

FINANCE COMMITTEE

REVISED AGENDA

January 23, 2019

7:30 AM

304 E. Grand River, Board Chambers, Howell MI 48843

Pages

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES** 3
Meeting minutes dated: January 9, 2019
4. **TABLED ITEMS FROM PREVIOUS MEETINGS**
5. **APPROVAL OF AGENDA**
6. **CALL TO THE PUBLIC**
7. **REPORTS**
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Resolution Approving the Appointment of Austin Wright as Back-up Magistrate for the 53rd District Court
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Resolution Authorizing an Object Line Transfer for Fiscal-Year 2019 Emergency Management Grant Budget

8.5 Sheriff 48

Resolution Authorizing a Supplemental Appropriation to Establish a FY2019 Budget for the Recently Awarded Byrne Justice Assistance Grant (JAG)

8.6 Building Department 53

Resolution Authorizing a Supplemental Appropriation for Completion of the East Complex Mud Room Renovation

9. CLAIMS

Miscellaneous Claims Dated: January 23, 2019

10. PREAUTHORIZED

Computer Print-out Dated: January 9 through January 23, 2019

11. CALL TO THE PUBLIC

***12. CLOSED SESSION**

- Livingston County Circuit Court 18-30143 CH
- US District Court, 18-12737
- US District Court, 18-11395
- US District Court, 18-10639

13. ADJOURNMENT

FINANCE COMMITTEE

MEETING MINUTES

January 9, 2019

7:30 a.m.

304 E. Grand River, Board Chambers, Howell MI 48843

Members Present:

C. Griffith, D. Helzerman, K. Lawrence , D. Parker, R. Bezotte, D. Dolan , G. Childs, Wes Nakagiri

Members Absent:

W. Green

1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Carol Griffith at 7:30 a.m.

2. ROLL CALL

Indicated the presence of a quorum.

3. APPROVAL OF MINUTES

Meeting minutes dated: December 27, 2018

Motion to approve the minutes as presented.

Moved by: K. Lawrence

Seconded by: D. Dolan

Yes (8): C. Griffith, K. Lawrence , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , G. Childs, and W. Nakagiri

Absent (1): W. Green

Motion Carried (8-0-1)

4. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

5. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

Moved by: D. Helzerman

Seconded by: D. Dolan

Yes (8): C. Griffith, K. Lawrence , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , G. Childs, and W. Nakagiri

Absent (1): W. Green

Motion Carried (8-0-1)

6. CALL TO THE PUBLIC

Cindy Catanach, Finance Officer, announced that Elizabeth Young, Purchasing Coordinator achieved designation as CPPB, this is a great accomplishment.

Greg Kellogg, LETS Director, announced that he received a letter from St. Joseph Mercy Health System agreeing to a contribution of \$40,000 for 3 years to provide transportation to St. Joseph locations in the County and surrounding destinations. LETS is hoping for contributions from U of M and Ascension.

7. REPORTS

None.

8. RESOLUTIONS FOR CONSIDERATION

8.1 Car Pool

Resolution Authorizing Capital Expenditure, Issuance of Purchase Orders, and Supplemental Appropriation for Approved 2019 Vehicle Purchases

Recommend Motion to the Board of Commissioners.

Moved by: K. Lawrence

Seconded by: D. Dolan

Yes (8): C. Griffith, K. Lawrence , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , G. Childs, and W. Nakagiri

Absent (1): W. Green

Motion Carried (8-0-1)

8.2 Drain Commissioner

Resolution Authorizing Livingston County to Purchase Notes issued by the Livingston No. 29 Drainage District

Recommend Motion to the Board of Commissioners.

Brian Jonckheere presented the resolution. Terry Donely, Laura - Dickinson & Wright, Bond Council were present to answer questions.

Moved by: K. Lawrence

Seconded by: G. Childs

Yes (8): C. Griffith, K. Lawrence , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , G. Childs, and W. Nakagiri

Absent (1): W. Green

Motion Carried (8-0-1)

9. CLAIMS

Miscellaneous Claims Dated: January 9, 2019

Recommend Motion to the Board of Commissioners.

Moved by: R. Bezotte

Seconded by: K. Lawrence

Yes (8): C. Griffith, K. Lawrence , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , G. Childs, and W. Nakagiri

Absent (1): W. Green

Motion Carried (8-0-1)

10. PREAUTHORIZED

Computer Print-out Dated: December 28, 2018 through January 9, 2019

Recommend Motion to the Board of Commissioners.

