Wright was hired as the full-time Office Administrator in the Prosecutor's Office. Ms. Wright continues to hold this position.

Eric Garland began his employment with Wexford County on April 15, 1998 as a seasonal full-time, Marine Patrol Deputy. Deputy Garland was hired as a Road Patrol Deputy on August 11, 1998. On June 29, 2014 Deputy Garland assumed the position of Law Enforcement Sergeant and continues to hold that position.

Christopher Piskor began his employment with Wexford County on May 6, 1998 as a full-time Road Patrol Deputy. On February 25, 2004, Deputy Piskor was promoted to the rank of Road Patrol Sergeant. On April 18, 2013 he was assigned to the Detective Sergeant Position and continues to hold that position.

Kevin Kovach began his employment with Wexford County on May 26, 1998 as a full-time Road Patrol Deputy. On January 23, 2008 Deputy Kovach was promoted to Road Patrol Sergeant and continues to hold that position.

Adam Kerr began his employment with Wexford County on April 1, 2013, as the Maintenance Supervisor. Mr. Kerr continues to hold this position.

Lori Nix began her employment with Wexford County on April 11, 2013 as a part-time Deputy Treasurer. On August 13, 2021, Ms. Nix was promoted to full-time Deputy Treasurer. Ms. Nix continues to hold this position.

RECOMMENDATION:

The Human Resources / Public Safety Committee recommends the presentation of the Certificates of Appreciation at the Board of Commissioners meeting on May 03, 2023.

# 2022 Communicable Disease

**Wexford County, MI**

**District Health Department #10**

**Chelsea Rossow, M.P.H.**  
**Epidemiologist**





# What are Communicable Diseases? What Does the Health Department Do About Them?

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- **AKA: Infectious Disease/Transmissible Disease**
  - Illnesses that appear in humans (or other animals) and are caused by the presence or growth of a disease-causing agent
  - Includes things such as viruses, bacteria, fungi, and parasites
- **What is the Health Department's role?**
  - State of Michigan mandates that certain communicable diseases must be investigated and documented
  - Investigation and documentation allows us to track these diseases in our communities over time (surveillance)

# Total Investigated by DHD#10 Staff in 2022:

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- **Food/Water Borne: 95**

- Illness that spreads through the things we eat

- **Sexually Transmitted**

- **Infections: 667**

- Spreads during sex or other intimate contact

- **Respiratory: 57**

- Conditions involving the airways or lungs
- In addition to 24,894 lab confirmed COVID-19 cases

- **Vaccine Preventable: 26**

- Disease that can be prevented by effective vaccines

- **Vector Borne: 38**

- Spread by vectors (living things like mosquitoes, tick, and fleas)

- **Viral Hepatitis: 87**

- A, B, C (chronic)

- **Other: 67**

- Includes neurologic, zoonotic, antibiotic resistant, etc.

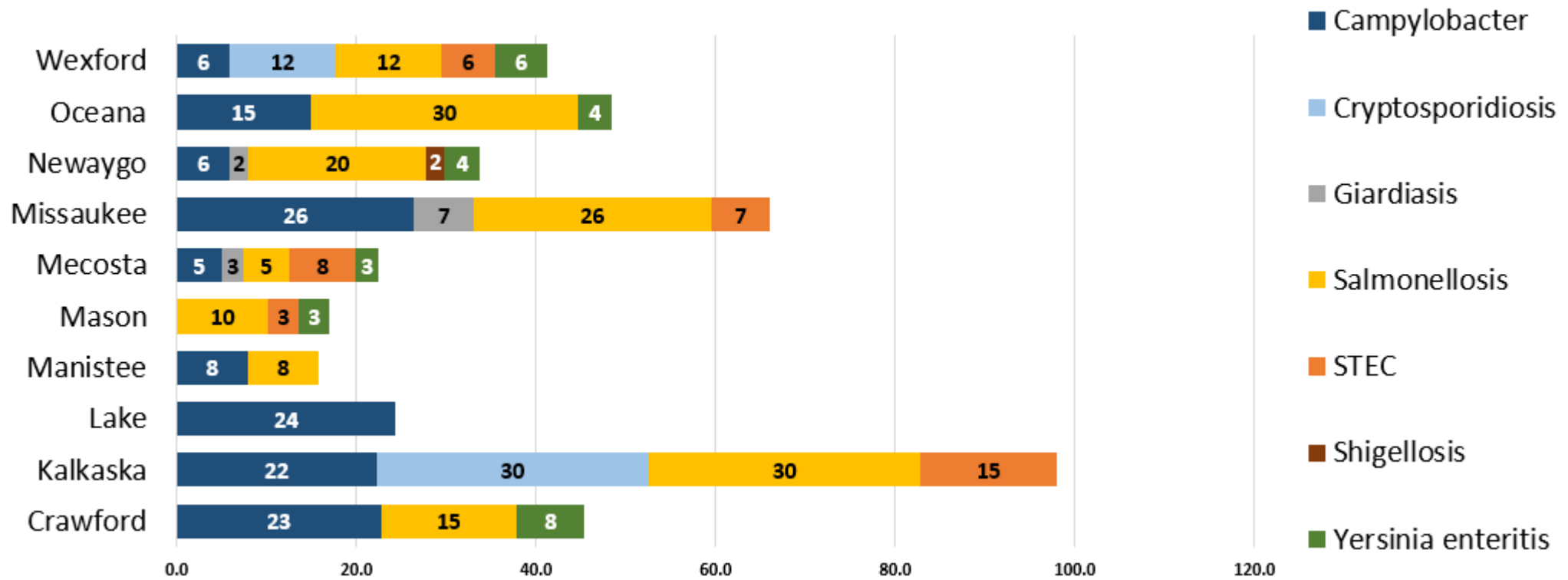
# **“Rates per 100,000”**

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- Rates are reported as the number per 100,000 population and adjusted to year 2020 standard population sizes
- This can be interpreted as the number of cases that is estimated to occur in every 100,000 people
- May be more familiar with "1 in 10 people" or "5 in 10 people"
- Rates allow us to compare county to county and county to Michigan

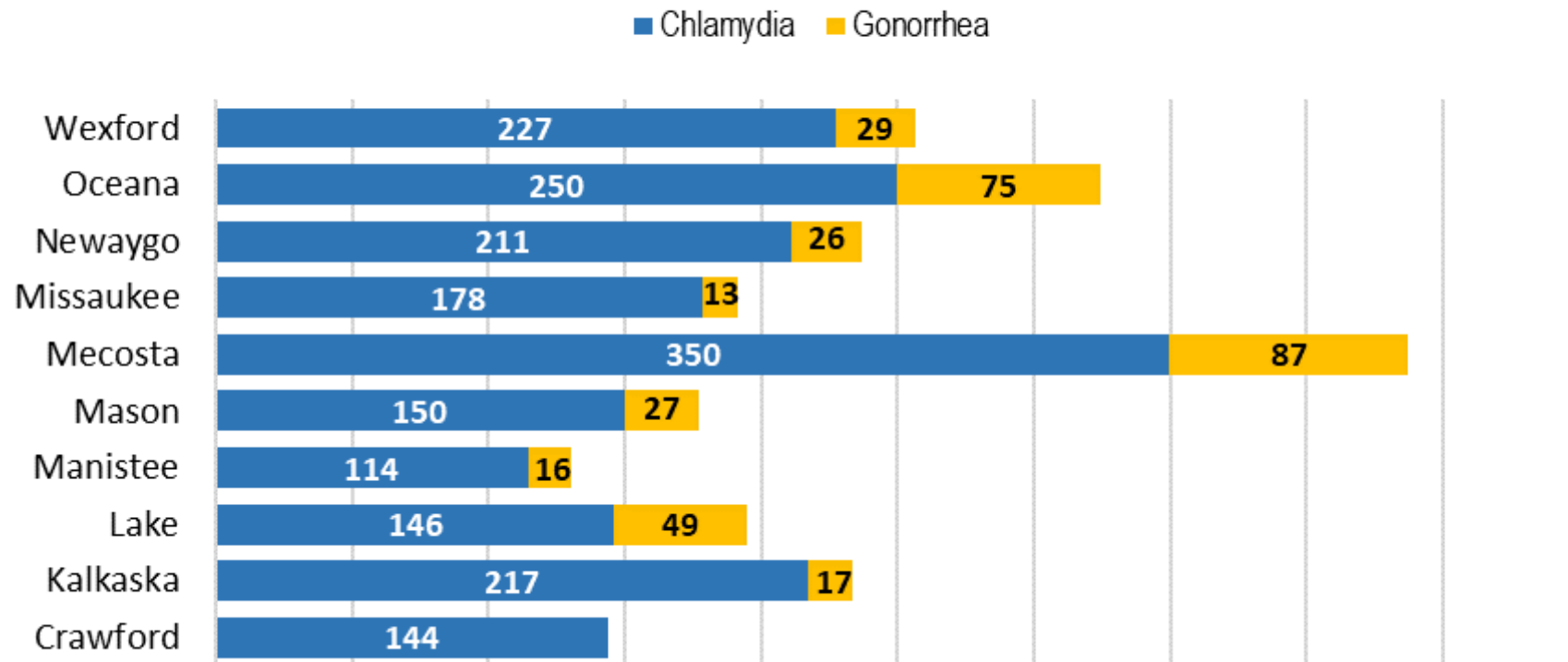
# Food & Water Borne Illnesses

*Rate of Food & Water Borne Illnesses per 100,000 by County, 2022*



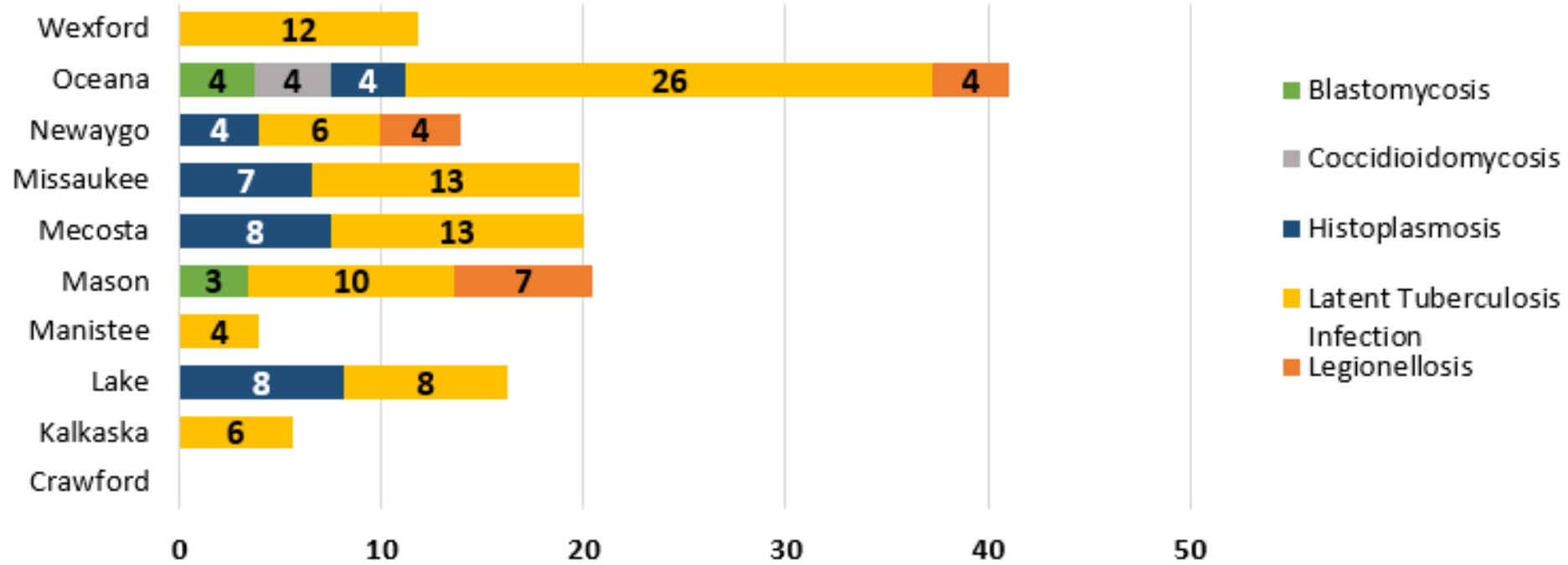
# Sexually Transmitted Infections

*Rate of STIs per 100,000 by DHD#10 county, 2022*



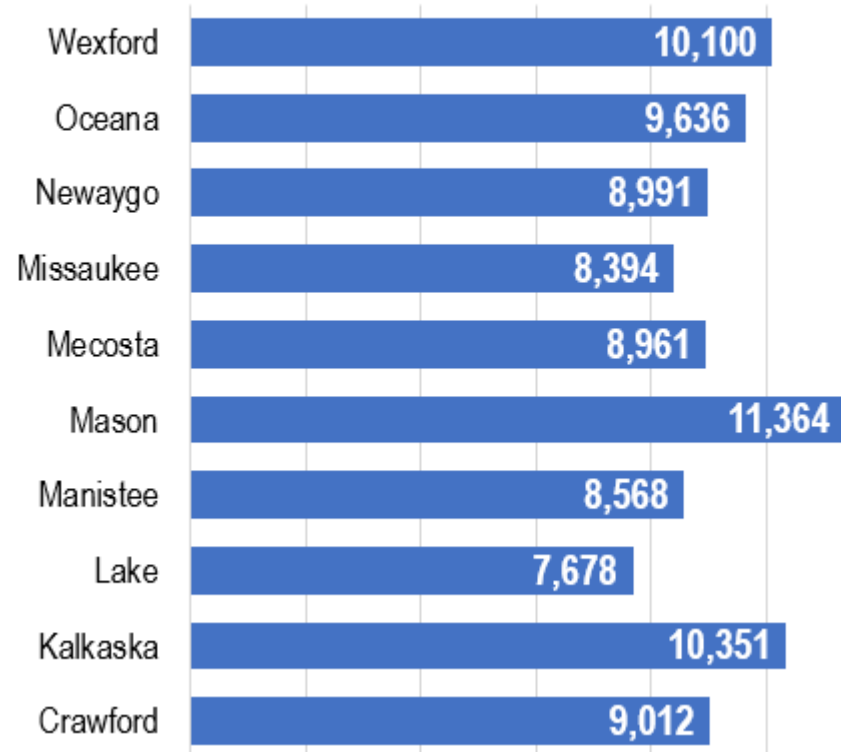
# Respiratory Infections

*Rate of Respiratory Conditions per 100,000 by County, 2022  
(excluding covid-19 & influenza)*

