



Wexford County

**EXECUTIVE COMMITTEE**

*Gary Taylor, Chair*

**NOTICE OF MEETING**

The Executive Committee of the Wexford County Board of Commissioners will hold a regular meeting on Tuesday, August 08, 2023, beginning at 4:00 p.m. in the Commissioners' Room, third floor of the Historic Courthouse, 437 E. Division St., Cadillac, Michigan.

**TENTATIVE AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL
- C. ADDITIONS / DELETIONS TO THE AGENDA
- D. APPROVAL OF THE AGENDA
- E. APPROVAL OF THE APRIL JULY 11, 2023 REGUALR MEETING MINUTES..... 1
- F. PUBLIC COMMENTS  
*Designated for topics on the agenda only.*
- G. AGENDA ITEMS
  - 1. Discussion on Current Litigation Matters
  - 2. Infrastructure Alternatives Inc. Monthly Report (*T. Lutke, July 2023*) ..... 3
  - 3. Interagency Agreement – Justice Diversion..... 4
  - 4. CWTA Transportation for Treatment Discussion
- H. CORRESPONDENCE
- I. ADMINISTRATOR'S COMMENTS
- J. PUBLIC COMMENTS
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

COUNTY OF WEXFORD  
**EXECUTIVE COMMITTEE MEETING**  
MEETING MINUTES  
July 11, 2023

The regular meeting was called to order by Chair Gary Taylor at 4:00 p.m. in the Commissioners’ Room, located on the third floor of the Historic Courthouse, 437 E. Division St. Cadillac, Michigan.

- Members Present: Gary Taylor, Chair; Mike Musta, Brian Potter, and Julie Theobald
- Members Absent: None
- Also Present: Adam Kerr, Maintenance Director; Megan Kujawa, Sr. Executive Administrative Assistant; Tom Lutke, IAI Project Manager; and Joe Porterfield, County Administrator/Equalization Director

**ADDITIONS OR DELETIONS TO THE AGENDA**

ADDED: G.3. Purchase Order Server Replacement Sheriff’s Office and G.4. Cadillac Janitorial Contract Extension

**APPROVAL OF THE AGENDA**

**A motion was made by Comm. Musta and supported by Comm. Potter to approve the agenda. A vote was called, all in favor. Motion passed, 4-0.**

**APPROVAL OF THE MINUTES**

**A motion was made by Comm. Theobald and supported by Comm. Potter to approve the May 09, 2023, Regular Meeting Minutes. A vote was called, all in favor. Motion passed, 4-0.**

**PUBLIC COMMENTS**

None.

**AGENDA ITEMS**

***G.1. Discussion on Current Litigation Matters***

Mr. Porterfield, County Administrator, informed the committee that there is an upcoming meeting concerning status update on Opiate Litigation matters. Mr. Porterfield stated that an agreement was signed with attorneys to give permission to represent the County and the Treasurer’s office in the tax foreclosure lawsuits.

***G.2. Infrastructure Alternatives Inc. Monthly Report***

Tom Lutke, IAI Project Manager, reviewed his report with the committee. There weren’t any complaints or call outs in the month of June. On July 3, a water leak was found and they were able to have that fixed on July 5. From the leak the customer has an outstanding \$13,000 bill. The committee gave Mr. Lutke permission to prorate the customer’s bill for what normal usage is.

***G.3. Purchase Order Server Replacement Sheriff’s Office***

**A motion was made by Comm. Theobald and supported by Comm. Musta to forward a recommendation to the full board to approve the purchase of servers from VC3 in the amount of \$20,422.00. A vote was called, all in favor. Motion passed, 4-0.**

**G.4. Cadillac Janitorial Contract Extension**

Comm. Theobald stated that this was an agenda item that was discussed at Recreation and Building last week. She stated that due to the ongoing concerns with the service that is being received by the company from what she has heard from staff that she recommended a six-month contract versus the year extension.

Mr. Porterfield, County Administrator, stated that the concerns that were brought to Mr. Kerr's attention and his own were just found out last week. Any concerns were supposed to be mentioned to either Mr. Kerr or himself, because Cadillac Janitorial checks in frequently to ensure matters are being tended to. Mr. Porterfield informed the committee that the schedule of cleaning was sent out last week by Ms. Bigger and they are looking into re-instating the white three ring binders for communication between staff and the cleaning crew. Mr. Porterfield suggested that the one-year extension is recommended to the full board because six months is too short of a time-frame.