Moved by: K. Lawrence

Seconded by: R. Bezotte

Yes (8): C. Griffith, K. Lawrence , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , G. Childs, and W. Nakagiri

Absent (1): W. Green

Motion Carried (8-0-1)

11. CALL TO THE PUBLIC

None.

12. ADJOURNMENT

Motion to adjourn the meeting at 8:03 a.m.

Moved by: D. Helzerman

Seconded by: R. Bezotte

Yes (8): C. Griffith, K. Lawrence , D. Helzerman, D. Parker, R. Bezotte, D. Dolan , G. Childs, and W. Nakagiri

Absent (1): W. Green

Motion Carried (8-0-1)

Respectfully submitted by:

Natalie Hunt,
Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: [Click here to enter a date.](#)

Resolution Authorizing Submission of the Fiscal Year 2019 Community Corrections Grant Application, Agreement, and other Supporting Documents and Acceptance of Funding Award – Central Services

WHEREAS, the Community Corrections Plan and Application Grant for Fiscal Year 2019 was submitted to the Office of Community Corrections (OCC) on May 1st, 2018; and

WHEREAS, the Livingston County Community Corrections Advisory Board approved the Community Corrections Plan and Application for Fiscal Year 2019 on November 14th, 2018; and

WHEREAS, funds from the grant will go toward Thinking Matters, a group-based cognitive behavioral therapy; and

WHEREAS, the Court may contract with a vendor to provide facilitative services to the program; and

WHEREAS, OCC has awarded Livingston County funding for the period of October 1, 2018 through September 30, 2019 in the amount of \$20,380; and

WHEREAS, the services and administrative costs to support the Plan are 100% funded by the grant without additional local funding required.

THEREFORE, BE IT RESOLVED the Livingston County Board of Commissioners authorizes Community Corrections to submit the Grant Application for FY 2019 funding and accepts the OCC funding award set forth above.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements, and future amendments for monetary and contract language adjustments related to the above upon review of Civil Counsel.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners authorizes any budget amendment necessary to effectuate this grant award.

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**MOVED:
SECONDED:
CARRIED:**

MICHIGAN DEPARTMENT OF CORRECTIONS

Reentry Administration

“Committed to Protect, Dedicated to Success”



Office of Community Corrections

Community Corrections Plan and Application
Fiscal Year 2019

CCAB Name: LIVINGSTON COUNTY

Application Type: Annual/Full

Email the application to:

1. MDOC-OCC@michigan.gov
2. Grant Coordinator

DUE DATE: May 1, 2018

SECTION I: COMMUNITY CORRECTIONS ADVISORY BOARD INFORMATION				
Name of CCAB: LIVINGSTON COUNTY			Federal I.D. Number: 38-6005819	
A: General Contact Information:				
	Contact Person (Manager)	Manager's Direct Supervisor	CCAB Chairperson	Fiscal Agent
Name:	Roberta L. Sacharski	Hon. Miriam A. Cavanaugh	TBD	Cindy Catanach
Title:	Court Admin/Manager	Chief Judge		Chief Financial Officer
Address:	204 S. Highlander Way	204 S. Highlander Way		304 E. Grand River Ave.
City:	Howell	Howell		Howell
State:	MI	MI		MI
Zip:	48843	48843		48843
Phone:	(517) 540-7814	(517) 546-3750		(517) 540-8720
Fax:				
Email:	rsacharski@livgov.com	mcavanaugh@livgov.com		ccatanach@livgov.com

Type of Community Corrections Board: County Advisory Board
Counties/Cities Participating in the CCAB: Livingston County
Date application was approved by the local CCAB: November 14, 2018
Date application was approved by county board(s) of commissioners and/or city council: December 3, 2018
Date application was submitted to OCC: May 1, 2018