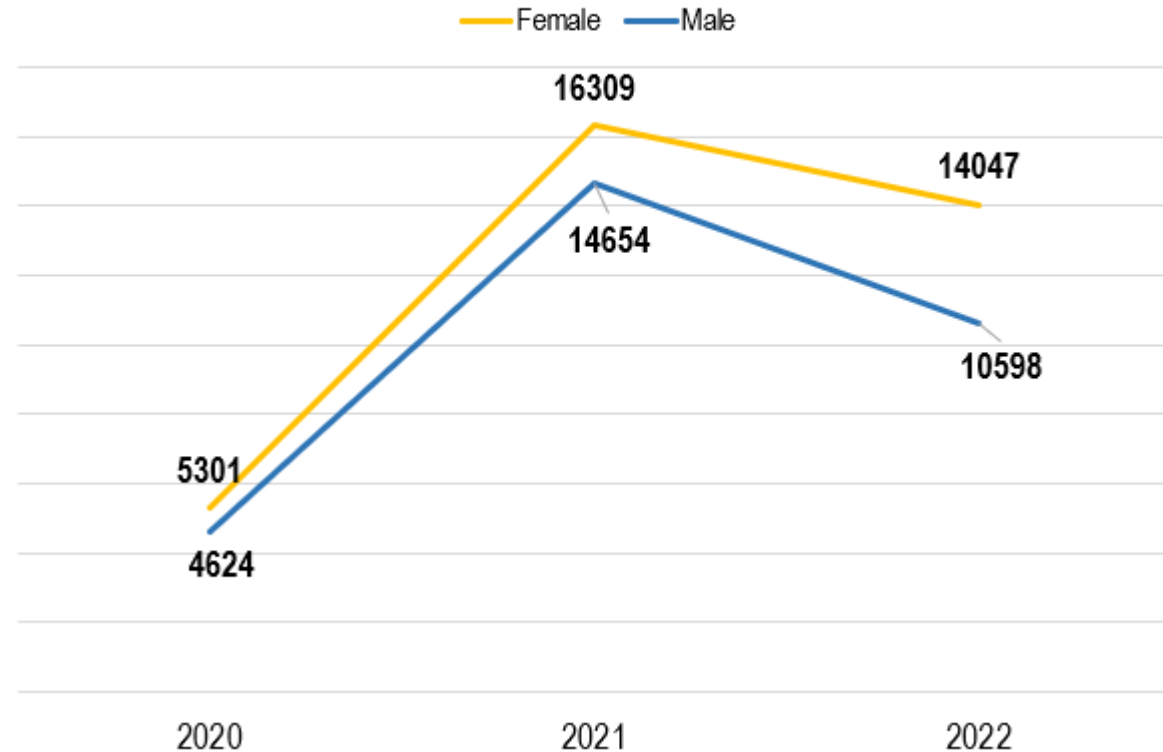


# COVID-19

*Covid-19 by DHD#10 County, 2022*

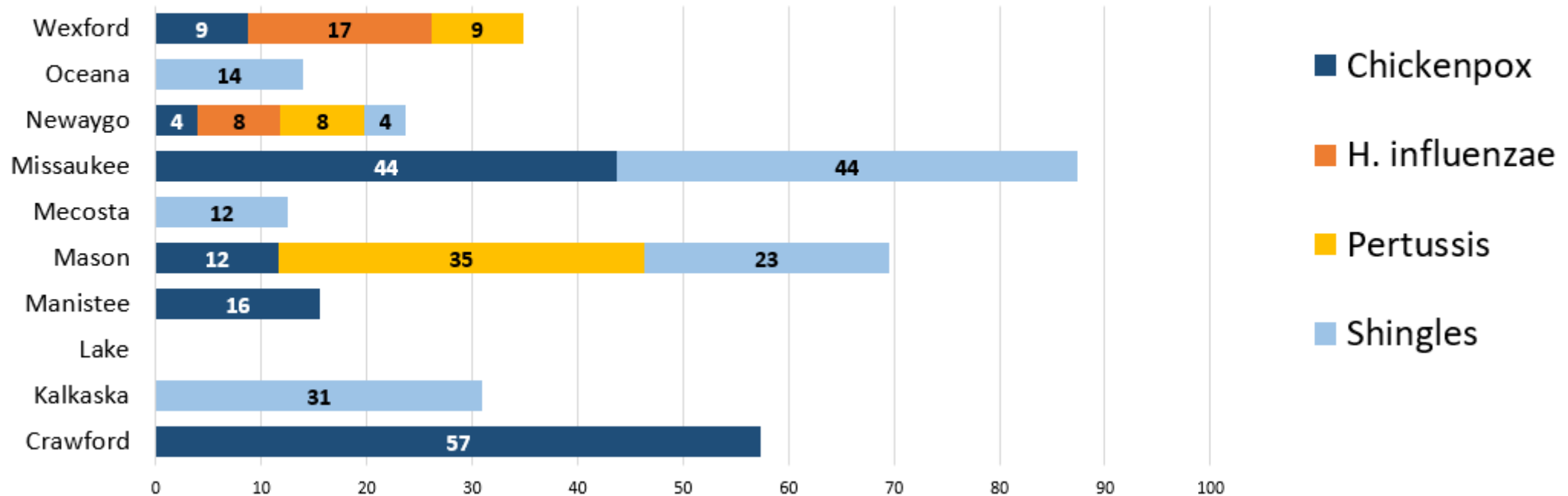


*Changes in COVID-19 by Sex, 2020 - 2022*



# Vaccine Preventable Diseases

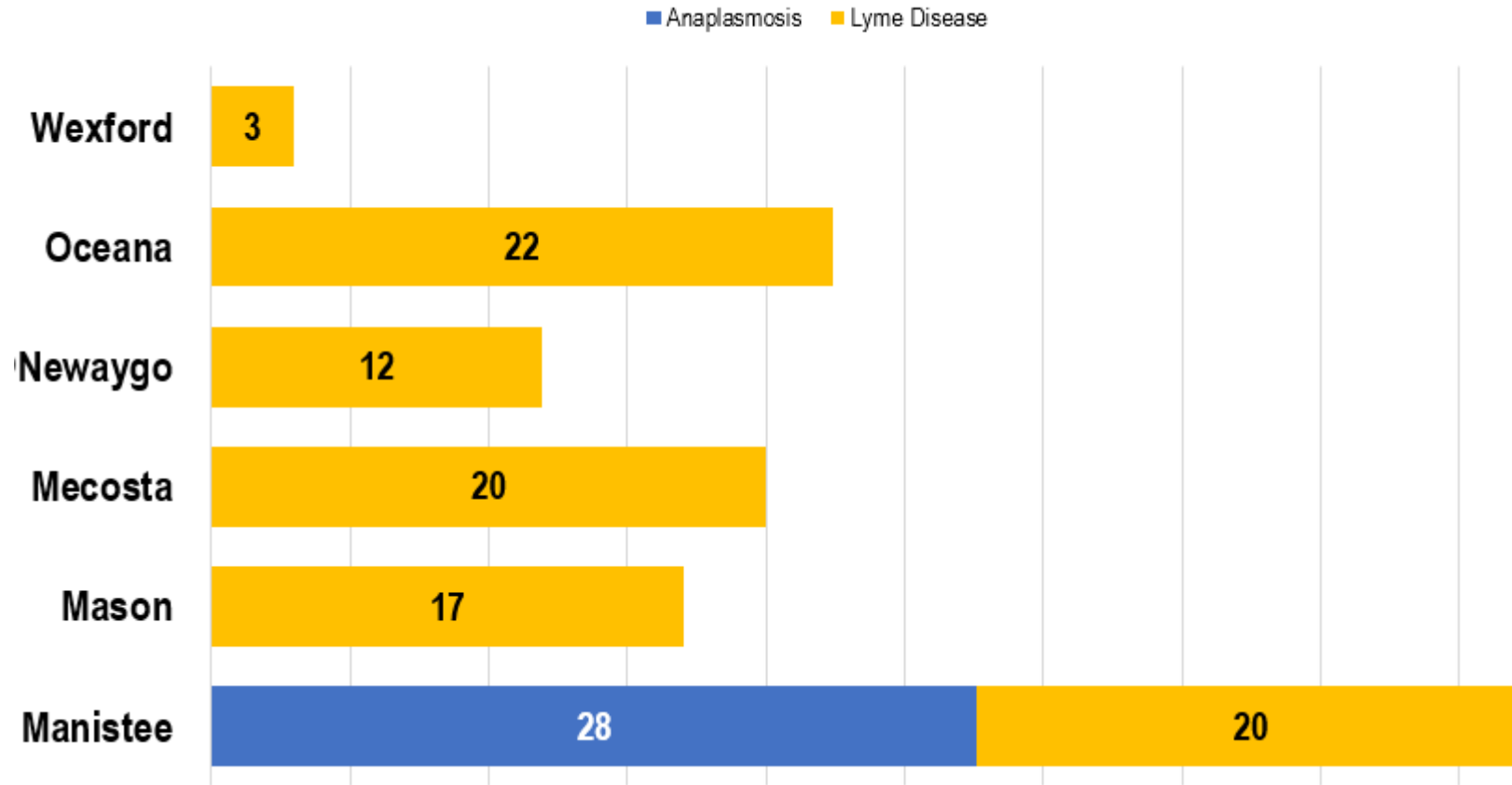
*Rate of VPDs per 100,000 by County, 2022*





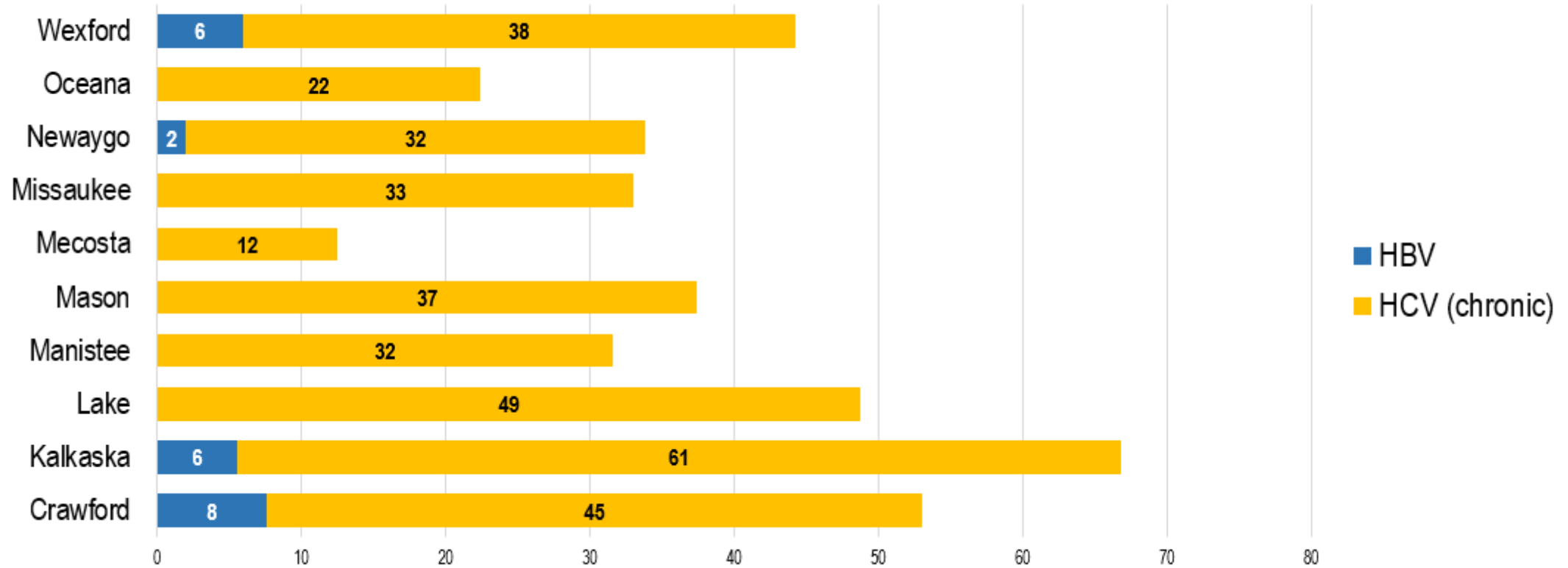
# Vector Borne Diseases

*VBD Rate per 100,000 by County, 2022*



# Viral Hepatitis

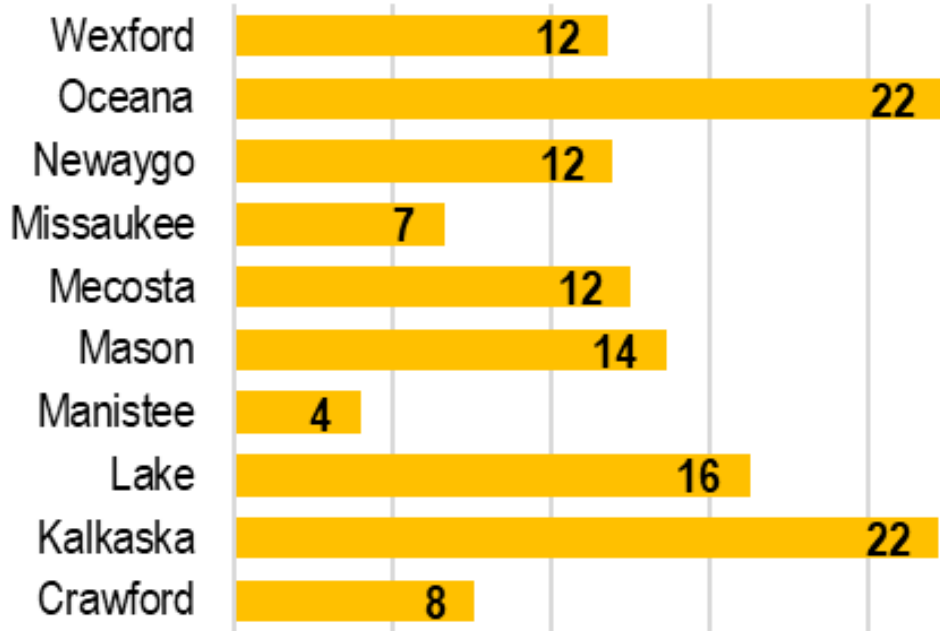
*Rate of Viral Hepatitis per 100,000 in DHD#10, 2022*



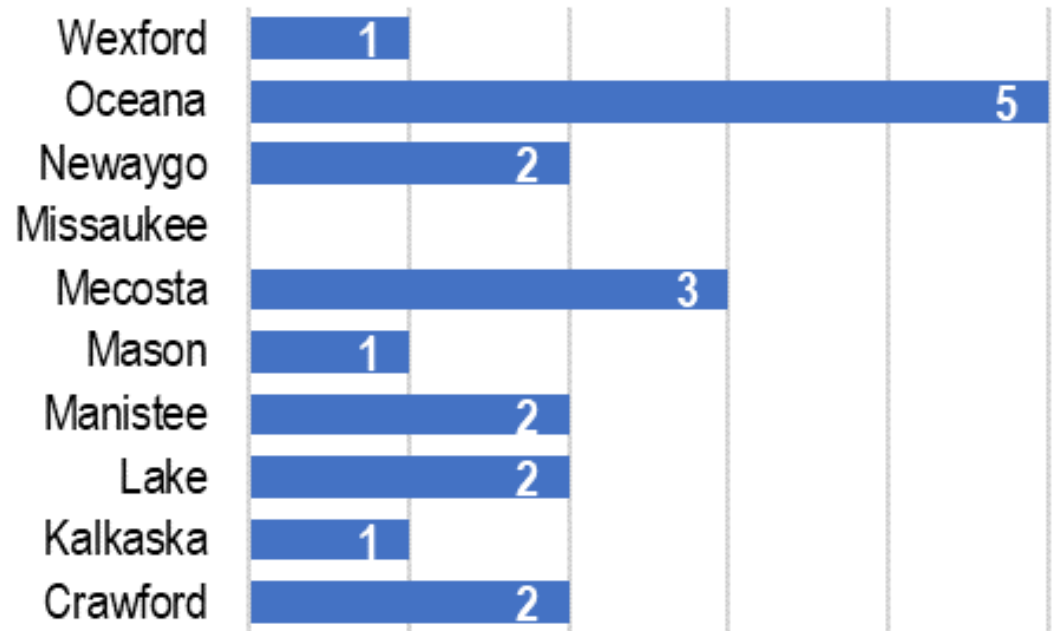
# Other Conditions

Condition	2018	2019	2020	2021	2022	2022 Rate per 100,000	5-Year Rate per 100,000
MIS	0	0	3	4	4	1.5	<b>0.8</b>
Encephalitis	1	0	0	0	1	0.4	<b>0.2</b>
Meningitis	19	13	7	5	8	3.0	<b>3.9</b>
Streptococcal	50	52	29	25	34	12.9	<b>14.4</b>
CP-CRE	0	3	0	0	1	0.4	<b>0.3</b>
Creutzfeldt-Jakob Disease	0	0	0	1	0	0	<b>0.1</b>
Rabies (Animal)	8	1	1	2	1	0.4	<b>1</b>
Rabies (Potential Exposure/PEP)	283	100	42	42	18	6.8	<b>36.7</b>

*Streptococcal Disease Rate per 100,000  
by County, 2022*



*Rabies PEP by DHD#10 County, 2022*



**WEXFORD COUNTY BOARD OF COMMISSIONERS**

Regular Meeting \* Wednesday, April 19, 2023

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

Roll Call: Present- Commissioners Jason Mitchell, Michael Musta, Ben Townsend, Kathy Adams, Michael Bush, Julie Theobald, Jason Baughan, Brian Potter and Gary Taylor.

Absent- None

Pledge of Allegiance.