**A motion was made by Comm. Theobald and supported by Comm. Musta to forward a recommendation to the full board to approve a one-year extension to the Cadillac Janitorial Contract. A vote was called, all in favor. Motion passed, 4-0.**

**CORRESPONDENCE**

None.

**ADMINISTRATOR'S COMMENTS**

Mr. Porterfield informed the committee that the MIDC grant was accepted for the fiscal year 2024. Administration will be starting to work on the budget and hold a department head meeting. Mr. Porterfield stated that he is waiting to hear back from the auditors as to when they will be making a presentation to the board.

Comm. Potter asked Mr. Porterfield on a status update regarding a relator for the old jail. Mr. Porterfield stated that he has a realtor that is interested and will reach out to them to get the property re-listed.

Mr. Porterfield stated that he has a conference at the end of this month and then will be out of the office the following week.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

None.

**CHAIR COMMENTS**

None.

**ADJOURN**

**A motion was made by Comm. Theobald and supported by Comm. Musta to adjourn at 4:32 p.m. A vote was called, all in favor. Motion passed, 4-0.**



INFRASTRUCTURE  
ALTERNATIVES, INC.

## Monthly Operations & Maintenance Report

August 8, 2023

**Report for Month:** July 2023  
**Location:** Wexford County  
**Facilities:** Cedar Creek Water Plant & Distribution System  
**Operator in Charge:** Ryan Longstreet, Certified Operator

### Emergency Callouts/Customer Complaints

- ❑ No callouts or customer complaints this month.

### Significant Events:

- ❑ 7/3 – Leak surfaced at 9311 E. 22 Rd.
- ❑ 7/5 – Leak was repaired at 9311 E. 22 Rd. Found that the service line had split in 2 sections causing the leak.
- ❑ 7/10 – Updated Disinfection Byproduct (DBP) sampling plan, collected DBP samples and submitted the new plan to EGLE.
- ❑ 7/31 – Resident called about connecting to the water system. We will begin getting quotes from contractors after their connection application is submitted.

### Preventive Maintenance:

- ❑ 7/7 – Annual Pressure tank inspection at the well house.
- ❑ IAI staff continues to regularly monitor chlorine residuals throughout the water system.

### Facilities Data for the Month

Production at Well House	572,650 gallons
Metered Usage	708,304 gallons
Metered Flushing	217,020 gallons
Difference *(% Gain)	*135,654 gallons (23.69%)



**Wexford and Missaukee County Interagency Agreement  
Justice Diversion Program**

**Between**

**Northern Lakes Community Mental Health Authority  
Wexford and Missaukee County Sheriff  
Wexford and Missaukee County Prosecuting Attorney  
28<sup>th</sup> Wexford and Missaukee County Judicial Circuit Courts  
84<sup>th</sup> Wexford and Missaukee County Judicial District Courts  
And the Wexford and Missaukee County Commissions**

**I. The Purpose of this Interagency Agreement (agreement).**

1. The parties agree (pursuant to Act. No 28, Public Acts of 2014, Enrolled Senate Bill No. 558) to collaborate, coordinate, and facilitate activities and services to best serve individuals with serious mental illness who are considered at risk for 1 or more of the following:
  - (a) Entering the criminal justice system.
  - (b) Not receiving needed mental health treatment services during a period of incarceration in a county jail.
  - (c) Not receiving needed mental health treatment services upon release or discharge from incarceration in a county jail.
  - (d) Being committed to the jurisdiction of the department of corrections.
2. Health letter dated October 26, 2010 and with the Subject line: Use of General Fund Dollars for Services to Inmates of County Jails. The parties agree to coordinate efforts to seek a statewide solution that would allow for continued use of General Fund dollars to support the following services within the Wexford-Missaukee County Jail:
  - (a) Crisis intervention services and preadmission screenings (this would be in addition to jail diversion and community-based emergency services in partnership with law enforcement).
  - (b) Clinical services and psychiatric mental health services to registered consumers consistent with the Individual Plan of Service or as amended, who are currently an inmate or who become jail inmates.
  - (c) Collaboration, coordination, and facilitation of activities and discussions to determine the needed services that best serve individuals with mental health needs incarcerated in the Wexford-Missaukee County Jail. These discussions will include discovery of present services, discovery and enumeration of critical mental health services and other needed services such as on-site psychiatric care, dispensing of medication, pharmaceutical reviews, and any other activities that the below listed liaisons deem necessary to determine how best to provide mental health services in the jail.

**II. Provisions**

Whereas the Michigan Mental Health Code requires that each county shall have a written interagency agreement in place for a collaborative program to provide mental health treatment and

assistance, if permitted by law and considered appropriate, to persons with serious mental illness who are, or may become, incarcerated in a county jail (MCL 330.1207a).