B: CCAB Membership		
Representing:	Name	Email
County Sheriff:	MURPHY, Michael	mmurphy@livgov.com
Chief of Police:	VACANT	
Circuit Court Judge:	HATTY, Hon. Michael P.	mhatty@livgov.com
District Court Judge:	VACANT	
Probate Court Judge:	CAVANAUGH, Hon. Miriam A.	Mcavanaugh@livgov.com
County Commissioner(s):	LAWRENCE, Kate	klawrence@livgov.com
Service Area (Up to 3):	CONKLIN, Connie	
County Prosecutor:	VAILLIENCOURT, Bill	bvaillencourt@livgov.com
Criminal Defense:	MITCHELL, Laura	
Business Community:	GRIFFIN, Curtis	
Communications Media:	VACANT	
Circuit/District Probation:	ZAHON, Tom	
General Public:	VACANT	
City Councilperson:	VACANT	
Workforce Development:	AWREY, Dawn	
Does your CCAB have Bylaws? YES If yes, have they been revised within the last 2 years? NO		

SECTION II: ANALYSIS & STRATEGIC PLAN

Introduction and Instructions for Strategic Plan:

Strategic Issues, Goals, and Priorities have been established by the Office of Community Corrections in accordance with Public Act 511 and Key Performance Indicators. CCABs will be required to establish **Objectives** and **Strategies** based upon OMNI Felony Disposition, JPIS, CCIS and local data that will support State **Goals** and **Priorities**.

Strategic Issues are identified as ***Felony Dispositions, Recidivism*** and ***Local Priorities***.

OCC will provide the CCABs with relevant data to complete the application. CCABs shall analyze this data along with local **CCIS data** (reports run locally from Case Manager) and develop **Key Objectives** and supporting **Strategies** that will lead toward attainment of **Goals** and **Priorities** established by the State Board and OCC, as well as local objectives and priorities promoted in the comprehensive plan.

A thorough review 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 technical probation violation PCRs
- Reference to changes in PCRs compared to prior years
- Other changes in your CCAB/area that influence changes (new stakeholders, policies, emerging crimes, offender characteristics, etc.)
- Review your past OCC funding proposals for ideas

Example:

For the Strategic Issue of Felony Dispositions, consider the stated **Goal** and **Priority** as outlined on the following pages and complete an analysis of your county's prison commitment rate data provided by OCC. Establish objectives related to prison commitment rates. For example:

1. Reduce PV commitment rate from 32% to 25%
2. Reduce the Group 2 Straddle rate to from 43% to 35%

Under each **OBJECTIVE** outline in bullet form those **STRATEGIES** (steps) to be taken, including continuing, new and revised programs, or established and revised policies or practices, that will support the attainment of the objectives you have specified. Identify if these are "new", "continuations," or "modifications," or for short term (this fiscal year) or long term implementation.

Keep in mind that all of the programs for which you are requesting PA511 funding should be identified as strategies. Additionally, policies and practices you propose (such as targeting specific populations or characteristics) are also strategies. Strategies may apply to more than one objective and should be repeated under each objective as appropriate.

For example, the objective of "Reduce PV rate from 32% to 25%" may have the following strategies:

1. Initiate structured sentencing with jail followed by RS followed by community Cognitive Behavioral Treatment program that targets probation violators. (New, FY 2017)

The same strategies (with modifications) would be appropriate for the objective of reducing the PCR of Straddle Cell offenders. Further OMNI data analysis may support an additional strategy of:

2. Target CJRP eligible straddle cells, especially those from Group 2 without MDOC status, for local sanctions including _____.

A: Felony Disposition Analysis

(NOTE: Regional CCABs should complete analysis for each county. Carriage returns are permitted in this section.)

Strategic Issue: Felony Dispositions

Public Act 511 of 1988 stipulates that counties shall develop a community corrections comprehensive plan and provide an explanation of how the county or counties' prison commitment rate will be reduced by diverting non-violent offenders, and promote recidivism reduction while public safety is maintained. The Act is intended to encourage the participation in community corrections programs of offenders who would likely be sentenced to imprisonment in a state correctional facility or jail, who would not increase the risk to public safety, have not demonstrated a pattern of violent behavior, and do not have a criminal record that indicates a pattern of violent offenses.

Goal: Reduce demand for prison resources and related budgetary requirements.

Priority: Reduce prison commitment of offenders who can be safely and effectively sanctioned and treated in the community by following the principles of effective intervention (i.e., risk, need, responsivity).

Your analysis forms the basis for your objectives and strategies. A weak connection between data analysis, objectives and proposed programming (strategies) may result in denial or conditional approval of your plan.