**Additions/Deletions to the Agenda**-None

**Approval of the Agenda**

**MOTION by Comm. Theobald, seconded by Comm. Potter to approve the agenda, as amended.**

**All in Favor.**

**Public Comment**-None

**Employee Recognition**- None.

**Presentation and Reports**-

1. Michigan Association of Counties (MAC)-Steve Currie, Executive Director, presented the board with packet and outline that included the following:
  - a. MAC: 125<sup>th</sup> Birthday, Formed on February 1, 1898 as State Association of Supervisors of Michigan.
  - b. MAC: Purpose, to be the voice of Michigan Counties at the state and federal levels. To provide educational opportunities to county commissioners to ensure they can do their jobs to the best of their abilities.
  - c. MAC: Leadership, Board of 16 members elected by commissioners. Two seats from each of six regions ensure broad representation. MAC Board meets four times a year. Elections held in August/September at Annual Conference.
  - d. MAC: Policy Development, Internal Committees, Appointed by the President. Member participation from across the state.
  - e. Legislative Update: 2023 Priorities;  
Revising the Open Meetings Act to meet the demands of the 21<sup>st</sup> Century;  
Creating a Fair Revenue Sharing System for Counties;  
Enacting Reforms to Ensure Proper Funding of Local Courts;  
Increasing Resources for Juvenile Justice Services;  
Compensating Local Governments for Funds Diverted by the Veterans Property Tax Exemption;

Revamping the PPT Exemption to Provide Annual Reimbursement to Locals.

- f. MAC: Advocacy, provides financial support to incumbent state legislators who are friends of county government. 24 former county commissioners now serving in the Michigan Legislature (MAC County Caucus).
- g. MAC: Events, Conferences; Legislative Conference (spring) April 24-26, 2023. Annual Conference (summer/fall) October 1-3, 2023

**Consent Agenda**

- 1. Approval of the April 05, 2023 Regular Meeting Minutes .....
- 2. Approval of the April 11, 2023 Special Meeting Minutes .....

**MOTION by Comm. Theobald, seconded by Comm. Bush to approve the Consent Agenda.**

**All in favor.**

**Agenda Items**

- 1. **MOTION by Comm. Theobald, seconded by Comm. Musta to open public hearing.**

Wexford County Hazard Mitigation Plan  
Stephanie March from Networks Northwest discussed the outline of the Draft Wexford County Hazard Mitigation Plan.

**MOTION by Comm. Theobald, seconded by Comm Adams, to close public hearing.**

**All in favor.**

- 2. Northern Lakes Community Mental Health Authority Enabling Agreement  
**MOTION by Comm. to approve the presented Northern Lakes Community Mental Health Authority Enabling Agreement.**

**Roll Call: Motion Passed 9-0.**

- 3. AT&T Completelink Renewal  
**MOTION by Comm. Theobald, seconded by Comm. Potter to approve the two year AT&T Complete Link Agreement Renewal and authorize the Chairman to sign on behalf of the County.**

**Roll Call: Motion Passed 9-0**

**Administrator’s Report-**

Thank you for passing the Northern Lakes Community Mental Health Authority. The County closed on last two lots by the jail, a little over 4 acres. Several will be at the MAC Conference next week. Starting to look at budget numbers for 2024 and getting ready for upcoming audit in May.

**Correspondence-** *None.*

**Public Comments-** *None*

**Liaison Reports-**

Comm Musta-Alliance for Economics & Success still looking for a director. CWTA, Mark Howie, this will be his last month.

Comm Townsend-Library meeting last Monday went very well.

Comm Bush-The CAMA meeting toured the Biewer Sawmill in McBain.

Comm Baughan-Attended the Wexford County School Safety meeting. A presenter From 3-M was also there and talked about added protection for doors and windows. A school resource officer has been hired and will be starting sometime this month.

Comm Potter-Clam Lake DEA got renewed for 30 years. Pioneer Apartments will be taken down in the next three weeks, final notices have gone out, approximately 7 acres will then be put on the market. MAC Judicial has a lot going on, just waiting for the legislators to get caught up, hopefully get some changes and more money for the County.

Comm Taylor-Attended the MAC Environmental Committee meeting, starting to rewrite the platforms to be ready for the September meeting.

**Board Comments-**

Comm Townsend-Thank you to the Wexford County Administrators for being so involved with the Northern Lakes Community Mental Health agreement.

Comm Adams-Thank you to the Wexford County Administrators, Comm Townsend, and Comm Taylor for going to bat for our County at the meetings for Northern Lakes Community Mental Health.

Comm Theobald-Thank you to everyone involved with Northern Lakes Community Mental Health agreement, the hard work is appreciated.

Comm Potter-Thank you to everyone involved in Northern Lakes Community Mental Health and coming to an agreement. I realize how important the services are.

**Chairman's Comments-**

Chair Taylor, thanked Stephanie, from Northern Lakes Community Mental Health and

everyone for coming to the meeting.

**Adjourn**

**MOTION by Comm. Potter, seconded by Comm. Theobald to adjourn at 4:43 p.m.**

**All in favor.**

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Gary Taylor, Chairperson

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Karen S. Maury, Chief Deputy Clerk

DRAFT



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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** Finance and Appropriations Committee  
**FOR MEETING DATE:** May 03, 2023  
**SUBJECT:** Slagle Township Assessor's Service Contract

SUMMARY OF ITEM TO BE PRESENTED:

The annual Assessor's Service Contract for Slagle Township, Wexford County is attached for consideration. The Equalization Department has provided this service since 2015. The fee is \$11.02 per parcel/per year.

RECOMMENDATION:

The Finance and Appropriations Committee forwards a recommendation to the full board to approve the presented Service Contract and to authorize the Chairman and Equalization Director to sign.

# *Slagle Township, Wexford County*

## Assessors Service Contract

April 1<sup>st</sup> 2023:

The following services will be provided for the Township of Slagle, Wexford County by the Wexford County Equalization Department.

- (1) Examine all parcels of real and personal property as required and determine the physical or economic depreciation.
- (2) Maintain assessment roll and add new construction or delete structures as of tax day.
- (3) Prepare and file state reports.
- (4) Prepare and certify the assessment roll.
- (5) Defend all assessments and give courtroom support at MI Tax Tribunal proceedings.
- (6) Process Homestead affidavits.
- (7) Attend Board of Review meetings as required.
- (8) Develop the ECF (economic condition factor) based on sales studies.
- (9) Prorate assessments on splits or combinations for the Township Treasurer.
- (10) Process land divisions (if Township Supervisor is unavailable to do so).
- (11) Print property record cards.
- (12) Maintain Assessing Software on Wexford County computer network.
- (13) Slagle Township is responsible for providing the assessing software. Postage and office supplies as needed for assessor duties.

The fee for this service shall be \$ 11.02 per parcel per year. Beginning April 1<sup>st</sup> 2023 and continuing thru March 31<sup>st</sup> 2024.

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Clifford Porterfield MMAO (4) R-8388  
Wexford County Equalization Director

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Gary Taylor Chairman  
Wexford County Board of Commissioners

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Thomas Mannor, Slagle Township Supervisor

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Tammy Porterfield, Slagle Township Clerk

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Connie Roush, Slagle Township Treasurer



## Wexford County

### Request for Board of Commissioner Action

**Department: Community Corrections**

**Submitted by: Mistine Stark, Community Corrections Manager**

**Subject: FY2024 Community Corrections Grant Application**

**Committee: Community Corrections Advisory Board**

**Committee Meeting Date: April 26, 2023**

**BOC Meeting Date: May 03, 2023**

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

Motion to approve the Annual Community Corrections grant application for fiscal year 2024 for 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 funds to be awarded to the Wexford County Community Corrections department to assist with programming. The amount is not guaranteed; however, the requested amount to cover total comprehensive plans and services is \$130,500.00.

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

On an annual basis the Community Corrections department submits a grant application to the State of Michigan to be awarded funding for services that is provided by Community Corrections. It is imperative to the funding and day to day operations of the Community Corrections department that they receive funding from the grant. The grant does request approval and support from the Board of Commissioners. Without their approval the grant application will not be considered by the State of Michigan and the Community Corrections services will not be sustainable.

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

**List of Attachments:**

- Resolution 23-11 Supporting Community Corrections Plan and Application
- Michigan Department of Corrections – Office of Community Corrections, Community Corrections Plan and Application Fiscal Year 2024

# MICHIGAN DEPARTMENT OF CORRECTIONS

*“Committed to Protect, Dedicated to Success”*



## Office of Community Corrections

Community Corrections Plan and Application  
Fiscal Year 2024

**CCAB Name:** Wexford Missaukke

Email the application to:

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

**DUE DATE: May 1, 2023**

**MICHIGAN DEPARTMENT OF CORRECTIONS  
OFFICE OF COMMUNITY CORRECTIONS  
FY 2024 FUNDING PROPOSAL**

**Wexford Missaukee**

**Comprehensive Plans & Services**

Program	Program Code	Funding Request	Approved Funding	Reserved Funding	Total Funding Recommendation
<b>Group-Based Programs</b>					
Education	B00	-			-
Employment	B15	-			-
Cognitive	C01	-			-
Domestic Violence	C05	-			-
Sex Offender	C06	-			-
Outpatient Services	G18	10,000			-
Other Group Services	G00	-			-
<b>Sub-Total</b>		<b>10,000</b>	-	-	-
<b>Supervision Programs</b>					
Intensive Supervision	D23	-			-
Electronic Monitoring	D08	-			-
Pretrial Supervision	F23	40,000			-
<b>Sub-Total</b>		<b>40,000</b>	-	-	-
<b>Assessment Services</b>					
Actuarial Assessment	I22	-			-
Pretrial Assessment	F22	30,000			-
<b>Sub-Total</b>		<b>30,000</b>	-	-	-
<b>Case Management</b>					
Substance Abuse Testing	I24	-			-
Other	G17	15,000			-
<b>5 Day Housing</b>	Z00	-			-
<b>5 Day Housing</b>	Z02	-			-
<b>Program Total</b>		<b>95,000</b>	-	-	-
<b>Administration</b>					
Salary & Wages		34,000.00			-
Contractual Services		-			-
Equipment		-			-
Supplies		1,000.00			-
Travel		500.00			-
Training		-			-
Board Expenses		-			-
Other		-			-
<b>Administration Total</b>		<b>35,500</b>	-	-	-
<b>Total Comprehensive Plans &amp; Services</b>		<b>130,500</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>TOTAL FUNDING REQUEST</b>	<b>\$ 130,500.00</b>
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**MICHIGAN DEPARTMENT OF CORRECTIONS  
OFFICE OF COMMUNITY CORRECTIONS  
FY 2024 FUNDING PROPOSAL**

**Wexford Missaukee**

**Comprehensive Plans & Services**

Program	Program Code	Funding Request	Approved Funding	Reserved Funding	Total Funding Recommendation
<b>Group-Based Programs</b>					
Education	B00	-			-
Employment	B15	-			-
Cognitive	C01	-			-
Domestic Violence	C05	-			-
Sex Offender	C06	-			-
Outpatient Services	G18	10,000			-
Other Group Services	G00	-			-
<b>Sub-Total</b>		<b>10,000</b>	-	-	-
<b>Supervision Programs</b>					
Intensive Supervision	D23	-			-
Electronic Monitoring	D08	-			-
Pretrial Supervision	F23	40,000			-
<b>Sub-Total</b>		<b>40,000</b>	-	-	-
<b>Assessment Services</b>					
Actuarial Assessment	I22	-			-
Pretrial Assessment	F22	30,000			-
<b>Sub-Total</b>		<b>30,000</b>	-	-	-
<b>Case Management</b>	I24	-			-
<b>Substance Abuse Testing</b>	G17	15,000			-
<b>Other</b>	Z00	-			-
<b>5 Day Housing</b>	Z02	-			-
<b>Program Total</b>		<b>95,000</b>	-	-	-
<b>Administration</b>					
Salary & Wages		34,000.00			-
Contractual Services		-			-
Equipment		-			-
Supplies		1,000.00			-
Travel		500.00			-
Training		-			-
Board Expenses		-			-
Other		-			-
<b>Administration Total</b>		<b>35,500</b>	-	-	-
<b>Total Comprehensive Plans &amp; Services</b>		<b>130,500</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>TOTAL FUNDING REQUEST</b>	<b>\$ 130,500.00</b>
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**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
<b>Name:</b>	Mistine Stark	Judge Jason Elmore	Judge Jason Elmore	Wexford-Joe Porterfield
<b>Title:</b>	Manager	Circuit Judge	Circuit Judge	County Administrator
<b>Address:</b>	437 East Division St	437 East Division St	437 East Division St	437 East Division St
<b>City:</b>	Cadillac	Cadillac	Cadillac	Cadillac
<b>State:</b>	Michigan	Michigan	Michigan	Michigan
<b>Zip:</b>	49601	49601	49601	49601
<b>Phone:</b>	231-779-9472	231-779-9490	231-779-9490	231-779-9453
<b>Fax:</b>	231-779-9102	231-779-9497	231-779-9497	231-779-9745
<b>Email:</b>	mstark@wexfordcounty.org	judgeelmore@wexfordcounty.org	judgeelmore@wexfordcounty.org	jporterfield@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: 04/20/2023

Date application was approved by county board(s) of commissioners and/or city council: Wexford 05/03/2023  
Missaukee 05/09/2023

Date application was submitted to OCC: 04/28/2023

**B: CCAB MEMBERSHIP** (please enter "vacant" for any vacant membership position)

Representing:	Name	Email
<b>County Sheriff:</b>	Wexford - Trent Taylor Missaukee - Will Yancer	ttaylor@wexfordcounty.org w.yancer@missaukeesherriff.net
<b>Chief of Police:</b>	Adam Ottjepka	aottjepka@Cadillac-MI.net
<b>Circuit Court Judge:</b>	Judge Jason Elmore	judgeelmore@wexfordcounty.org
<b>District Court Judge:</b>	Audrey Van Alst	avanalst@wexfordcounty.org
<b>Probate Court Judge:</b>	Melissa Ransom	jmransom@missaukee.org
<b>County Commissioner(s)</b> (One required for each member county):	Wexford - Julie Theobald Missaukee - Dean Smallegan	theobaldjulie@yahoo.com act@theinastore.com
<b>Service Area (Up to 3):</b>	Substance Abuse Couns- Amy Cox	acox@catholichumanservices.org
<b>County Prosecutor:</b>	Wexford - Corey Wiggins Missaukee - David DenHouten	cwiggins@wexfordcounty.org ddenhouten@missaukee.org
<b>Criminal Defense Attorney:</b>	Robert Champion - Wexford Stephen King - Missaukee	Rchampion@wexfordcounty.org steve@kingkinglaw.com
<b>Business Community:</b>	William Fagerman Ashley Osowski	wfagerman@gmail.com ashleyosowski@gmail.com
<b>Communications Media:</b>	William Barnett	barnbill@gmail.com
<b>Circuit/District Probation:</b>	Circuit supervisor -Charles Kennard Circuit PO - Laura O'Dell District PO - Kristie Hatinger	kennardca@michigan.gov odell@michigan.gov khatinger@wexfordcounty.org
<b>City Councilperson</b> (Applies to City or City/County Regional	Does not apply	Does not apply



CCABs only – one from each member City/County required):		
<b>Workforce Development:</b>	<b>Vacant</b>	<b>Vacant</b>
<ol style="list-style-type: none"> <li>1. Does your CCAB have Bylaws? Yes</li> <li>2. What steps does your CCAB take to orientate new CCAB members ensuring the understanding of their roles and responsibilities? <b>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. They are introduced at the first CCAB meeting.</b></li> <li>3. What steps are your CCAB taking to fill vacant membership positions (enter N/A if you have no vacant positions)? <b>Vacant positions are listed in the local newspaper. Because we are such a small community, local board referrals are also made to fill vacant positions.</b></li> </ol>		

## SECTION II: DATA ANALYSES & COMPREHENSIVE CORRECTIONS PLAN

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

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

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

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

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



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

**Felony Data Analyses:**

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

A thorough analysis of the data should include:

- Overall PCRs, rates within sentencing guideline ranges, PCRs within Group 1 and Group 2 offense categories, status at time of offense and recidivism of probation violators, both new sentence and technical.
- Reference to changes in PCRs compared to prior year
- Review your past OCC funding proposals for ideas
- CCAB stakeholder changes
- New judicial, probation, or CCAB staff or other personnel issues that impact referrals, screenings, or programming
- Service provider changes or issues
- Trends in local criminality (example: increase in drug related offenses, decrease in probation violations, etc.)
- Development or changes in local court services or programming (example: new Specialty Court programming, changes to court programming eligibility, etc.)