Whereas, the Parties seek to have a written interagency agreement for a collaborative program that provides the most appropriate treatment options and risk management for persons with serious mental illness and co-occurring mental illness and/or substance use disorders, and who are at risk of the following:

- (a) Entering into the criminal justice system.
- (b) Not receiving needed mental health treatment services during a period of incarceration in the Wexford-Missaukee County Jail.
- (c) Not receiving needed mental health services upon release or discharge from incarceration in the county jail.
- (d) Being committed to the jurisdiction of the State of Michigan.

### **III. Agreements**

This agreement shall, at a minimum, cover all of the following areas:

- (a) Guidelines for program eligibility - Each party will follow applicable laws, regulations, and their internal policies respectively. Northern Lakes Community Mental Health Authority (NLCMHA) will complete an assessment, including the administering of The Level of Care Utilization System to determine if an individual meets the medical necessity criteria for ongoing mental health services to address serious mental illness.
- (b) Interagency communication and coordination - Law Enforcement, court staff, and jail staff will make a referral to NLCMHA if it reasonably appears that an individual entering into, involved in, or leaving the criminal justice may be experiencing a serious mental illness. All parties agree that coordination and communication can occur through direct communication (in person or via phone) and indirect communication (fax, message, or written documentation).
- (c) Day-To-Day Program Administration - Each party to this agreement will be responsible for internal day-to-day administration and recordkeeping related to their involvement in the program.
- (d) Involvement of service consumers, family members, and other stakeholders - All parties recognize the importance of involving family and other stakeholders whenever possible. NLCMHA agrees to include all natural supports in treatment as the participant chooses or court orders.
- (e) How the program shall work with local courts - When the court is informed that a person under court jurisdiction in a criminal proceeding is in need of mental health services, the person will be referred to NLCMHA for evaluation. A referred individual may voluntarily agree to services or be court ordered to receive services when appropriate and as needed.
- (f) How the program shall address potential participants before and after criminal charges have been filed - All Parties shall make referrals as set forth in Section III (b) above. NLCMHA shall determine eligibility based on medical necessity and, when appropriate, will provide services (including outreach) that involve the participant and natural supports in the course of treatment.
- (g) Resource sharing between Parties to the Interagency Agreement - The Parties to this agreement shall share resources, including expertise, information, and data gathered by the

various program administrators.

- (h) Screening and assessment procedures -All Parties will utilize their practice and procedures for screening and assessing an individual who meets criteria noted in Section I.1. Above.
- (i) Guidelines for case management -All Parties shall follow their established case management procedures.
- (j) How the program will work with county jails - See subsection I.2. Above. Additionally, all Parties agree to continue to work collaboratively with the county jail.
- (k) Criteria for completing the program - Criteria for program completion will be specified in the court order and/or NLCMHA’s Individual Plan of Service.
- (l) Mental Health Treatment services - The Parties will make every effort to assure that a complete array of medically necessary mental health and co-occurring substance use disorder services will be provided to those who meet eligibility criteria.
- (m) Procedures for first response to potential cases, including response to crises - Consistent with current laws, regulations, and practice NLCMHA will provide crisis interventions and preadmission screening assessments.
- (n) How administrators of the program will report the program's actions and outcomes to the public - Each Party will share information and data consistent with their current practice, respectively.

**IV. Notice and Communications**

1. Contact information for all Parties is as follows:

<b>County Administrator</b>	
Missaukee County Elizabeth Vogel 111 South Canal Street P.O.Box 800 Lake City, MI (231) 839-4967	Wexford County Clifford (Joe) Porterfield 437 E. Division Street Cadillac, MI 49601 (231) 779-9453
<b>84th District Court</b>	
Missaukee County Honorable Melissa Ransom 111 South Canal P.O. Box 800 Lake City, MI 49651 (231) 839-4967	Wexford County Honorable Audrey Van Alst 437 E. Division Cadillac, MI 49601 (231) 779-9515
<b>28th Judicial Circuit Court</b>	
Honorable Jason Elmore Missaukee County Address 111 South Canal P.O.Box 800 Lake City, MI 49651 (231) 839-4967	Honorable Jason Elmore Wexford County Address 437 E. Division Street Cadillac, MI 49601 (231) 779-9490