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

1. Are felony dispositions increasing, decreasing, or stable? **DECREASING**
2. Describe changes within SGL categories. Report rates with detailed explanation:

Based on State OMNI data, overall felony dispositions decreased from 791 in FY 2016 to 765 in FY 2017, representing a decrease of 0.3% and a total of 26 less dispositions. Overall PCR: 2016: 24.5% (194/791) 2017 21.3%(163/764) Statewide: 20.6% Group 1: 2016: 35.1% (98/279); 2017: 30.0% (68/227) Statewide: 31.5% Group 2: 2016; 18.8% (96/512); 2017: 17.7% (95/537); Statewide: 12.8% The overall Prison Commitment Rate (PCR) decreased 3 percentage points from 24.5 in 2016 to 21.3 in 2017 with 31 fewer PCs in FY 2017. Group 1 decreased 5.1 percentage points, 30 fewer PCs and Group 2 decreased 1.1 percentage points, 1 fewer PCs.

Intermediate PCR increased slightly, by 1 percentage point, from 1.3% in 2016 to 2.3% in 2017. Group 1 increased by 3 PCs (1/88 in 2016 to 4/77 in 2017) and the PCs in Group 2 stayed the same at 4 PCs (4/287 in 2016 and 4/277 in 2017). Overall, the total number of Intermediate PCs increased from 5 in 2016 to 8 in 2017.

Straddle PCR decreased by 6.5 percentage points from 42.5% in 2016 to 36.0% in 2017. Group 1 decreased by 5 PCs (22/68 in 2016 and 17/63 in 2017) and the PCs in Group 2 decreased by 7 (72/153 in 2016 and 65/165 in 2017). Overall, the total number of Straddle PCs decreased from 94 in 2016 to 82 in 2017.

Presumptive PCR decreased by 1.7 percentage points, from 79.6% in 2016 to 77.9% in 2017. Group 1 decreased by 18 PCs (60/78 in 2016 and 42/54 in 2017) and the PCs in Group 2 decreased by 3, (14/15 in 2016 and 11/14 in 2017). Overall the total number of Presumptive PCs decreased from 74 in 2016 to 53 in 2017.

NA PCR decreased by 3.1 percentage points from 20.6% in 2016 to 17.5% in 2017. Group 1 decreased by 10 PCs (15/45 in 2016 and 5/33 in 2017) but the PCs in Group 2 increased by 9 (6/57 in 2016 and 15/81 in 2017). Overall, the total number of NA PCs decreased from 21 in 2016 to 20 in 2017.

OUIL 3 PCR decreased by 30 percentage points, from 50% in 2016 to 20 in 2017. However, the overall total number of OUIL 3 PCs increased from 1 in 2016 to 17 in 2017. In 2016, there were no PCs for NA, Intermediate and Presumption and only 1 PC for Straddle. 2017, however saw 1 Intermediate PC, 13 Straddle PCs and 3 Presumptive PCs. There continued to be 0 NA PCs in 2017.

3. Provide information regarding policies, procedures, program operations, pertinent issues or opportunities which emerged, or other factors which have positively/negatively affected the achievement of objectives--for example, local changes regarding early jail release, implementation of required program fees, stakeholders--CCAB manager or staff, judges, magistrates, prosecutor, sheriff, contractor/service providers. Briefly describe the impact and, if negative, how it was

addressed.

Livingston County is embarking on a collaborative effort to revive the Community Corrections program which has been defunct for several years. New members have been appointed by the Livingston County Board of Commissioners to the Livingston County Community Corrections Advisory Board and a new Chair will be elected and the bylaws updated. A three-year plan for sustainability has been laid out which includes the hiring of a 0.5 FTE Community Corrections manager in 2020 and increasing the position to full time in 2021. Key stakeholders are committed to reducing prison admissions by targeting high to moderate COMPAS risk/need offenders and probation violators for placement in appropriate alternative sanctions.

Livingston County currently has several programs and strategies whose purpose and mission align with those of Community Corrections. These include multiple specialty courts (Adult Drug Court, Intensive Treatment Mental Health Court, Veterans Court), Swift and Sure Sanctions Probation Program, Thinking Matters Cognitive Behavioral Therapy and Probation Residential Services.

Livingston County's Adult Drug Court was certified by the State Court Administrators Office in 2018 and, under the supervision of the Honorable Michael P. Hatty, will work with case managers, peer support, and a volunteer panel that includes the jail, pretrial, probation, treatment providers and community volunteers.