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

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

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

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

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

**A: FELONY DATA ANALYSES**



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

<b>FY 2021 State PCR:</b>	<b>16.5%</b>	<b>Group 2 Rate:</b>	<b>11.6%</b>	<b>Straddle Cell Rate:</b>	<b>19.7%</b>	<b>Group 2 Straddle Rate:</b>	<b>18.6%</b>
<b>Overall PCR:</b>	<b>15.2% - 35 prison dispositions out of 231 felony dispositions</b>						
Group 1:	<b>17.9% - 10 prison dispositions out of 56 felony dispositions</b>						
Group 2:	<b>14.3% - 25 prison dispositions out of 175 felony dispositions</b>						
<b>Straddle PCR:</b>	<b>17.9% - 7 prison dispositions out of 39 felony dispositions</b>						
Group 1:	<b>7.1% - 1 prison dispositions out of 14 felony dispositions</b>						
Group 2:	<b>24% - 6 prison dispositions out of 25 felony dispositions</b>						
<b>FY 2022 State PCR:</b>	<b>18.4%</b>	<b>Group 2 Rate:</b>	<b>12.6%</b>	<b>Straddle Cell Rate:</b>	<b>21.1%</b>	<b>Group 2 Straddle Rate:</b>	<b>20.3%</b>
<b>Overall PCR:</b>	<b>22.8% - 65 prison dispositions out of 285 felony dispositions</b>						
Group 1:	<b>30.3% - 23 prison dispositions out of 76 felony dispositions</b>						
Group 2:	<b>20.1% - 42 prison dispositions out of 209 felony dispositions</b>						
<b>Straddle PCR:</b>	<b>37.8% - 28 prison dispositions out of 74 felony dispositions</b>						
Group 1:	<b>37.5% - 6 prison dispositions out of 16 felony dispositions</b>						
Group 2:	<b>37.9% - 22 prison dispositions out of 58 felony dispositions</b>						

**3. ANALYSIS**

- For returning applicants:** Did you meet your Key Objectives for the previous two fiscal years? No If not, please provide an analysis of why: **FY 2022, the PCR and the Straddle cell PCR both rose compared to FY 2021. This is contributed to the Covid pandemic where less offenders were sentenced to jail and/or prison.**
- For all applicants:** Please provide information/local data to explain any changes in PCRs and dispositions. If requesting programming for specific populations (examples: OUIL-3rds, delayed/deferred sentences, prison diversion, pretrial, etc.) please provide supportive data analyses for these populations, including any additional pertinent information necessary to establish trends: **The increases in Prison Commitment rates are due mainly because the rates dropped to an all time low during the Covid pandemic. Rates are increasing from FY 2021 but only to near what they were PRE-pandemic. Drug use and addiction continues to increase in our small rural area. This is seen very much in probation violators that are struggling to maintain sobriety as required for probation.**

**B: FELONY RECIDIVISM ANALYSIS**

Using felony recidivism data supplied by MOCC (Report #3), please fill in the following table to report the number of Probation Violators **that resulted in a prison disposition** for each listed category. Regional CCABs should list the Probation Violation data for each County separately and provide a total, regional rate at the end of each row.

FY 2022 Recidivism Rates							
County Name	Wexford	Missaukee					Totals for Region:
FY 2022 Probation Violation - New Sentence to Prison							

Total	4	6					10
<b>FY 2022 Probation Violation – Technical to Prison</b>							
Total	10	2					12

**1. ANALYSIS**

a. *For all applicants:* Please provide information/local data to explain any changes in Probation Violator data, including prison and non-prison dispositions: **Prison sentences for Probation Violations decreased in 2022. This is mostly due to Sanctions changing for probation violators making a prison sentence less likely. Drug use and addiction continues to increase in our small rural area. This is seen very much in probation violators that are struggling to maintain sobriety as required for probation. Our local jails are experiencing increases in probation violations.**

<b>C: IMPACTING STATE BOARD PRIORITIES</b>	
<b>❖ TARGET POPULATIONS, KEY OBJECTIVES, AND STRATEGIES</b>	
<b>NOTE:</b>	
<ul style="list-style-type: none"> <li>• Target Populations include Sentenced Felons and Pretrial Population.</li> <li>• CCABs applying for funding targeting Sentenced Felons <u>must have at least one</u> Sentenced Felons Key Objective.</li> <li>• CCABs applying for funding targeting Pretrial Population <u>must have both</u> Pretrial Population Key Objectives (Appearance Rate and Public Safety Rate).</li> <li>• CCABs may identify additional Key Objectives that support proposed programming.</li> <li>• Key Objectives should be measurable and provide sufficient detail so progress can be monitored.</li> <li>• Strategies are the local programs that will be used to impact your Key Objectives.</li> <li>• Only proposed programs that impact at least one Key Objective will be considered for funding.</li> </ul>	
<b>1. Key Objective #1 is intended to impact Sentenced Felons</b>	
Please state the Objective: <b>To reduce the County's Overall Prison Commitment Rate to 18% or less.</b>	
<u>List</u> OCC Programs in support of Objective #1 (include CCIS Code and Local Name of Program <i>as they appear on the program descriptions</i> ):	
<ol style="list-style-type: none"> <li>1. Pre-trial assessment F22</li> <li>2. Pre-trial supervision F23</li> <li>3. Substance Abuse testing G17</li> <li>4. Enhanced Outpatient G18</li> </ol>	
<u>List</u> Non-OCC funded Programs in support of Objective #1:	
<ol style="list-style-type: none"> <li>1. Substance Abuse in patient Treatment</li> <li>2. Other outpatient and Cognitive Programs</li> <li>3. Temp services for job placement</li> </ol>	
<b>2. Key Objective #2 is intended to impact Pretrial Population</b>	
Please state the Objective: <b>To increase the County's current appearance rate from 83% to 86%</b>	
<u>List</u> OCC Programs in support of Objective #2 (include CCIS Code and Local Name of Program <i>as they appear on the program descriptions</i> ):	
<ol style="list-style-type: none"> <li>1. Pre-trial assessment F22</li> <li>2. Pre-trial supervision F23</li> <li>3. Substance Abuse testing G17</li> </ol>	
<u>List</u> Non-OCC funded Programs in support of Objective #2:	
<ol style="list-style-type: none"> <li>1. Substance Abuse Treatment</li> <li>2. Other outpatient and cognitive Programs</li> </ol>	



<b>3. Temp services for job placement</b>
<b>3. Key Objective #3 is intended to impact Pretrial Population</b> Please state the Objective: <b>To increase the County's current Public Safety Rate from 77% to 83%</b>
<u>List</u> OCC Programs in support of Objective #3 (include CCIS Code and Local Name of Program <i>as they appear on the program descriptions</i> ):
<ol style="list-style-type: none"> <li>1. Pre-trial assessment F22</li> <li>2. Pre-trial supervision F23</li> <li>3. Substance Abuse testing G17</li> </ol>
List Non-OCC funded Programs in support of Objective #3:
<ol style="list-style-type: none"> <li>1. Substance Abuse Treatment</li> <li>2. Other outpatient Programs</li> <li>3. Temp services for job placement</li> </ol>
<b>4. Key Objective #4 is intended to impact</b> Choose an item. Please state the Objective:
<u>List</u> OCC Programs in support of Objective #4 (include CCIS Code and Local Name of Program <i>as they appear on the program descriptions</i> ):
List Non-OCC funded Programs in support of Objective #4:

#### **D: COMPAS CRIMINOGENIC NEEDS PROFILE**

1. Please list the Top 3 needs scales (medium/probable and high/highly probable combined) as identified within the COMPAS Criminogenic Needs and Risk Profile for **all probationers** provided by OCC. Additionally, identify both the local and proposed OCC strategies that will impact the identified needs scales. **OCC funded strategies must be identified by CCIS Code and Local Name of Program as it appears on the program descriptions:**
2. **Wexford County FY 2022 COMPAS data for top 3 needs scales for WMCC are:**
3.           1. Substance Abuse - Wexford 75%
4.           2. Criminal Personality - Wexford 58%
5.           3. Residential Instability - Wexford 56%
- 6.
7. **Missaukee County FY 2022 COMPAS data for top 3 needs scales for WMCC are:**
8.           1. Substance Abuse - Missaukee 87%
9.           2. Criminal Personality - Missaukee 72%
10.          3. Cognitive Behavioral - Missaukee 65%
- 11.
12. **Offenders with Substance Abuse issues will be referred to Substance abuse services including both inpatient and out patient programs (OCC funded G18 Enhanced Outpatient Group).**
- 13.
14. **Other local programs intended to impact these needs that offenders will be referred to are inpatient, other outpatient substance abuse programs, vocational, educational, and employment programs as identified.**

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

1. How do defendants and offenders get screened for substance use services in your area (regardless of funding source)? **Community Corrections staff, jail staff and probation officers screen and refer pretrial defendants and offenders to NMRE (Northern Michigan Regional Entity or Catholic Human Services for substance abuse assessments.**
2. How do defendants and offenders get referred for a substance use assessment and subsequent appropriate ASAM Level of Care in your area (regardless of funding source)? **Community Corrections staff, jail staff and probation officers screen and refer pretrial defendants and offenders to NMRE (Northern Michigan Regional Entity or Catholic Human Services for substance abuse assessments.**

3. Are there any barriers or gaps in service to obtaining an assessment and treatment that your CCAB is requesting OCC funding to fill? **yes** If so, please describe in detail: **There are several gaps that offenders face in this area:**
4. **1. Defendants/Offenders often do not work or have money to pay co-pays or for testing fees. If they do work, many insurances have super high deductibles so the defendant/ offender can not afford to pay for the Substance abuse programs.**
5. **2. Transportation issues are a big problem with offenders and defendants. Wexford and Missaukee Counties are very rural with minimal public busing and most can't afford to take public busing. It is very hard for many to make it to town for counseling and other services such as AA and NA meetings.**
6. **3. Because of such a rural area and only very limited services available for SA services and treatment, defendants/offenders often run into big waiting lists for availability of assessments, intakes and services.**
7. 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.**

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

1. Please explain how the Comprehensive Corrections Plan, in coordination with the local practices, will impact the State Board Priorities, and ultimately offender success: The Comprehensive plan which includes valued programs such as Pretrial programs, Enhanced outpatient and SA testing continues to identify Felony and serious misdemeanor defendants/offenders into community corrections programs. Community Corrections Programs can be in lieu of a jail sentence, probation violation or as a condition of bond (pre-trial). These programs help save significant jail bed days and impact Prison Commitment Rates.
2. The Pretrial Supervision programs offer defendants 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 the Community Corrections advisory board, 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 appropriate solution.**



Summary of Program Services FY2024

Wexford Missaukee

Program Code	Program & Service Type	Name of Program (Fill in)	Projected Enrollments	Carry overs
Administration	Administration	Administration	n/a	n/a
F22	Pretrial Assessment	Pretrial Assessment	400	0
F23	Pretrial Supervision	Pretrial Supervision	200	40
G17	Substance Abuse Testing	Substance Abuse Testing	180	30
G18	Outpatient Services	Enhanced Outpatient Program	75	15
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# Program Description

## Administration

**FY:** 2024

**CCAB:** Wexford Missaukee

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

**NOTE:**

- Staff time for completing Administration duties and responsibilities, including eligibility screening, must be billed for actual time worked. Duties billed to Administration cannot also be billed under individual program codes.
- A **SUPPLY** has a life expectancy of less than a year (paper, toner, folders, drug testing supplies, etc.) while **EQUIPMENT** has a life expectancy of more than a year (fax machine, PBT, computer).

1. Local/other contributions to Administrative functions per fiscal year: \$ 42,000 <i>*this amount must be reflected in your budget documents within the OCC Funding Application.</i>
2. How frequently are CCAB meetings held? Quarterly What is included on CCAB meeting agendas? New members and introductions, review and approval of prior meeting minutes, review and approval of grant applications, mid year/year end reports, quarterly reports, memo's, letters, Community Corrections reports, financial reports, OMNI reports, program stats, contracts, and other material as necessary. All meeting minutes are forwarded to CCAB members as well as state specialist upon request.
3. Describe how expenditure reports are processed and verified then forwarded to OCC in Lansing: The CC manager verifies all data and then processes all expenditure reports monthly and forwards by email to OCC in Lansing
4. When and how are utilization and expenditures monitored? Both are monitored by the Community Corrections manager monthly.
5. As a contractual requirement, how often does the CCAB manager meet with, visit, and evaluate contracted programs? Yearly
6. How often does the CCAB manager meet with program referral sources? (probation supervisors/agents, prosecutor, defense attorney, judges, etc.)? weekly Explain: The CC manager has weekly contact with the judges, courts, probation agents and programing provider to review orders, attendance, progress, problems, etc.
7. How often is program utilization reviewed? Explain: Program utilization is reviewed monthly by the OCC manager and then reviewed by CCAB at meetings. It is also forwarded to OCA Specialist quarterly or as requested.





## Program Description

### Administration

8. What actions are taken when programs are under or over-utilized? The Judges, Circuit Court Probation and Parole Supervisor and local CCAB are notified and asked for input and solutions.
9. Describe when and how the comprehensive corrections plan is developed: The plan is developed with the assistance of State OCC specialist's guidance and is started shortly after Midyear report is submitted. It is worked on weekly. It is then approved by local CCAB, and both County Board of Commissioners
10. Describe the involvement of other stakeholders or subcommittees in data analysis or comprehensive corrections plan/program development. The Judges, Probation and Parole supervisor and CCAB members are often asked for input in the development and implementation of programs, procedures, fees, etc.
11. What is your plan to provide orientation and to educate all stakeholders? Explain: Emails are often sent out to stakeholders with updates, and most stakeholders are educated in executive meetings and CCAB meetings. The Community Corrections manager is available at any time for any questions and/or concerns by stateholders, Judges, Board of Commisioners, CCAB members, public, etc.



# Service Description

## Pretrial Risk Assessment Services

CCAB: Wexford Missaukee	FY: 2024
Local Program Name: Pretrial Assessment	
Service Provider: Community Corrections	
CCIS Service Type: F22 - Pretrial Assessment	
Total Projected Number of New Assessments (enrollment): 400	
For Regional CCABs, total projected number of new assessments by member county: Wexford County - 360, Missaukee- 40,	
Program Location (select all that apply): Jail: <input checked="" type="checkbox"/> Community: <input checked="" type="checkbox"/>	
Program Status: Continuation	
If modification, describe here:	

**PRETRIAL RISK ASSESSMENT SERVICES** - Provides for risk assessment of pre-adjudicated defendants:

- Validated assessment for pretrial services supervision eligibility.
- Funding under assessment may include the following: the interview with the defendant, criminal history investigation, verification of interview information, and conducting the PRAXIS and subsequent report to include presentation at arraignment.
- Enrollment projections should also include an appropriate calculation of staff's time. The total amount of time spent per projected enrollee should balance with the requested funding amount.