<b>Prosecuting Attorney</b>	
Missaukee County David DenHouten 129 Main Street P.O. Box 348 Lake City, MI 49651 (231) 839-3111	Wexford County Corey Wiggins 437 E. Division Street Cadillac, MI 49601 (231) 779-9505
<b>County Sheriff's Office</b>	
Missaukee County Will Yancer 110 Pine Street Lake City, MI 49651 (231) 839-4338	Wexford County Trent Taylor 1015 Lincoln Street Cadillac, MI 49601 (231) 779-9216
<b>County Jail Administrator</b>	
Missaukee County Jesse Harwood 110 E. Pine Street Lake City, MI 49651 (231) 839-4338	Wexford County Mike McDaniel 1015 Lincoln Street Cadillac, MI 49601 (231) 779-9216
<b>County Board of Commissioners</b>	
Missaukee County Courthouse 111 S. Canal Street Lake City, MI 49651	Wexford County Courthouse 437 E. Division Street Cadillac, MI 49601

2. This agreement constitutes the entire agreement of the Parties with respect to the interagency agreement required by MCL 330.12074a. This agreement does not supersede or terminate Memoranda of Understanding (MOU) or other agreements existing between the Parties already in existence that may further expound on the various programs provided in this agreement. The Parties may enter into other MOUs or agreements for existing or other programs.
3. The persons signing this agreement, on behalf of the parties, hereto certify, by said signatures, that they are duly authorized to sign this agreement.
4. This agreement shall be effective beginning October 01, 2023 and ending September 30, 2026. Renewal terms shall be for a period of three years unless otherwise agreed by all parties.



**In Witness Whereof**, the authorized Parties hereto have fully executed this agreement:

---

Brian Martinus  
Interim Chief Executive Officer  
Northern Lakes Community Mental Health

Date

---

Honorable Jason Elmore  
Missaukee and Wexford County 28<sup>th</sup> Judicial  
Circuit Court

Date

---

Elizabeth Vogel  
Missaukee County Administrator

Date

---

Chairperson  
Missaukee County Board of Commissioners

Date

---

Honorable Melissa Ranson  
Missaukee County 84<sup>th</sup> District Court

Date

---

Will Yancer  
Missaukee County Sheriff

Date

---

Jesse Harwood  
Missaukee County Jail Administrator

Date

---

David DenHouten  
Missaukee County Prosecuting Attorney

Date

---

Honorable Audrey VanAlst  
Wexford County 84<sup>th</sup> District Court

Date

---

Clifford Porterfield  
Wexford County Administrator

Date

---

Gary Taylor  
Chairperson  
Wexford County Board of Commissioners

Date

---

Trent Taylor  
Wexford County Sheriff

Date

---

Mike McDaniel  
Wexford County Jail Administrator

Date

---

Corey Wiggins  
Wexford County Prosecuting Attorney

Date

# Northern Lakes Community Mental Health Authority

## Justice Diversion Guidelines

### Wexford and Missaukee Counties

July 31, 2023

**Introduction and Overview of program:** There is a general consensus that people in need of mental health or substance use treatment who commit crimes are better served by providing effective and humane treatment rather than being incarcerated. This practice guideline reflects a commitment to divert people with mental illness or substance use disorder from detention or incarceration when appropriate. Diversion can occur prior to arrest, pre-booking, post-booking, or post adjudication/conviction and will result in a justice diversion plan.

The Justice Diversion Program may divert individuals with serious mental illness, substance use disorder, developmental disability, or serious emotional disturbance from custody and/or jail if they voluntarily agree or are court ordered to participate in the program. Individuals will be provided linkages to community-based treatment and support services in lieu of spending time in jail. Depending on the point of contact with the justice system at which diversion occurs, the program may be either a pre-booking, post-booking, or post adjudication/conviction diversion plan.

At the first point of contact, Northern Lakes Community Mental Health Authority staff will complete a screening. This is an evaluation to determine if the person has a mental illness, co-occurring substance use disorder, developmental disability, or seriously emotionally disturbed in accordance with a standardized assessment tool, Level of Care Utilization System (LOCUS) for adults, or the Child and Adolescent Functioning Assessment Scale (CAFAS) for youth. The screening will assess the benefits of treatment versus detention or incarceration.

**Eligibility Criteria:** Anyone with a serious mental illness, substance use disorder, developmental disability, or serious emotional disturbance who allegedly commits a misdemeanor or non-violent felony, voluntarily agrees to participate in the program and is approved by NLCMHA, Defense Attorney, Prosecuting Attorney, Parents (youth) and Judge (post-booking) may be eligible for justice diversion. At the first point of contact, Northern Lakes Community Mental Health Authority staff will complete a screening. This is an evaluation to determine if the person has a mental illness, co-occurring substance use disorder, developmental disability, or is seriously emotionally disturbed in accordance with a standardized assessment tool, Level of Care Utilization System (LOCUS) for adults, or the Child and Adolescent Functioning Assessment Scale (CAFAS) for youth. The screening will assess the benefits of treatment versus detention or incarceration.