4. What steps will you take if you find that you are not meeting your objectives or your strategies are not being implemented as planned?

If objectives are not being met and strategies are not being implemented, stakeholders such as MDOC Adult Probation and Parole Agents Supervisors, District Court Probation Officers, Program Managers, Sheriff's Department, Community Corrections Staff and the LCCCAB will meet to develop and implement corrective strategies in order to meet stated objectives. If needed, monthly meetings may be held to review programs, objectives and reports to determine effectiveness and strategies will be fine-tuned to gain positive outcomes.

A-2: Felony Analysis Key Objectives and Strategies

NOTE:

- Objectives should be measurable and provide sufficient detail so progress can be monitored.
- Each objective should be followed by **at least** one strategy (step, action, policy, and program) that will help you achieve your objective.
- Your objectives and strategies should be supported by the analysis above.
- Keep in mind that all programs for which you are requesting funding are considered **strategies**. Be sure to clearly identify them as strategies.

1. Objective #1 is intended to impact the overall prison commitment rate – please state the Objective:

Reduce the overall number of prison commitments (PCs) from 163 to 150.

Programs in support of Objective #1 (number and separate strategies by using carriage return [enter]):

Thinking Matters Cognitive Behavioral Therapy - This strategy is a Cognitive Restructuring program that has individuals examine the core attitudes and beliefs that motivate thinking patterns and dictate behaviors. It will expose critical thinking errors that lead to repeated, illegal, negative or destructive behaviors and challenge individuals to develop new thinking patterns to help establish new core attitudes and beliefs therefore changing behavior.

With respect to Substance Abuse, the Adult Drug Treatment Court (ADTC) is designed to help participants address their substance use that led to criminal behavior. ADTC is presided over by the Honorable Michael P. Hatty and the team consists of treatment providers, defense attorney, assistant prosecutor, probation officers, and the judge. This interdisciplinary team meets twice a month for pre-court staffing meetings and court

hearings. The success of this court in addressing substance abuse is achieved through judicial interaction, individual and group counseling, frequent and random drug and alcohol testing, and connections to community resources. Adult Drug Treatment Court provides support, incentives, and accountability to each participant so they are able to successfully complete the program.

With respect to non-compliance and criminal involvement, the Swift and Sure Sanctions Probation Program works to reduce recidivism, number of missed appointments, positive drug and alcohol tests, probation revocations, incarceration and improve the speed and efficiency of responding to probation violations. This is accomplished through intensive supervision provided by a dedicated program case manager who works collaboratively with a Michigan Department of Corrections Probation Agent.

Other Services geared towards reducing the overall number of Prison Commitments:

Substance Abuse Services:

Complete Counseling Center
Fork in the Road Counseling
Key Development
Livingston County Catholic Charities
Advanced Behavioral Medicine
Karen Bergbower and Assoc.
PERS (Prevention Education Referral Services)
Connect 3 Housing – Sober Living

Domestic Violence Services:

LACASA
Complete Counseling
PERS
Livingston County Catholic Charities – Anger Management

Retail Fraud Services:

Economic Crime Prevention
PERS
Complete Counseling
ARM (Accepting Responsibility is Mandatory)

Other Services:

DNA (Drugs and Alcohol Drug Testing)
JSG (Judicial Services Group) – Tether
Smart Start – Tethers
Total Court Services – Electronic Monitoring
Victim Impact Panel
Mothers Against Drunk Driving Victim Impact Panel
Total Opiate Program through Total Court Services
Livingston County Catholic Charities Sex Offender Services
Red Barrel Program
Livingston County Community Alliance

2. Objective #2 is intended to impact the Group 2 Straddle Cell rate – please state the Objective:

Reduce the number of prison commitments (PCs) amongst Group 2 Straddle Cell offenders from 65 to 60.

Programs in support of Objective #2:

Thinking Matters Cognitive Behavioral Therapy – The strategy is to encourage the Judiciary to utilize structured sentencing options that include programs such as Thinking matters as well as to encourage MDOC agents to

utilize programs such as Thinking Matters prior to violation of probation.

Community-based sanctions and services – The strategy is to emphasize the use of community-based sanctions and services for straddle sell offenders to reduce the number of prison commitments amongst this group of offenders.