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

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

2. Describe the program:
a. Describe eligibility criteria, including exclusionary criteria, for an assessment: <b>Defendants charged with a felony or serious misdemeanor, not already placed on F23 Pretrial Supervision, awaiting arraignment or conviction.</b>
b. What programs (PA511 and/or locally funded) require this assessment to determine eligibility? <b>Programs screened for are: F23 Pretrial Supervision and G17 Substance Abuse Testing.</b>
c. What assessment instrument is proposed? <b>PRAXIS</b>
d. Is the assessment completed through an interview with the defendant or would the defendant fill out a questionnaire for later scoring? <b>The assessment is completed by a face to face interview with the defendant via zoom while in the jail before arraignment.</b>
e. Is the assessment completed prior to arraignment? <b>Yes</b>
f. Describe the training, certification process, or credentials of the person(s) doing the assessment(s) which qualify him/her to do them – include dates of training/certification and who conducted the training: <b>All staff completing the PRAXIS will be or are trained to perform the PRAXIS questionnaire with various dates of instruction.</b>





# Service Description

## Pretrial Risk Assessment Services

g.	How much time is anticipated to score one pretrial risk assessment (not including subsequent development of a recommendation or plan)? <b>5-10 minutes</b>
h.	How much time is estimated to interview the defendant? <b>15 minutes</b> Explain your response. <b>The offender is asked the PRAXIS questions on the assessment.</b>
i.	How much time is estimated to complete a criminal history investigation on the defendant? <b>10-15 minutes</b> Explain your response. <b>the time for this varies greatly depending on the criminal history of the defendant, history of non-compliance and substance abuse use.</b>
j.	How much time is estimated to verify interview information? <b>10-15 minutes</b> Explain your response. <b>If it is believed that an defendant is not being truthful it takes longer to contact other sources to verify info</b>
k.	How much time is estimated to complete the subsequent report, including the presentation at arraignment/court? <b>10-15</b> Explain your response. <b>Each morning, all PRAXIS assessments are completed and sent to the Courts immediately after completion by Community Corrections staff before defendants scheduled arraignment.</b>
l.	What is the total amount of time required to complete the assessment process? (add the time responses to questions i. through m.) <b>35-50 minutes</b>
m.	Is subsequent verification of information attempted prior to making a recommendation or determining eligibility? <b>Yes</b>
n.	Is the recommendation written? <b>Yes</b>
o.	For defendants who do not gain release, does your County utilize a review process (sequential review)? <b>No</b> Explain: <b>Often if an defendant can not post bond or is denied bond, it will not be reviewed until their next scheduled court hearing.</b>
p.	Is information about the number of completed assessments entered in COMPAS Case Manager and tracked for CCIS purposes? <b>Yes, All F22 Pretrial Assessment enrollments are entered into the COMPAS case manager by community corrections staff.</b>
q.	Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: <b>In 2022, the Missaukee County District Court judge discontinued all Community Corrections pre-trial services as condition of bond and has the District Court probation monitor defendants. Because of this, PRAXIS assessments are not completed by Community Corrections for Missaukee County at District Court Level and are completed only if a defendant is bound over to Circuit court. Community Corrections is utilized by the Circuit Court for all pre-trial supervision in Missaukee county.</b>
3.	Evaluation is part of evidence-based principles which you <b>must</b> identify in section (a). Required key performance measures for this program are identified in section (b). You may include additional key performance measures as well. Be sure to include the data source, how its tracked and measured. <b>NOTE:</b> Successful completion of programming, if listed as the only key performance measure, is not sufficient.
a.	<b>Describe how this program meets each of the following Evidence Based Principles:</b>



# Service Description

## Pretrial Risk Assessment Services

1. **Assess Actuarial Risk/Needs** - Release/Bond/supervision conditions are based on assessed risk through utilization of the PRAXIS
2. **Enhance Intrinsic Motivation** - Encourages willful participation through least restrictive means
3. **Target Interventions (indicate all that apply)**
  - a. **Risk Principle: Prioritize supervision and treatment resources for higher risk offenders** -Assessment will refer to a pretrial supervision program that will in turn utilize weekly reports to remind of court appearances and compliance.
  - b. **Need Principle: Target interventions to criminogenic needs** -see above
  - c. **Responsivity Principle: Be responsive to temperament, learning style, motivation, culture, and gender when assigning programs** -
  - d. **Dosage: Structure 40-70% of high-risk offenders' time for 3-9 months** -
  - e. **Treatment Principle: Integrate treatment into the full sentence/sanction requirements** -
4. **Skill Train with Directed Practice** - Assessment will refer to pretrial supervision program that will in turn encourage defendants to practice compliance with pretrial release order in least restrictive environment while honoring due process
5. **Increase Positive Reinforcement** - Assessment will refer to pretrial supervision program and in turn will continue compliance with supervision rules and expectations and result in reduced requirements when appropriate
6. **Engage Ongoing Support in Natural Communities** - Assessment will refer to pretrial program which in turn will utilize the offenders natural resources and make referrals to relevant/helpful community based supports and programming when appropriate
7. **Measure Relevant Processes/Practices** - Program captures statistical data regarding aspects of supervision process including public safety rate, appearance rate, electronic monitoring compliance and success rates of the defendants that are actually referred to specific programs or denied bond.
8. **Provide Measurement Feedback** - Assessment may refer to a pretrial supervision program which in turn shares data regarding participation/program success and effectiveness with stakeholders

b. **Program Key Performance Measure** - **Concurrence Rate – (REQUIRED)** – *Enter your projected percentage in the text box: 80 % of OCC-funded defendants will have release decisions/court-ordered bail corresponding with their assessed risk level (PRAXIS).*

Data Element - PRAXIS assessment

Tracking Source -

1. **Who is tracking the Data Element?** Community Corrections staff
2. **How is it being tracked?** Community Corrections staff keeps a file on all released OCC funded defendants with PRAXIS risk levels as well as release and court orders.





# Service Description

## Pretrial Risk Assessment Services

3. At what frequency is it being tracked? monthly

Program Key Performance Measure – **Release Rate (REQUIRED)** - Enter your projected percentage in the text box: **75 % of OCC-funded defendants will secure release pending case disposition.**

Data Element - PRAXIS and pretrial release orders/bond conditions for each defendant assessed

Tracking Source –

1. Who is tracking the Data Element? Community Corrections staff
2. How is it being tracked? Community Corrections staff keeps a file on all released OCC funded defendants with PRAXIS risk levels as well as release and court orders.
3. At what frequency is it being tracked? monthly

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

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

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

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



# Program Description

## Pretrial Supervision Services

CCAB: Wexford Missaukee	FY: 2024
Local Program Name: Pretrial supervision	
Service Provider: Community Corrections	
CCIS Service Type: F23 – Pretrial Supervision Services	
Total Projected New Enrollment: 200	
For Regional CCABs, total projected new enrollment by member county: Wexford-150, Missaukee-50	
Projected Length of Stay in Days: 75	
Program Location (select all that apply): Jail: <input type="checkbox"/> Residential: <input type="checkbox"/> Community: <input checked="" type="checkbox"/>	
Program Status: Choose an item.	
If modification, describe here:	

**SUPERVISION SERVICES** – *Pretrial supervision should utilize the least restrictive means while working to promote court appearances and public safety.*

- Funding under Pretrial Supervision Services may include the following: court reminders (if not available through other means), report methodology and frequency that comports with the assessed level of risk and written compliance reports to the Court.
- Electronic monitoring is supported for the following: those charged with an OUIL III, victim cases, serious misdemeanors and non-violent felonies scoring 6 or higher (PRAXIS) and/or a violent felony scoring 3 or higher (PRAXIS).
- Supervision programs are not intended to simply provide access to substance abuse testing absent other supervision activities.
- You are required to complete a G17 Substance Abuse Testing program description if you are requesting funds for pretrial substance abuse testing, as part of your pretrial supervision plan.
- OCC requires that an objective pretrial assessment be used before defendants are referred for pretrial supervision.

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

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

<b>2. Describe the program:</b>
<p>a. A Pretrial risk assessment is mandatory for pretrial supervision services. What are your eligibility criteria based on the assessed risk levels? <b>Be sure to include assessment scores. The eligibility criteria for pretrial supervision (scores that will generate a recommendation of supervision) are:</b></p> <p>b. 1) Defendants that score 0-2 on the PRAXIS and are charged with a violent felony;</p> <p>c. 2) Defendants that score 3-5 on the PRAXIS and are charged with a serious misdemeanor or non violent felony; and</p> <p>d. 3) Defendants that score 6-9 PRAXIS and are charged with a misdemeanor.</p> <p>e.</p> <p>f. Electronic monitoring while on pretrial supervision is supported for the following:</p> <p>g. 1. Defendants charged with an OUIL-3rd;</p> <p>h. 2. Victim cases;</p>





# Program Description

## Pretrial Supervision Services

i.	3.	Serious misdemeanor or non-violent felony scoring 6 or higher on the PRAXIS;
j.	4.	Violent felony scoring 3 or higher on the PRAXIS.
k.		
l.		If using electronic monitoring (GPS and/or SCRAM) answer and clearly explain the following questions (use NA if not applicable to your program): <b>**Refer to the first page for information on pretrial EM eligibility information.</b>
	i.	What kind of equipment/system: <b>GPS monitoring and soberlink alcohol equipment</b>
	ii.	Vendor for equipment/service: <b>Judicial Services Group and Sentinel Offender Services</b>
	iii.	Cost assessed by the vendor per unit/defendant/day (clearly describe): <b>\$5.50 per day for soberlink units, and \$3.85 per day for active GPS units and \$1 per day for all inactive units kept on site.</b>
	iv.	Who does the equipment installation/retrieval? <b>Community Corrections Manager or Senior officer</b>
	v.	Who sets up schedules and/or monitors compliance? <b>Community Corrections manager or the senior officer does all enrolling, monitoring, schedules, compliance and violation reports to the court. There is a Community Corrections officer available and on-call for monitoring and violations 24 hours per day.</b>
m.		What are your supervision reporting requirements, i.e. frequency and type of reporting? <b>Frequency of reporting for enrolled defendants is determined by the case manager on a case by case basis based upon each defendant's bond conditions and assessed risk/need levels. Frequency of reporting is typical once per week (in person or phone). It is shown that the higher the criminal history and evidence of relapse, the more often a defendant should report. If a defendant shows compliance with monitoring services, the reporting frequency will decrease.</b>
n.		What is your average daily caseload per full time equivalent position (FTE) for pretrial supervision? <b>41.1 defendants (using ADC calculation of projected</b>
o.		<b>new enrollments times projected length of stay divided by 365 days)</b>
p.		What happens during a typical "check-in" and how long is it estimated to take? Court date reminder: <input checked="" type="checkbox"/> Verification of address: <input checked="" type="checkbox"/> New criminal contact: <input checked="" type="checkbox"/> Verification of bond conditions: <input checked="" type="checkbox"/> Referrals to programs: <input checked="" type="checkbox"/> Other (describe): <b>Community Corrections manager or senior officer reviews all records of compliance as well as Alcohol and Drug test results, AA/NA meeting attendance, counseling attendance and progress. Referrals are made to assist defendant into other programs, job search, SA treatment, counseling etc.</b>
		Time per check in (including the time to complete compliance report documentation) <b>The typical in- office meeting takes 15-30 minutes per person. Telephone meeting is less than 10 minutes.</b>
q.		Does the program design include collateral contacts with family, employer, school, treatment provider, etc.? <b>Yes</b>





# Program Description

## Pretrial Supervision Services

r.	This program uses PA-511 funds for drug/alcohol testing. <i>If you select “uses PA-511 funds” then you are required to complete a G17 Substance Abuse Testing program description.</i>
s.	Pretrial release conditions which include drug/alcohol testing should be limited. Describe the County’s plan should a defendant test positive for a controlled substance. What interventions are available and presented to the court and/or defendant: <b>All violations are reported immediately to the Prosecuting Attorney's office and Courts. The defendant may be lodged at the discretion of the Judges. Defendant's are referred to additional substance abuse services and treatment upon any relapse.</b>
t.	How is the County’s plan mentioned in (h.) documented per defendant? <b>Defendants ordered to a pre-trial supervision program have all the bond conditions documented on their cour paperwork.</b>
u.	Are compliance reports shared with MDOC PSI writers? <b>Yes</b>
v.	Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: <b>Community Corrections Manager and staff complete all drug and alcohol testing on site. The majority of tests are urine tests in which the offender produces a urine sample and staff does an instant Substance abuse test. (Both Drugs and ETG alcohol tests). If instant test is positive, and defendant denies use, it is prepared and sent to Lab for confirmation. Programs differ in the frequency and the type and amount of ordered testing. Community Corrections pays for all costs associated with staffing, supplies, testing and equipment. All electronic monitoring enrollment, 24 hour monitoring, schedule changes etc are performed by Community Corrections staff. None of the above mentioned services are contracted out.</b>
w.	<b>Because of County budget cuts, the community corrections M-F part time SA tester was cut from payroll transferring all SA testing, scheduling, enrollements, etc, to the Manager and Senior officer duties.</b>
<b>3. Provide the following information:</b> <i>(For CCABs requesting a new initiative, provide the <u>expected or current</u> Appearance and Public Safety Rates as defined below)</i>	
a.	<b>What is your current Appearance Rate? 80 (The percentage of released defendants on OCC-funded pretrial supervision who attend all scheduled court appearances pending case disposition.)</b>
b.	<b>What is your current Public Safety Rate? 85 (The percentage of released defendants on OCC-funded pretrial supervision who are not charged with a new criminal offense pending case disposition.)</b>
c.	<b>What is your current Success/Compliance Rate? 80 (The percentage of released defendants on OCC-funded pretrial supervision who appear for all scheduled court appearances and are not charged with a new crime pending case disposition.)</b>
<b>4. Evaluation is part of evidence-based principles which you <u>must</u> identify in section (a). Required key performance measures for this program are identified in section (b). You may</b>	





# Program Description

## Pretrial Supervision Services

identify additional key performance measures as well. Be sure to include the data source, how its tracked and measured.

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

1. **Assess Actuarial Risk/Needs** - Release/Bond/supervision conditions are based on assessed risk through utilization of the PRAXIS
2. **Enhance Intrinsic Motivation** - Encourages willful participation through least restrictive means
3. **Target Interventions (indicate all that apply)**
  - a. **Risk Principle: Prioritize supervision and treatment resources for higher risk offenders** -Release/Bond/supervision conditions are based on assessed risk through utilization of the PRAXIS
  - b. **Need Principle: Target interventions to criminogenic needs** -Utilizes weekly reports to remind of court appearance and compliance
  - c. **Responsivity Principle: Be responsive to temperament, learning style, motivation, culture, and gender when assigning programs** -Continued compliance with supervision rules and expectations results in reduced requirements when appropriate.
  - d. **Dosage: Structure 40-70% of high-risk offenders' time for 3-9 months** -
  - e. **Treatment Principle: Integrate treatment into the full sentence/sanction requirements** -
4. **Skill Train with Directed Practice** - Encourages and allows participant to have proactive compliance with pretrial release order in least restrictive environment while honoring due process
5. **Increase Positive Reinforcement** - Continued compliance with supervision rules and expectations results in reduced requirements when appropriate
6. **Engage Ongoing Support in Natural Communities** - Utilizes offenders natural resources and makes referrals to relevant/helpful community-based supports and programming when appropriate
7. **Measure Relevant Processes/Practices** - Program captures statistical data regarding aspects of supervision process, including public safety rate, appearance rate, electronic monitoring compliance and success rates
8. **Provide Measurement Feedback** - Shares data regarding participation/program success and effectiveness with stakeholders

**b. Program Key Performance Measure – *Appearance Rate (REQUIRED)* – Enter your projected percentage in the text box: **85 % of released defendants on OCC-funded pretrial supervision will attend all scheduled court appearances pending case disposition.****

**Data Element** - Current court records appearance data, pretrial supervision records

**Tracking Source** -

1. **Who is tracking the Data Element?** Community Corrections staff



# Program Description

## Pretrial Supervision Services

2. How is it being tracked? Community Corrections staff will track the court records and attendance rate while in program and report quarterly to the state.
3. At what frequency is it being tracked? daily and reported quarterly to MDOC

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

**Data Element - Current jail admissions**

**Tracking Source –**

1. Who is tracking the Data Element? Community Corrections manager
2. How is it being tracked? Community Corrections staff reviews jail admissions reports daily
3. At what frequency is it being tracked? daily and reported quarterly to MDOC

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

**Data Element - Current jail admissions and court data**

**Tracking Source -**

1. Who is tracking the Data Element? Community Corrections manager
2. How is it being tracked? Community Corrections manager reviews jail admissions reports daily, track defendants' court attendance and data regarding defendants compliance, violations, and completion records throughout the program and report quarterly to the state.
3. At what frequency is it being tracked? daily and reported quarterly to MDOC

**Additional Program Key Performance Measure -**

**Data Element -**

**Tracking Source -**

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





# Program Description

## Outpatient Treatment Programming

CCAB: Wexford Missaukee	FY: 2024
Local Program Name: Enhanced Outpatient Program	
Service Provider: Catholic Human Services	
CCIS Service Type: G18 – Outpatient Treatment Services	
Total Projected New Enrollment: 75	
For Regional CCABs, total projected new enrollment by member county: Wexford -40, Missaukee -35	
Projected Length of Stay in Days: 70	
Program Location (select all that apply): Jail: <input type="checkbox"/> Residential: <input type="checkbox"/> Community: <input checked="" type="checkbox"/>	
Program Status: Continuation	
If modification, describe here:	