People with a score of 14 or higher on the LOCUS will be considered for justice diversion services. A youth with a CAFAS score of 40 or higher will be considered for justice diversion. If the diversion screening occurs at the point of the individual's contact with law enforcement before formal charges are instituted a pre-booking diversion may be utilized. This requires

effective interactions between law enforcement and NLCMHA, as well as communication and planning with attorneys, prosecutor and magistrate. NLCMHA will provide training to law enforcement officers on how to identify mental illness and refer to diversion services. Post-booking diversion services occur after the person has been booked and is in the custody of the jail, out on bond, or in court for arraignment. Assessments and diversion activities may occur in jails or court.

A referral form will be created and shared with all parties. NLCMHA will track referrals.

*\*\*A person is not in the Jail Diversion Program until the Diversion Agreement form has been signed by all parties.*

**Determination of Services Needed (Assessment):** NLCMHA will complete a Justice Diversion Intake Assessment to determine need and create a justice diversion treatment plan. The court/community corrections will have a plan template for post convictions and pre-booking diversions that will be completed by NLCMHA on letterhead. This will be provided to the attorney to be submitted to the court. It is essential to understand the important components of an effective assessment and treatment plan. The justice diversion program should:

- Recognize the complex and different needs of the person served and design a treatment program to meet those needs.
- Integrate all services the person needs at the community level, including community corrections, courts, treatment providers, and other social determinants as much as possible.
- Incorporate regular meetings among the key community partners to encourage coordination services and sharing of information from the time of screening through completion of the program.
- NLCMHA will assign staff to work as liaisons between the CMHA and the criminal justice system.
- NLCMHA's Operation's Manager will serve as the leader of this effort and will ensure good communication and maintain a good understanding of all necessary systems involved in the program.
- NLCMHA will coordinate a monthly meeting between service providers, law enforcement, attorneys and court staff to review cases and processes.

**Pre-booking Diversion:** NLCMHA will provide annual training to law enforcement so we can better identify, in the arrest process, who may benefit from diversion. The prosecuting attorney has the final say on diversion services versus incarceration, based on the incident. This will require discussion between CMH, law enforcement, and prosecutors to occur and be successful.

**Pre-adjudication/conviction:** NLCMHA will report to community corrections the compliance or non-compliance of the person. Community corrections will report to the prosecutor. If the person has been charged and arraigned, Community Corrections will report to the prosecutor and the court. The Prosecuting Attorney will keep the applications confidential. The court will be made aware of the diagnosis and recommended treatment.

Individuals who have been determined to be Incompetent to stand trial are eligible for justice diversion services as a pre-adjudication individual. The defense attorney will work with probation staff to submit a referral to NLCMHA for justice diversion services. NLCMHA will complete the necessary assessments and collaborate with others to establish services if eligibility criteria are met.

**Post-adjudication/conviction:** The Defense Attorney or Probation Officer will make a referral to NLCMHA for justice diversion services. NLCMHA will use standardized assessments to determine eligibility and compliance. The length of time a person is on a diversion plan is person-centered and primarily defined by the length of probation time. The court will be made aware of the diagnosis and recommended treatment. NLCMHA will report to probation the status of treatment. When a person completes the program recommendation a status report will be completed on letterhead and submitted to probation. Probation will report to the Judge.

- a. Success is defined as:
  - i. Compliant with treatment plan, including medications
  - ii. Lower LOCUS Score
  - iii. Lower standardized assessment score

**Post-Booking Diversion:** The Wexford County Correction Officers complete a Booking Assessment when a person is incarcerated. The assessment includes questions relating to mental illness, substance use disorder, or developmental disability. It inquires about any mental health history as well as self-harm questions, as well as the risk for self-harm questions, lastly, it asks about active mental health services. To help identify inmates for the program, the jail will send the daily booking sheet to designated staff at NLCMHA. NLMCHA staff will review and determine if the person is open to CMH for active services or any recent crisis contacts, and care will be coordinated accordingly.

**Training:** NLCMHA will provide Crisis Intervention Training, annually to Wexford County Road Patrol and Jail Officers. NLCMHA, Wexford County, or Missaukee County may invite law enforcement officers from Cadillac City Police and/or Michigan State police to the trainings. This training includes information on mental illness diagnoses and de-escalation techniques.