Catholic Charities Outpatient Treatment Program – The strategy is to utilize this program to treat straddle cell offenders for substance abuse issues in an effort to provide education and tools to reduce subsequent use, reoffending, and the number of prison commitments amongst this group of offenders.

B: Recidivism Analysis

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

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

- i. Probation Violators with a new felony conviction resulting in a prison sentence
- ii. Technical Probation Violators resulting in a prison sentence

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

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

Previous Fiscal Year Recidivism Rates

County Name	Livingston						Totals for Region:
Probation Violation - New Sentence to Prison							
Total	17						
Probation Violation – Technical to Prison							
Total	21						

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

1. Are Probation Violations increasing, decreasing, or stable? Decreasing
2. Describe changes within the Probation Violation data for the previous two fiscal years. Report rates with detailed explanation:

According to Omni data from FY 2017, 38 of the 163 prison dispositions were for probation violations (new sentence and technical), the PCR for this group was 23.3%. This is a significant decrease from 2016 in which 62 of the 194 probation violations (31.9%) resulted in prison commitments. Thus, data shows a decrease in the total number of PVs (62 to 38, a decrease of 24 PVs), and an 8.6% decrease in the PCR amongst PVs (from 23.3% to 31.9%).

Technical violators sentenced to prison decreased from 29 in 2016 to 21 in 2017, representing a 28% decrease in total number of prison sentences issued to technical violators. The PCR for technical violators was 14.9% in 2016 but the PCR rate decreased to 12.8% in 2017.

New sentence violators sentenced to prison similarly decreased from 33 in 2016 to 17 in 2017 representing a 48% decrease in the total number of prison sentences issued to new sentence violators. The PCR for new sentence violators decreased from 17% in 2016 to 10.4% in 2017. The highest number of PCs for PVs was amongst Straddle cell offenders, 35 in 2016 (56%) and 17 in 2017 (44.7%)

3. Provide information regarding policies, procedures, program operations, pertinent issues or opportunities which emerged, or other factors which have positively/negatively affected the achievement of objectives--for example, local changes regarding early jail release, implementation of required program fees, stakeholders--CCAB manager or staff, judges, magistrates, prosecutor, sheriff, contractor/service providers. Briefly describe the impact and, if negative, how it was addressed.

Livingston county did not receive grant funds and therefore did not implement/provide programming to meet Public Act 511's mandate that CCABs "Provide improved local services for individuals involved in the criminal justice system with the goal of reducing the occurrence of repeat criminal offenses that result in a term of incarceration or detention in jail or prison." While it is encouraging to see the probation violations as well as the PCR decreasing, utilizing funds to implement programs to continue this trajectory is the goal.

The Judicial makeup of Livingston County will change in 2019 with the addition of a new Circuit Court Seat and the reduction of a District Court seat. Sitting District Judge L. Suzanne Geddis was elected to the new Circuit Seat. Thus, the Circuit Court Judges will consist of Hon. David J. Reader, Hon. Michael P. Hatty and Hon. L. Suzanne Geddis in addition to Probate Judge Hon. Miriam A. Cavanaugh. An appointment of a Judge to the District Court will need to be made by the Governor's office to replace Judge Geddis. District Court Judge Hon. Theresa M. Brennan is currently not presiding over any cases and a visiting Judge has been covering her docket.

With a new Chief Judge appointed in 2018 (Hon. Miriam A. Cavanaugh) and a new Court Administrator (Roberta L. Sacharski), Livingston County is seeking to revive Community Corrections. To that end, a new Local Advisory Board has been appointed, a new Chair elected, and a new Manager appointed. A three year sustainability plan was created to ensure the continuation of Community Corrections in Livingston County.

All of these changes positively impact the goals of community corrections by seeking funding and implementing additional strategies to meet objectives.

4. What steps will you take if you find that you are not meeting your objectives or your strategies are not being implemented as planned?

If objectives are not being met and strategies are not being implemented, stakeholders such as MDOC Adult Probation and Parole Agents Supervisors, District Court Probation Officers, Program Managers, Sheriff's Department, Community Corrections Staff and the LCCCAB will meet to develop and implement corrective strategies in order to meet stated objectives. If needed, monthly meetings may be held to review programs, objectives and reports to determine effectiveness and strategies will be fine-tuned to gain positive outcomes.