**GROUP/CLASS DELIVERED PROGRAMMING –**

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

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

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

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



# Program Description

## Outpatient Treatment Programming

<p><input type="checkbox"/> Experiences of Abuse as a Child</p> <p><input type="checkbox"/> Relationship Dysfunction</p> <p><input type="checkbox"/> Parental Stress</p> <p><input checked="" type="checkbox"/> <b>Felony Probation Violators, regardless of COMPAS Assessment Score</b></p> <p><input checked="" type="checkbox"/> <b>Pretrial Defendants – list referral criteria here: Offenders must have a current felony Substance Abuse charge as well as show a current Substance abuse problem.</b></p>
<p>b. Assessment is the foundation of evidence-based practices. Enrollments in treatment programs should be based upon assessed needs by a licensed or credentialed professional. Please describe your assessment practices below:</p>
<p>i. What assessment is used, identify the tool: <b>The COMPAS assessment will be used to identify sentenced Felony offenders and PRAXIS for presentence defendants being referred, and a Substance Abuse Assessment will determine eligibility. The Substance Abuse Assessment will consist of a biopsychosocial and substance abuse screening tool using ASAM criteria. This will confirm a substance use disorder and need for treatment. This will be completed by a licensed and credential substance abuse treatment provider using the behavioral Health Index and full bio-psycho social assessment including ASAM.</b></p>
<p>ii. Who completes the assessment? <b>MDOC probation officers will complete the COMPAS assessment during the pre-sentence investigation. The PRAXIS (only for Pre-trial offenders) is completed by Community Corrections staff. The Substance Abuse assessment will be completed by Catholic Human Services licensed staff who will also be a Master's Level Licensed clinician. The COMPAS, and or PRAXIS and Substance Abuse Assessment summary will be included in the Community Corrections offender's case file.</b></p>
<p>iii. Does the assessment result in a recommended level of treatment per American Society of Addiction Medicine (ASAM) criteria? <b>YES</b></p>
<p>c. Identify who is responsible for confirming eligibility and describe the process. <b>The Community Corrections Manager will review both the COMPAS chart scores, (PRAXIS for pre-trial) and Substance Abuse Assessment Summary to determine eligibility. Catholic Human Services will do the assessment to determine SUD diagnosis and ASAM level of care.</b></p>
<p>d. Describe the program design:</p>
<p>i. Name of curriculum or treatment model: <b>Enhanced Outpatient treatment Program. (The program will be using the Matrix model for treatment and Random Substance abuse testing will be performed by Community Corrections).</b></p>
<p>ii. Identify what skills are addressed within the treatment program: <b>The Matrix Model Intensive Outpatient program is designed to provide a structured treatment framework for engaging clients who have a substance use disorder through helping them achieve abstinence. Clients learn about</b></p>





# Program Description

## Outpatient Treatment Programming

	<p>issues critical to addiction and relapse, receive direction and support from a trained therapist, and become familiar with self-help programs.</p> <p>iii. The Matrix Model incorporates a wide variety of evidence based approaches including:</p> <p>iv. • Motivational interviewing</p> <p>v. • Skill building</p> <p>vi. • Relapse prevention cognitive behavioral therapy</p> <p>vii. • Trauma Focused Cognitive Behavioral Therapy</p> <p>viii. • Auricular acupuncture</p> <p>ix. • and other therapies within an individualized, person centered treatment plan.</p> <p>x. Criteria: Client is chemically dependent and needs intensive programming and support to maintain abstinence and stability in life.</p> <p>xi. Goal: To establish abstinence from alcohol and other drug use while creating a stable and healthy foundation to support early recovery.</p> <p>xii. Objectives:</p> <p>xiii. • To increase understanding of addiction and relapse through attendance and participation in weekly intensive outpatient treatment.</p> <p>xiv. • To gain knowledge of at least 3 relapse prevention tools and at least 3 recovery skills.</p> <p>xv. • To identify at least 3 personal triggers and cues which lead to using</p> <p>xvi. • To develop at least 3 alternate strategies to deal with these triggers and cues.</p> <p>xvii. • To identify at least 5 daily behaviors which promote abstinence and improved health and well being, and practice these.</p> <p>xviii. • To develop, practice and use at least 3 recovery pro-social behaviors</p> <p>xix. • To be Introduced to 12-step and other support group</p> <p>xx. Interventions: Using manualized Matrix materials, attending Relapse Prevention groups and Early Recovery Skills , using cognitive/behavioral references and motivational interviewing, reading and discussing a topic in each group</p>
xxi.	Is the group open or closed? Open
xxii.	What is the minimum/maximum number of participants per group, as identified in the curriculum? <b>3 minimum and 15 maximum per group setting</b>
xxiii.	How many sessions does this group curriculum provide? <b>16</b>
xxiv.	Minimum number of group sessions attended for successful completion: <b>this number was previously 16, but with the COVID pandemic and virtual meetings, it is currently determined more on a case by case basis.</b>
xxv.	If the group occurs in various locations, (jail/residential/community) identify how participants transition between them: <b>currently the services are only in the community</b>
xxvi.	If individual sessions are part of the program and billed separately, how many individual sessions are anticipated per participant? <b>All groups and individual sessions were previously located at the Catholic Human Services building.</b>



# Program Description

## Outpatient Treatment Programming

	<p>However, with the COVID pandemic, some group and individual sessions are now held virtual.</p>
xxvii.	<p>On what basis would individual sessions be used? <b>Individual sessions are part of the program and OCC only pays the offender's co-pay unless prior approval is given. The enhanced outpatient program requires 8 individual sessions.</b></p>
e.	<p>Identify the license and/or credentials held by your service provider qualifying him/her to provide this service: <b>MA, LLMSW, CAADC</b></p>
f.	<p>How are delivered services and individual progress and participation documented by the service provider and provided to the probation agents and/or referral source? (i.e., progress notes, case notes and/or group notes) <b>Documentation for EOP sessions are kept in Catholic Human Services Electronic Health Record (including time, duration, topic, progress of offender etc.) All Substance abuse testing and records will be performed and kept in Community Corrections offender file as well as attendance notes. The Provider will submit a report to Community Corrections Manager after each group session that contains the offenders name, offenders signature, their first date of group, notes on conduct/behavior/attitude and brief comments about progress in groups.</b></p>
g.	<p>Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: <b>Because most felony offenders have limited financial resources and can't afford the required out of pocket co-pays and other charges if they have limited insurance, Community Corrections agrees to pay for the co-pays and other pre-approved charges for the assessment, group and individual sessions. As part of the EOP program, offenders enrolled in the EOP are required to have Random substance abuse testing (both drug and/or alcohol) randomly. Testing services, costs and supplies will be performed and provided by Community Corrections staff.</b></p>
h.	<p>The Enhanced Outpatient program will be used to fill gaps in services that are identified.</p>
3.	<p>Evaluation is part of evidence-based principles which you <b>must</b> identify in section (a). You are <b>required</b> to develop <b>at least one key performance measure</b> for this program in section (b). Be sure to include the data source, how its tracked and measured. <b>NOTE:</b> Successful completion of programming, if listed as the only key performance measure, is not sufficient.</p>
a.	<p><b>Describe how this program meets each of the following Evidence Based Principles:</b></p> <ol style="list-style-type: none"><li><b>1. Assess Actuarial Risk/Needs</b> - Substance abuse assessment completed by a licensed clinician and provides diagnosis, and recommendations for treatment.</li><li><b>2. Enhance Intrinsic Motivation</b> - Curriculum targets moderate to high-risk substance abuse needs and those needing treatment services for substance abuse</li><li><b>3. Target Interventions (minimum of 1 required; indicate all that apply)</b><ol style="list-style-type: none"><li><b>a. Risk Principle:</b> Prioritize supervision and treatment resources for higher risk offenders -</li><li><b>b. Need Principle:</b> Target interventions to criminogenic needs -</li></ol></li></ol>





# Program Description

## Outpatient Treatment Programming

- c. **Responsivity Principle:** Be responsive to temperament, learning style, motivation, culture, and gender when assigning programs -
- d. **Dosage:** Structure 40-70% of high-risk offenders' time for 3-9 months -
- e. **Treatment Principle:** Integrate treatment into the full sentence/sanction requirements -

4. **Skill Train with Directed Practice** - The curriculum is facilitated by licensed clinicians with appropriate credentials, utilizes cognitive behavioral techniques and is designed to encourage willful participation through group setting, and individual sessions

5. **Increase Positive Reinforcement** - Incentives are provided for each step/lesson completed. Completion of the program results in healthier relationships, gain insights into behaviors, develop emotion regulation and critical thinking skills, and practice essential relapse prevention tools for a life in recovery.

6. **Engage Ongoing Support in Natural Communities** - Utilizes offenders natural resources and makes referrals to relevant/helpful community -based supports and programming when appropriate.

7. **Measure Relevant Processes/Practices** - Program captures statistical data regarding aspects of group and individual sessions and completion. Program completion will demonstrate improved cognitive skills, reduce offender risk and subsequent recidivism and as such make a positive long-term contribution to public safety.

8. **Provide Measurement Feedback** - Program manager shares data regarding participation / program success and effectiveness with stakeholders.

b. **Program Key Performance Measure** - 80% of offenders approved and enrolled in the Enhanced Outpatient program with Random substance abuse testing will not have more than 1 positive SA test or missed test while participating in the program. Data utilized/tracked: Results of weekly drug and alcohol testing and no shows while in program.

**Data Element** - Results of weekly drug and alcohol testing and no shows while in the program.

**Tracking Source** -

- 1. Who is tracking the Data Element? Community Corrections staff
- 2. How is it being tracked? Community Corrections staff monitors and performs all testing and forwards violations to the courts. They also document and keep track of all performance, success and violations in offender's file.
- 3. At what frequency is it being tracked? daily

**Additional Program Key Performance Measure** -

**Data Element** -

**Tracking Source** -

- 1. Who is tracking the Data Element?
- 2. How is it being tracked?



# Program Description

## Outpatient Treatment Programming

3. At what frequency is it being tracked?

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

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

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

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





# Service Description

## Substance Abuse Testing

For Pretrial Supervision and/or Felony Treatment Court

CCAB: Wexford Missaukee	FY: 2024
Service Provider: Community Corrections	
CCIS Service Type: <i>G17 - Substance Abuse Testing</i>	
Total Projected New Enrollment: 180	
If Regional CCAB, Total Projected New Enrollment by each member county: Wexford- 130, Missaukee 50	
Projected Length of Stay in Days: 35	
Program Location (select all that apply): Community: <input checked="" type="checkbox"/>	
Program Status: Continuation	
If modification, describe here:	

**IMPORTANT INFORMATION:**

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

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

1. P.A. 511 states eligibility for programming must include moderate to high risk. Please select your target population, eligibility criteria, and supportive documentation for this service (check all that apply):

Sentenced felony offenders participating in an eligible Treatment Court (Drug Court, Sobriety Court, Hybrid Treatment Court, Mental Health Court, or Veterans Court).  
*Approved Supportive Documentation on file:* Verification of treatment court enrollment/participation.

Convicted felony offender on Delayed/Deferred Sentence participating in an eligible Treatment Court (Drug Court, Sobriety Court, Hybrid Treatment Court, Mental Health Court, or Veterans Court).  
*Approved Supportive Documentation on file:* Verification of treatment court enrollment/participation.





# Service Description

## Substance Abuse Testing

For Pretrial Supervision and/or Felony Treatment Court

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

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

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

Not Compliant  Compliant - How: Community Corrections Manager or Senior officer determines the frequency of testing on a case to case basis. If a defendant relapses, immediate referral and guidance to treatment and counseling is offered. If an offender is showing success, frequency become less.

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

Not Compliant  Compliant - How: Pretrial Defendants are on a Random testing schedule. They are given an assigned personal number. Testing numbers are announced on the testing Voice message as well as the Community Corrections Website each morning, every day of the year. Each defendant must check daily at 8:30AM M-F and 6:30AM weekends to see if their number is scheduled to test. If their number is listed for that day, they must report to community corrections for a SA test within 2 hours. Some exceptions are given for defendants that are at a verified work site and they must report on lunch or after work. Tests are both urine and oral. Scheduling is Random and not routine days. At least bi-monthly, defendants are ordered back to back days.

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

Not Compliant  Compliant - How:

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

Not Compliant  Compliant - How: All tests are witnessed directly

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

Not compliant  Compliant - How: all tests are directly witnessed and if urine is very clear or diluted looking, an oral test is given or the defendant is advised that they must produce another sample.





# Service Description

## Substance Abuse Testing

For Pretrial Supervision and/or Felony Treatment Court

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

Not compliant Compliant - **How:** Community Corrections staff uses urinalysis instant tests for the majority of offenders. (Multi panel drug and ETG alcohol tests). Oral tests are on occasion, as well as PBT breath tests (rarely). All positive tests are retested with different brand of test for confirmation and then sent to Lab for official confirmation if an offender denies use. Hair testing and Patch testing have been investigated but were determined to be too expensive.

**7) Confirmation Testing** - A confirmation should be mandatory unless the participant admits use on a positive test, • Sanctions should not be imposed without a confirmation or admission • Confirmatory tests are not withheld due to the participant's inability to pay

Not compliant Compliant - **How:** All positive tests are retested with different brand of test for confirmation and then sent to Lab for official confirmation if an offender denies use.

**8) Use of Levels** - Cutoff levels are not interpreted as evidence of new substance use or changes in participants' substance use patterns.

Not compliant Compliant - **How:** they are not interpreted as evidence of new use.

**9) Chain of Custody** - A chain of custody form is completed once a urine sample has been collected. This form ensures the identity and integrity of the sample through transport, testing, and reporting of results.

Not Compliant Compliant - **How:** chain of custody is always followed and the defendant is always present to witness

**10) Test Results** - Test results, including the results of confirmation testing, are available to the drug court within 48 hours of sample collection.

Not compliant Compliant - **How:** Instant test results are always available to the courts. If the sample must be sent to a LAB for confirmation, the results may take up to 1 week for LCMS confirmation.

3. Provide the itemized cost for testing supplies and equipment: **500 tests cups are \$110, instant drug test dips are \$1-\$7 each test, oral tests are \$7-\$11 each, gloves are \$12-19 per box. Lab confirmation tests (to confirm contested instant tests only) are \$17.50-\$30 for each confirmation test for each drug.**

4. Is PA 511-funded substance abuse testing staff/provider billed hourly or per test? **Community Corrections testing staff are paid hourly. Part time SA testers are paid \$15.75 an hour. Full time staff members are paid \$22-\$29 per hour. Monday-Friday testing is now provided by full time staff because of budget cuts.**

5. If this service supports a Treatment Court: Explain why the Treatment Court is not funding this service:

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





# Service Description

## Substance Abuse Testing

For Pretrial Supervision and/or Felony Treatment Court

7. How is defendant/offender participation reported to the treatment court case manager and probation agent or and/or Court? Include frequency of reporting positive and negative tests and types of reports provided such as intake, monthly, termination, etc. **Courts and Probation agents doing the Pre-sentence investigation are notified immediately upon all violations (no shows and positive tests). Program summary reports are forwarded to Court and PSI agents.**

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

**a. Program Key Performance Measure - 80% of pretrial defendants who participate in the Substance Abuse testing program will not have more than 1 positive or missed substance abuse test while in the program. Data utilized/tracked: Positive test results and missed tests reported by Community Corrections staff.**

**Data Element - Results of weekly drug and alcohol testing and no shows while in the program.**

**Tracking Source -**

- 1. Who is tracking the Data Element?** Community Corrections staff monitors and performs all testing and forwards violations to the courts.
- 2. How is it being tracked?** Community Corrections staff document and keep track of all performance, success and violations in offender's file.
- 3. At what frequency is it being tracked?** daily

**Additional Program Key Performance Measure -**

**Data Element -**

**Tracking Source -**

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

**Additional Program Key Performance Measure -**

**Data Element -**

**Tracking Source -**

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

**Additional Program Key Performance Measure -**

**Data Element -**

**Tracking Source -**

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

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 third day of May 2023 at 4:00 p.m.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_.