B-3: Recidivism Key Objectives and Strategies

NOTE:

- Objectives should be measurable and provide sufficient detail so progress can be monitored.
- Each objective should be followed by **at least** one strategy (step, action, policy, and program) that will help you achieve your objective.
- Your objectives and strategies should be supported by the analysis above. Keep in mind that all programs for which you are requesting funding are considered **strategies**. Be sure to clearly identify them as strategies.

1. Objective #1 is intended to impact recidivism by targeting: **Probation Violators with a New Sentence**
State the Objective:

Reduce PCR for PV New Offenses from 29.3% (17 of 58 new offense probation violators were sentenced to prison in 2017) to 25%.

Programs in support of Objective #1:

Thinking Matters Cognitive Behavioral Therapy - This strategy is a Cognitive Restructuring program that has individuals examine the core attitudes and beliefs that motivate thinking patterns and dictate behaviors. It will expose critical thinking errors that lead to repeated, illegal, negative or destructive behaviors and challenge individuals to develop new thinking patterns to help establish new core attitudes and beliefs therefore changing behavior.

With respect to Substance Abuse, the Adult Drug Treatment Court (ADTC) is designed to help participants address their substance use that led to criminal behavior. ADTC is presided over by the Honorable Michael P. Hatty and the team consists of treatment providers, defense attorney, assistant prosecutor, probation officers, and the judge. This interdisciplinary team meets twice a month for pre-court staffing meetings and court hearings. The success of this court in addressing substance abuse is achieved through judicial interaction, individual and group counseling, frequent and random drug and alcohol testing, and connections to community resources. Adult Drug Treatment Court provides support, incentives, and accountability to each participant so they are able to successfully complete the program.

With respect to non-compliance and criminal involvement, the Swift and Sure Sanctions Probation Program works to reduce recidivism, number of missed appointments, positive drug and alcohol tests, probation revocations, incarceration and improve the speed and efficiency of responding to probation violations. This is accomplished through intensive supervision provided by a dedicated program case manager who works collaboratively with a Michigan Department of Corrections Probation Agent.

Other Services geared towards reducing the overall number of Prison Commitments:

Substance Abuse Services:

Complete Counseling Center
Fork in the Road Counseling
Key Development
Livingston County Catholic Charities
Advanced Behavioral Medicine
Karen Bergbower and Assoc.
PERS (Prevention Education Referral Services)
Connect 3 Housing – Sober Living

Domestic Violence Services:

LACASA
Complete Counseling
PERS
Livingston County Catholic Charities – Anger Management

Retail Fraud Services:

Economic Crime Prevention
PERS
Complete Counseling
ARM (Accepting Responsibility is Mandatory)

Other Services:

DNA (Drugs and Alcohol Drug Testing)
JSG (Judicial Services Group) – Tether
Smart Start – Tethers

Total Court Services – Electronic Monitoring
Victim Impact Panel
Mothers Against Drunk Driving Victim Impact Panel
Total Opiate Program through Total Court Services
Livingston County Catholic Charities Sex Offender Services
Red Barrel Program
Livingston County Community Alliance

2. Objective #2 is intended to impact recidivism by targeting: **Technical Probation Violators**
State the Objective:

Reduce PCR for Technical Probation Violators from 20.7% (21 of 101 technical probation violators were sentenced to prison in 2017) to 17%

Programs in support of Objective #2:

Thinking Matters Cognitive Behavioral Therapy - This strategy is a Cognitive Restructuring program that has individuals examine the core attitudes and beliefs that motivate thinking patterns and dictate behaviors. It will expose critical thinking errors that lead to repeated, illegal, negative or destructive behaviors and challenge individuals to develop new thinking patterns to help establish new core attitudes and beliefs therefore changing behavior.

With respect to Substance Abuse, the Adult Drug Treatment Court (ADTC) is designed to help participants address their substance use that led to criminal behavior. ADTC is presided over by the Honorable Michael P. Hatty and the team consists of treatment providers, defense attorney, assistant prosecutor, probation officers, and the judge. This interdisciplinary team meets twice a month for pre-court staffing meetings and court hearings. The success of this court in addressing substance abuse is achieved through judicial interaction, individual and group counseling, frequent and random drug and alcohol testing, and connections to community resources. Adult Drug Treatment Court provides support, incentives, and accountability to each participant so they are able to successfully complete the program.