**RESOLUTION NO. 23-11  
SUPPORTING THE P.A. 511 WEXFORD COMMUNITY CORRECTIONS PLAN AND GRANT  
APPLICATION**

**BE IT RESOLVED**, that the Wexford County Board of Commissioners supports the P.A. 511 Wexford Community Corrections FY 2023 Plan and Grant Application on this date of May 3, 2023.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Gary Taylor, Chairman, Wexford County Board of Commissioners

\_\_\_\_\_  
Ashley Hackert, Deputy County Clerk

STATE OF MICHIGAN        )  
  ) ss.  
COUNTY OF WEXFORD     )

I hereby certify that the foregoing is a true and complete copy of Resolution 23-11 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on May 3, 2023, and I further certify that public notice of such meeting was given as provided by law.

\_\_\_\_\_  
Ashley Hackert, Deputy County Clerk

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** Finance and Appropriations Committee  
**FOR MEETING DATE:** May 03, 2023  
**SUBJECT:** Northern District Fair Board Request for Financial Assistance

SUMMARY OF ITEM TO BE PRESENTED:

June 1, 2022, the Board of Commissioners approved a grant match fund request for the Northern District Fair. The grant was never used and the Fair Board is asking for reapproval of the grant application and financial assistance from the County.

Mr. Larry Walsh, President of Northern District Fair (NDF), is requesting financial assistance from the County. NDF applied for a reimbursement grant in the amount of \$22,666.00 for capital improvements. There is a match commitment of \$11,334.00, in which the NDF is requesting the County to consider paying for half. The County would be responsible for \$5,667.00.

RECOMMENDATION:

The Finance and Appropriations Committee forwards a recommendation to the full board to approve no more than \$5,667.00 for assistance in capital improvements of facilities at the Northern District Fair Board.

**GG 22\*2487**

**Grant Agreement**  
**Regarding the**  
**County Fair Capital Improvement Grant**  
  
**Between the**  
**Michigan Department of Agriculture and Rural Development**  
**and**  
**Northern District Fair**

**Michigan Department of Agriculture and Rural Development  
County Fair Capital Improvement Grant**

By authority granted under Act No. 87 of the Public Acts of 2021, the Michigan Department of Agriculture and Rural Development, (hereinafter the "Grantor") hereby agrees to provide the Northern District Fair (hereinafter, the "Grantee") with grant assistance subject to the terms and conditions, and limitations as set forth herein.

The maximum amount of grant assistance hereby offered is \$22,666.00.

The grant shall be effective from 5/1/2022 to 8/31/2023.

If the project is not completed in the initial period, a grant extension may be considered by the Grantor. Approval of an extension is not guaranteed and is dependent on the Grantee's compliance with the enclosed Terms and Conditions. If the Grantee requires an extension, the Grantee should contact the Grant Administrator as soon as it is evident an extension is needed. Any request for extension must be made to the Grant Administrator in writing before the expiration of the grant.

Funds will be made available for this program in accordance with the attached Terms and Conditions.

This grant is valid contingent upon the availability of funds. If the Grantor's funds are reduced by the Legislature as part of a budget reduction or reduced for any other reason, this grant may be reduced or canceled.

This grant does not commit the State of Michigan or the Department of Agriculture and Rural Development to approve requests for additional funds not contained in this grant.

Grantee accepts the grant and agrees that the funds made available through the grant will be used only as set forth herein.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Larry Walsh  
Northern District Fair

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Sylvia Renteria, Director  
Executive



Michigan Department of Agriculture and Rural Development  
Grant Agreement

**TITLE:** County Fair Capital Improvement Grant

**GRANTEE/ADDRESS:** Candy Prince  
Northern District Fair  
221 E. 13th Street  
Cadillac, Michigan 49601  
Phone: 231-920-7837  
E-mail: maplewoodsauassies@gmail.com

**GRANT ADMINISTRATOR/  
ADDRESS:** Michael Hetherington  
Michigan Department of Agriculture and Rural  
Development  
Executive  
P.O. Box 30017  
Lansing, Michigan 48909  
Phone: 517-285-8463  
E-Mail: HetheringtonM1@michigan.gov

**TOTAL AUTHORIZED  
BUDGET:** \$22,666.00

**GRANT NUMBER:** 22\*2487

**ACCOUNTING TEMPLATE:** 791FERCTYFAIRGRANTS

**SIGMA VENDOR ID:** CV0048995

**ADDRESS ID:** 006

The two ID's listed above need to be filled out by the vendor to complete the contract and issue the payments. Please visit <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService> to access your vendor profile. Support is available by email [SIGMA-Vendor@Michigan.gov](mailto:SIGMA-Vendor@Michigan.gov) or phone 517-284-0550. Support Center hours of operation are 7:00 AM – 5:00 PM M-F.

## **I. GENERAL TERMS AND CONDITIONS**

### **A. Record Retention**

Grantee shall retain all financial reports, supporting documents and statistical records for a period of three years after the close of the grant. Grantee shall also require all subcontractors retained for the performance of this grant to retain all financial reports, supporting documents and statistical records for a period of three years after the close of the grant. The retention period starts from the date of receipt of the Final Report by the Grant Administrator. Examples of documents to be retained might include but are not limited to: original and/or electronic invoices, billings, packing slips, reports, checking account statements, accounts payable records, contracts and sub-contracts.

### **B. Procurement**

The Grantee agrees that all procurement transactions involving the use of funds from this grant shall be conducted in a manner that provides maximum open and free competition.

### **C. Grant Changes**

The Grantee must obtain prior written approval for program changes from the Grant Administrator. Grant changes include:

1. Changes in substance in the program activities.
2. Additions or deletions in the project work plan or location.
3. Any single or cumulative change in the budget of 20% or more of the grant amount.

### **D. Regulation Compliance**

The Grantee and Grantee's contractors and subcontractors are responsible for compliance with all federal and state laws and municipal ordinances and regulations that in any manner affect the work or performance of this grant and shall at all times carefully observe and comply with all rules, ordinances and regulations.

### **E. Non-Discrimination Clause**

In the performance of this grant, the Grantee agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability unrelated to the individual's ability to perform the duties of the particular job or position. The Grantee further agrees that every subcontract entered into for the performance of this Grant Agreement will contain a provision requiring non-discrimination in employment, as herein specified, that is binding upon each subcontractor. This covenant is required pursuant to the Elliot Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 *et seq.*, and the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101, *et seq.* Any breach of this covenant may be regarded as default under Section J and grounds for cancelling the Grant Agreement.

**F. Unfair Labor Practices**

Pursuant to Act No. 278 of the Public Acts of 1980, as amended, MCL 423.321 *et seq.*, the State of Michigan (the State) shall not award a contract or subcontract to an employer whose name appears in the current register of employers failing to correct an unfair labor practice compiled pursuant to MCL 423.322.

Grantee shall not enter into a contract for the performance of this grant with a subcontractor, manufacturer, or supplier whose name appears in this register. Pursuant to MCL 423.324, the Grantor may void this Agreement if, subsequent to entering this Agreement, the name of the Grantor or the name of any of Grantor's subcontractors, manufacturers or suppliers appears in the register.

**G. Liability Insurance**

For Universities & Counties/Local Units of Government (i.e. City of) use this Language:

The Grantee shall provide and maintain insurance in an amount sufficient to protect from claims that may arise out of or result from the Grantee's operations under this grant, or for anyone whose acts they are legally liable.

OR

All Others:

During the term of this grant, the Grantee and all contractors and subcontractors will provide and maintain public liability, property damage, and worker's compensation insurance in an amount sufficient to protect the interests of all parties to this Grant Agreement against any and all claims which may arise out of the Grantee's operations under the terms of this Grant Agreement.

**H. Indemnification**

For Universities & Counties/Local Units of Government (i.e. City of) use this Language:

Each party to this Grant Agreement must seek its own legal representation and bear its own costs in any litigation that may arise from performance of this grant. It is specifically understood and agreed that neither party will indemnify the other party in such litigation and that each party shall be responsible for any judgments entered against it.

All Others:

The State, its officers, agents and employees shall not, in any manner, be liable for any loss or damage connected to or resulting from any work done under this Grant Agreement; nor for any loss or damage to any materials, equipment, or other property that may be used or employed in connection with the Grant Agreement; or for any damages to any person.

The Grantee agrees to indemnify, defend, and save harmless the State, its officers, agents, and employees from any and all claims and losses accruing or resulting to the Grantee,



contractors, subcontractors, material providers, laborers, and any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance under this Grant Agreement from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by the Grantee's, contractor's or subcontractor's performance under this Grant Agreement; and against any liability, including costs and expenses, for violation of proprietary rights, copyrights, or rights of privacy.

**I. Conflict of Interest**

No member of the legislative, judicial, or executive branch of state or federal governments or any local unit of government official shall personally benefit from this Grant Agreement. No member of the Grantee's Board of Directors, its employees, partner agencies or their families shall have any personal benefit from this Grant Agreement.

**J. Cancellation**

This Grant Agreement may be canceled by 30 day written notice by either party. If canceled, Grantee must provide a Final Report and invoice within 30 days of cancellation.

Cancellation or reduction of the grant by the Grantor may be for default by the Grantee, lack of further need for the service at the location named in the contract, or conviction of criminal offense(s) as set forth below.

Default is defined as the failure of the Grantee to fulfill the obligations of the Grant Agreement. In case of default by the Grantee, the Grantor may cancel the Grant Agreement immediately and all unused grant funds must be returned by the Grantee immediately. All disallowed costs and overpayments shall also be returned by the Grantee within 30 days of cancellation.

In the event the Grantor no longer needs the service specified in the grant due to department changes, changes in laws, rules or regulations, relocation of offices, or no longer has appropriations to fund the grant, the Grantor may cancel or reduce the grant by giving the Grantee written notice of such cancellation or reduction 30 days prior to the date of cancellation or reduction. All costs incurred by the Grantee between the grant cancellation or reduction notice and the cancellation or reduction date, with the exception of previously budgeted personnel costs and non-cancelable obligations, must be approved by the Grant Administrator prior to their incurrence. No costs shall be allowed after the grant has been cancelled.

The Grantor may immediately cancel the grant without further liability to the State, its departments, agencies and employees if the Grantee, an officer of the Grantee, or an owner of the Grantee is convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement; theft; forgery; bribery; falsification or destruction of records; receiving stolen property; attempting to influence a public employee to breach the ethical conduct standards for State employees; violation of a state or federal antitrust statute; or any other criminal offense which in the sole discretion of the Grantor, reflects on the Grantee's business integrity.

**K. Electronic Funds Transfer**

In accordance with Act No. 207 of the Public Acts of 2004, payments under this Grant Agreement must be processed by electronic funds transfer (EFT). Grantees are required to register to receive payments by EFT at the SIGMA website <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>.

**L. Freedom of Information**

This is a grant from public funds and records associated with it are subject to disclosure under Michigan's Freedom of Information Act.

**II. SPECIAL TERMS AND CONDITIONS**

**A. Statement of Purpose**

The purpose of this grant is to assist in the promotion of building or capital improvements on county fairgrounds within Michigan.

**B. Statement of Work**

Restrooms, exterior lighting, announcer's booth, and grandstand kitchen remodel.

**C. Budget**

This is a cost reimbursement or deliverable based grant funded by state or restricted revenue. The cost reimbursement

Grant Funded Materials and Labor	\$22,666.00
Matching Funds	\$11,334.00

Match Commitment- The funds being provided under this Agreement require the Grantee to provide a funding match to secure a disbursement of funding. Grant amount and match amount committed by the Grantee are identified in the Project Budget included in this Grant Agreement. Under no circumstances will a grant payment be made if the Grantee fails to provide at least a 50 percent cash match in project expenditures to the invoice amount requested. If a Grantee fails to provide the match amount identified in the Grant Agreement, payment will be withheld until the supporting documentation has been provided. If the cash match is under 50 percent of the invoice amount then a payment amount calculated from the cash match supporting documentation will be communicated to the grantee and is available for payment.

**D. Payment Schedule**

Payments will not be made until reports have been received by the Grant Administrator as required in Section II-F. Grantee's invoice must include a reconciliation of actual expenses incurred during the reporting period for reimbursement.

First Payment: Upon receipt of the September 15, 2022 Interim Report or earlier if reporting requirements are met.

Final Payment: Upon receipt of Final Report – No later than September 15, 2023

**E. Audit**

The project will be subject to audit by the State who may review the adequacy of the financial management/reporting system during or at any time subsequent to the award.

**F. Reporting**

Interim Reports will be due to the Grant Administrator on September 15, 2022 and a Final Report is due September 1, 2023.

At a minimum, each report shall contain an invoice (optional template attached) and:

- A. A narrative of how this project met the goals and objectives outlined in the proposal.
- B. A narrative of the impact this project had on the fair and for the community.
- C. A financial summary as compared to the budget submitted. Summary must include a reconciliation of actual expenses incurred during the reporting period for reimbursement. Copies of paid invoices and receipts must be included with supporting documentation.
- D. Attach pictures of project progress from beginning of the project as well as the current status of the project.

By September 15, 2022, Grantee shall submit an estimated billing for expenditures incurred and not reimbursed for in the fiscal year ending September 30, 2022. Payable Template attached.

A final billing and report are due by September 1, 2023 and should also include Performance Measurements for the fair year after completion of the project:

	Most Recent 3-Year Average	2022 or 2023 Attendance/Revenue	Percentage Increase/Decrease
Overall Fair Attendance	10,000		
Overall Non-Fair/Off-Season Attendance	3,500		
Number of Non-Fair Events Held on the Fairgrounds	6		
Gross Revenue	\$55,000		
Non-Fair/Off-Season Revenue	\$10,000		

**G. Additional Information**

Three years after the completion of the capital improvement project, a report of the financial impact that this improvement has had for both fair and non-fair events must be



submitted. This report should include the number of new non-fair events, revenue generated from these events and additional revenue generated during the fair because of this improvement for each year.

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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** Finance and Appropriations Committee  
**FOR MEETING DATE:** May 03, 2023  
**SUBJECT:** District Health Department #10 Opiate Recovery Funds  
Proposal

SUMMARY OF ITEM TO BE PRESENTED:

The Opiate Recovery Funds Committee has been reviewing proposals for the use of funds. The presented proposal was one of the proposals that adequately fit the guidelines for the use of the funds and is being forwarded to the Board of Commissioners for approval.

RECOMMENDATION:

The Finance and Appropriations Committee forwards a recommendation to the full board to approve the presented proposal from District Health Department #10 for the use of funds for advertisement.

**Project Proposal: Opioid Recovery Funds  
District Health Department #10  
March 2023**

District Health Department #10 is requesting funding for an opioid misuse prevention focused media campaign for Wexford County. The campaign will utilize both billboards and digital media to better inform the public about opioid misuse prevention. Messaging will include “things to know” when being prescribed a Rx pain medication and information on appropriate monitoring, storage and disposal of opioids.

Though many health department and other community efforts are focusing on harm reduction, stigma reduction and a variety of treatment and recovery initiatives, prevention is still a key factor in the future of the opioid epidemic. Primary prevention works to reduce the rates of substance misuse going forward and help break the cycle of addiction.

DHD#10 is requesting a total of \$15,000 to implement this project.

Staff: \$2500

Supports prevention staff time to the project

Billboards: \$3000

Supports the cost of billboards at multiple locations throughout Wexford County

Digital Media (geofencing, digital ads): \$9,500

Supports costs of effective digital media campaign using geofencing and/or targeted ads

Thank you for your consideration.

Jen Hansen  
Community Health Supervisor  
District Health Department #10  
231-316-8554  
jhansen@dhd10.org



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**BOARD OF COMMISSIONERS AGENDA ITEM**

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**FROM:** Finance and Appropriations Committee  
**FOR MEETING DATE:** May 03, 2023  
**SUBJECT:** USDA Forest Service Grant Modification

SUMMARY OF ITEM TO BE PRESENTED:

The presented modification to the USDA Forest Service grant will provide an additional \$5,250.00 in funds for patrols on the Huron-Manistee National Forests. This is carryover funds from the USDA.

RECOMMENDATION:

The Finance and Appropriations Committee forwards a recommendation to the full board to approve the presented modifications from to the USDA Grant and authorize the Sheriff to sign.



<b>MODIFICATION OF GRANT OR AGREEMENT</b>	PAGE OF PAGES
	1 2

1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER: <b>21-LE-11090400-021</b>	2. RECIPIENT/COOPERATOR GRANT or AGREEMENT NUMBER, IF ANY:	3. MODIFICATION NUMBER: <b>02</b>
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4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING GRANT/AGREEMENT (unit name, street, city, state, and zip + 4): <b>USDA Forest Service Eastern Region, Office of Grants &amp; Agreements E6248 US Highway 2 Ironwood, MI 49938</b>	5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4): <b>Huron-Manistee National Forests 1755 S. Mitchell Street Cadillac, MI 49601</b>
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6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip + 4, county): <b>County of Wexford 437 E Division ST Cadillac, Michigan 49601-1998 ttaylor@wexfordcounty.org</b>	7. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS payment use only):
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**8. PURPOSE OF MODIFICATION**

CHECK ALL THAT APPLY:	This modification is issued pursuant to the modification provision in the grant/agreement referenced in item no. 1, above.
<input type="checkbox"/>	CHANGE IN PERFORMANCE PERIOD:
<input checked="" type="checkbox"/>	CHANGE IN FUNDING: Carryover funds in the amount of \$4000.00 and add FY2023 funding FDSS3621/0904 \$1250.00. Total available funding is \$5250.00 for patrols on the Huron-Manistee National Forests.
<input type="checkbox"/>	ADMINISTRATIVE CHANGES:
<input type="checkbox"/>	OTHER (Specify type of modification):

**Except as provided herein, all terms and conditions of the Grant/Agreement referenced in 1, above, remain unchanged and in full force and effect.**

9. ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed):

**10. ATTACHED DOCUMENTATION (Check all that apply):**

<input type="checkbox"/>	Revised Scope of Work
<input type="checkbox"/>	Revised Financial Plan
<input checked="" type="checkbox"/>	Other: Exhibit A-Cooperative LE Operating & Financial Plan, Addendum A-USFS Fire Emergency Protocol

**11. SIGNATURES**

**AUTHORIZED REPRESENTATIVE:** BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-REFERENCED GRANT/AGREEMENT.

11.A. COOPERATOR SIGNATURE	11.B. DATE SIGNED	11.C. U.S. FOREST SERVICE SIGNATURE	11.D. DATE SIGNED
(Signature of Signatory Official)		(Signature of Signatory Official)	

11.E. NAME (type or print): <b>TRENT TAYLOR</b>	11.F. NAME (type or print): <b>JAMES SIMINO</b>
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11.G. TITLE (type or print): <b>Sheriff, Wexford County</b>	11.H. TITLE (type or print): <b>Forest Supervisor, Huron-Manistee National Forests</b>
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11.I. U.S. FOREST SERVICE SIGNATURE  (Signature of Signatory Official)	11 J. DATE SIGNED
11.K. NAME (type or print): MICHAEL LOFTON	
11.L. TITLE (type or print): Special Agent in Charge, Region 9	

**12. G&A REVIEW**

12.A. The authority and format of this modification have been reviewed and approved for signature by:  _____ CATHY ANSAMI U.S. Forest Service Grants & Agreements Specialist	12.B. DATE SIGNED
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Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.





FS Agreement No. 21-LE-11090400-021

Cooperator Agreement No. \_\_\_\_\_

**EXHIBIT A**

**COOPERATIVE LAW ENFORCEMENT OPERATING & FINANCIAL PLAN**

**Between The**

**WEXFORD COUNTY SHERIFF’S OFFICE**

**And the**

**USDA, FOREST SERVICE**

**HURON-MANISTEE NATIONAL FORESTS**

**OPERATING AND FINANCIAL PLAN**

This Financial and Operating Plan (Operating Plan), is hereby made and entered into by and between the Wexford County Sheriff’s Office, hereinafter referred to as “Cooperator,” and the United States Department of Agriculture (USDA), Forest Service, Huron-Manistee National Forest, hereinafter referred to as the “U.S. Forest Service,” under the provisions of Cooperative Law Enforcement Agreement #21-LE-11090400-021. This Operating and Financial Plan is made and agreed to as of the last signature date on the Cooperative Law Enforcement Agreement and is in effect through December 31, 2025, unless modified during the annual review.

Previous Year Carry-over: \$4000.00

Current Calendar Year Obligation: \$1250.00 (FDDS3621/0904)

**CY 2023 Total Operating Plan: \$5250.00**

**I. GENERAL:**

A. The following individuals shall be the designated and alternate representative(s) of each party, so designated to make or receive requests for special enforcement activities.

**Principal Cooperator Contacts:**

<b>Cooperator Program Contact</b>	<b>Cooperator Administrative Contact</b>
Name: Trent Taylor, Sheriff Address: 1015 Lincoln St. City, State, Zip: Cadillac, MI 49601 Telephone: (231) 779-9216 FAX: 231 779-0218 Email: <a href="mailto:ttaylor@wexfordcounty.org">ttaylor@wexfordcounty.org</a>	Name: Richard Doehring, Undersheriff Address: 1015 Lincoln St. City, State, Zip: Cadillac, MI 49601 Telephone: (231) 779-9216 FAX: 231 779-0218 Email: <a href="mailto:rdoehring@wexfordcounty.org">rdoehring@wexfordcounty.org</a>

**Principal U.S. Forest Service Contacts:**



<b>U.S. Forest Service Program Manager Contact</b>	<b>U.S. Forest Service Administrative Contact</b>
Name: Brandy Hill, Patrol Captain Address: 820 Rains Drive City, State, Zip: Gladstone, MI 49837 Telephone: 906-428-5882 FAX: 906-428-9040 Email: Brandy.Hill@usda.gov	Name: Brandy Hill, Patrol Captain Address: 820 Rains Drive City, State, Zip: Gladstone, MI 49837 Telephone: 906-428-5882 FAX: 906-428-9040 Email: Brandy.Hill@usda.gov

- B. Reimbursement for all types of enforcement activities shall be at the following rates unless specifically stated otherwise:  
0.58/mile patrolled

For planning purposes, the prevailing officer rate (wages plus fringe benefits) will be reimbursed at a rate not to exceed \$40.00/hour.

**II. PATROL ACTIVITIES:**

- A. Time schedules for patrols will be flexible to allow for emergencies, other priorities, and day-to-day needs of both Cooperator and the U.S. Forest Service. Ample time will be spent in each area to make residents and visitors aware that law enforcement officers are in the vicinity.
- B. Patrol all National Forest system roads within Wexford County. Priority should be given to those roads leading to campgrounds or other heavily used areas of the Forest. Alternative patrol vehicles may be used, for example: vehicle, ATV/UTV and snowmobile.
- C. Patrol all roads/trails on National Forest system roads within Wexford County.
- D. Patrol in the following campgrounds, developed sites, trailhead parking lots or dispersed areas:
  - a) Peterson Bridge Campground area
  - b) Peterson Bridge Canoe Landing area
  - c) Dobson Bridge Canoe Landing area
  - d) Ravine Area
  - e) Fairchild Creek Area
  - f) Caberfae Way Trailhead Parking lot
  - g) Caberfae Tower/Overlook Area
  - h) Cadillac West Trailhead Parking lot
  - i) Mackenzie Trailhead Parking lot
  - j) Pine River Corridor area
  - k) Stoddard Lake Area
  - l) Brandy brook Area
  - m) Briar Hill Area



- n) Hemlock Campground area
- o) Seton Creek Campground/ Recreation Area
- p) Meauwataka Area

Unused dispatch funds may be used for patrol activities, in which case the maximum reimbursement may not exceed the amount of: \$5250.00

**III. TRAINING:**

*See Cooperative Law Enforcement Agreement Provision IV-K for additional information.*

None identified at this time

Total reimbursement for this category shall not exceed the amount of: \$\_\_\_\_\_

**IV. EQUIPMENT:**

*See Cooperative Law Enforcement Agreement Provisions IV-K, IV-L, and IV-M for additional information.*

- A. Miscellaneous materials and supplies, i.e., batteries, camera film, flashlights, ammo, etc. May be purchased upon written request submitted to the Forest Service by the Cooperator. Granting of this request will be dependent upon fund availability, with funding for patrols being first priority. If excess funds are, or do become available, the Forest Service will notify the Cooperator that funds are available for reimbursement up to and not exceeding \$500.00 unless otherwise amended, patrol activities and the authorized purchase of equipment shall not exceed the total.

Total reimbursement for this category shall not exceed the amount of: \$500.00

**V. SPECIAL ENFORCEMENT SITUATIONS:**

- A. Special Enforcement Situations include but are not limited to: Fire Emergencies, Drug Enforcement, and certain Group Gatherings.
- B. Funds available for special enforcement situations vary greatly from year to year and must be specifically requested and approved prior to any reimbursement being authorized. Requests for funds should be made to the U.S. Forest Service designated representative listed in Item I-A of this Operating Plan. The designated representative will then notify the **Cooperator** whether funds will be authorized for reimbursement. If funds are authorized, the parties will then jointly prepare a revised Operating Plan.
  - 1. Drug Enforcement: This will be handled on a case-by-case basis. The request will normally come from the patrol Captain; however, it may come from the Special Agent in Charge or their designated representative. Reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to the incident will



coordinate all of their activities with the designated officer in charge of the incident.

2. Fire Emergency: During emergency fire suppression situations and upon request by the U.S. Forest Service pursuant to an incident resource order, the Cooperator agrees to provide special services beyond those provided under Section II-A, within the Cooperator's resource capabilities, for the enforcement of State and local laws related to the protection of persons and their property. The Cooperator will be compensated at the rate specified in Section I-B; the U.S. Forest Service will specify times and schedules. Upon concurrence of the local patrol Captain or their designated representative, an official from the Incident Management Team managing the incident, Cooperator personnel assigned to an incident where meals are provided will be entitled to such meals.

See Fire Addendum A – attached – for further information.

3. Group Gatherings: This includes but is not limited to situations which are normally unanticipated, or which typically include very short notices, large group gatherings such as rock concerts, demonstrations, and organization rendezvous. Upon authorization by a U.S. Forest Service representative listed in Section I-A for requested services of this nature, reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to this type of incident will normally coordinate their activities with the designated officer in charge of the incident.

This includes but is not limited to situations which are normally unanticipated, or which typically include very short notice, large group gatherings such as rock concerts, demonstrations, and organizational rendezvous.

## VI. BILLING FREQUENCY:

*See Cooperative Law Enforcement Agreement Provisions II-H and III-B for additional information.*

- A. The Cooperator shall furnish the U.S. Forest Service with **itemized statements monthly**, for which reimbursable expenditures occurred. The statements shall be in sufficient detail to allow the U.S. Forest Service to tie these expenditures back to the reimbursable expenses and rate schedule contained in 1-B of this operating plan. The cooperator shall certify these statements as being current and proper.
- B. The following is a breakdown of the total estimated costs associated with this Operating Plan.





<b>Category</b>	<b>Estimated Costs</b>	<b>Not to Exceed by %</b>
Patrol Activities	\$5250.00	
Training		
Equipment		
Special Enforcement Situations		
<b>Total</b>	<b>\$5250.00</b>	

- C. Any remaining funding in this Operating Plan may be carried forward to the next Calendar year and will be available to spend through the term of the Cooperative Law Enforcement Agreement, or deobligated at the request of the U.S. Forest Service. *See Cooperative Law Enforcement Agreement Provision IV-C.*

## Addendum A

### **U.S. Forest Service Fire Emergency Language & Billing Protocol Coop Law Enforcement Agreements / Operating & Financial Plan**

#### **Fire Emergencies:**

During fire emergencies, the U.S. Forest Service will reimburse the County for actual costs incurred while the County is providing assistance requested by either the Agency Administrator or Incident Commander.

Reimbursement for personnel wages and services are based upon the information in the resource order and must identify the number of roadblocks, number of personnel required, hours and time frame required and must be ordered by the Incident Commander or Agency Administrator. A copy of the resource order generated for the request for assistance will be provided by the U.S. Forest Service dispatch to the County. It is critically important that the Incident Management Team, Agency Administrator, and the Sheriff/County Official agree to what emergency services are needed and listed in the Resource Order and Incident Action Plans for each day until this resource is no longer required.

Upon request of the Agency Administrator or Incident Commander, a County designated Liaison(s) to the fire incident(s) may be established. The liaison will be requested via an incident resource order. The liaison(s) primary duties, on behalf of the County Sheriff, will be to attend public meetings, planning and Incident Command meetings. Eligible costs for reimbursement will include personnel time.

If meals and lodging are required for county officials, authorization must be documented using the standard fire meals and lodging authorization forms provided by the host fire unit. Cooperator personnel directly assigned to the incident by a resource order will be entitled to meals that are provided on the incident.

Administrative support (e.g. posting incident time, delivering meals, bill preparation, etc.) will be reimbursed on an actual cost basis. The County will prepare and submit an itemized accounting of actual cost as part of the reimbursement request.

What is not eligible for reimbursement?

1. Law enforcement duties that are within the normal jurisdictional responsibilities such as enforcement, patrols, evacuation. 2. Automotive repairs, tires, and services are covered in the prevailing wage rate as identified in the OP Provision I. B.

#### **Billing Protocol:**

Documentation required to be submitted by the County to the FS for payment processing:

- Resource Order. Resource order will state what kind of assistance is ordered, how many people requested, and the time period for the services as ordered by the IC or Agency Administrator.
- Copy of Cooperative Law Enforcement Agreement and Operating & Financial Plan.
- UEI number.
- Active status in System for Award Management (SAM).
- Tax ID number.
- Breakout of actual costs:
  - Salary – Daily Crew Time Reports, Payroll summary by hours per day or timesheets of personnel.
  - Supplies – Copies of receipts with date and description of items purchased and FS authorization (S# or FS Signature) for purchase.
  - Mileage – Summary by day by vehicle and personnel using the vehicle.

- Incident Action Plans – copies of plans that document assignment to that incident.
- Map of roadblock locations.

BILLINGS ARE NOT TO BE SUBMITTED TO THE [SM.FS.ASC\\_GA@USDA.GOV](mailto:SM.FS.ASC_GA@USDA.GOV) UNDER THE OBLIGATION ESTABLISHED THROUGH THE COOPERATIVE LAW ENFORCEMENT AGREEMENT.

Please coordinate remittance of billings to the Albuquerque Service Center, Incident Finance Branch through the local Fire Incident Business Specialist, **Deanna Crawford**, [deanna.lewis1@usda.gov](mailto:deanna.lewis1@usda.gov), 406-274-2995. Invoices must include the information identified above in the Billing Protocol section in order to be processed in a timely manner.

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

**Facilities and Equipment Management**  
**D-12.0 Courthouse Security**

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County Board Approval: December 3, 2003; Amended February 6, 2008; **Amended April 27, 2023**

It is the policy of Wexford County Board of Commissioners that employees entering in and exiting from the Historic Courthouse and the new Courts Building abide by the following policy.

- A. Employees who possess a key to the employee entrance door on the west side of the new Courts Building are to use that entrance/exit.
- B. Employees who do not possess a key or choose not to use that door, will be subject to screening at the single point of entry provided in the new Courts Building.
- C. Entrance into or egress from the Historic Courthouse is not allowed between 8:00 a.m. and 5:30 p.m. The only other time this is allowed is when an employee, who has an office in the Historic Courthouse, needs to enter the building on weekends or holidays.
- D. The only individuals allowed to use any other west side entrance to the new Courts Building are the Circuit, District and Probate Court Judges. This is done so that County Judges do not have to come in contact with litigants. ~~These entrances are not for employees.~~ **Only Employees in the Probation Departments and Community Corrections Office may use the entrance to the Probation Hall, the barrier must stay in place as this is not a public entrance/exit.**
- E. **Any County Employee who has an office in the Courthouse or Employee who conducts regular business in the Courthouse may request a key/key card. Assigned keys are only to be used by the person the key(s) are assigned to. The County Administrator's Office shall keep a list of all issued keys and/or key cards. The County Administrator has final determination if a key should be issued.**
- F. **At the time of separation of employment, it is required that an employee immediately turns in their assigned key(s) to their immediate supervisor and if not available to the County Administrator.**

It is the intention of the Wexford County Board of Commissioners to provide a safe work environment through reasonable policies and corrective actions. Your cooperation with this policy will assist in reaching this goal.