With respect to non-compliance and criminal involvement, the Swift and Sure Sanctions Probation Program works to reduce recidivism, number of missed appointments, positive drug and alcohol tests, probation revocations, incarceration and improve the speed and efficiency of responding to probation violations. This is accomplished through intensive supervision provided by a dedicated program case manager who works collaboratively with a Michigan Department of Corrections Probation Agent.

Other Services geared towards reducing the overall number of Prison Commitments:

Substance Abuse Services:

Complete Counseling Center
Fork in the Road Counseling
Key Development
Livingston County Catholic Charities
Advanced Behavioral Medicine
Karen Bergbower and Assoc.
PERS (Prevention Education Referral Services)
Connect 3 Housing – Sober Living

Domestic Violence Services:

LACASA
Complete Counseling
PERS
Livingston County Catholic Charities – Anger Management

Retail Fraud Services:

Economic Crime Prevention

PERS

Complete Counseling

ARM (Accepting Responsibility is Mandatory)

Other Services:

DNA (Drugs and Alcohol Drug Testing)

JSG (Judicial Services Group) – Tether

Smart Start – Tethers

Total Court Services – Electronic Monitoring

Victim Impact Panel

Mothers Against Drunk Driving Victim Impact Panel

Total Opiate Program through Total Court Services

Livingston County Catholic Charities Sex Offender Services

Red Barrel Program

Livingston County Community Alliance

C: COMPAS Criminogenic Needs Profile

1. Please list the top 3 needs scales as identified within the COMPAS Criminogenic Needs and Risk Profile provided by OCC or as presented by your local needs data. Additionally, present both the local and OCC strategies that will impact the identified needs scales:

According to FY2017 Probation Violators COMPAS Criminogenic Needs and Risks Profile Report, Substance Abuse needs rank the highest at 75% for Livingston County followed by Non-Compliance history at 63% and Criminal involvement at 62%.

With respect to Substance Abuse, the Adult Drug Treatment Court (ADTC) is designed to help participants address their substance use that led to criminal behavior. ADTC is presided over by the Honorable Michael P. Hatty and the team consists of treatment providers, defense attorney, assistant prosecutor, probation officers, and the judge. This interdisciplinary team meets twice a month for pre-court staffing meetings and court hearings. The success of this court in addressing substance abuse is achieved through judicial interaction, individual and group counseling, frequent and random drug and alcohol testing, and connections to community resources. Adult Drug Treatment Court provides support, incentives, and accountability to each participant so they are able to successfully complete the program.

With respect to non-compliance and criminal involvement, the Swift and Sure Sanctions Probation Program works to reduce recidivism, number of missed appointments, positive drug and alcohol tests, probation revocations, incarceration and improve the speed and efficiency of responding to probation violations. This is accomplished through intensive supervision provided by a dedicated program case manager who works collaboratively with a Michigan Department of Corrections Probation Agent.

Non-compliance and criminal involvement are also addressed through the Thinking Matters program. The Thinking Matters curriculum uses a cognitive restructuring approach that teaches offenders how to identify anti-social thinking patterns that lead to repeated, illegal, negative, or destructive behaviors and assists them in developing new thinking patterns that establish pro-social core attitudes and beliefs through thinking reports and role rehearsals

2. Provide information regarding policies, procedures, program operations, pertinent issues or opportunities which emerged, or other factors which have positively/negatively affected the achievement of objectives--for example, local changes regarding early jail release, implementation of required program fees, stakeholders--CCAB manager or staff, judges, magistrates, prosecutor, sheriff, contractor/service providers. Briefly describe the impact and, if negative, how it was addressed.

Livingston County is working diligently to address the needs identified in the COMPAS Criminogenic Needs and Risk Profile. The Adult Drug Court was recently certified by the State Court Administrators Office and there is a renewed commitment from the newly appointed LCCCAB to design, implement, monitor, assess and evaluate programs designed to meet the needs identified.

The Judicial makeup of Livingston County will change in 2019 with the addition of a new Circuit Court Seat and the reduction of a District Court seat. Sitting District Judge L. Suzanne Geddis was elected to the new Circuit Seat. Thus, the Circuit Court Judges will consist of Hon. David J. Reader, Hon. Michael P. Hatty and Hon. L. Suzanne Geddis in addition to Probate Judge Hon. Miriam A. Cavanaugh. An appointment of a Judge to the District Court will need to be made by the Governor's office to replace Judge Geddis. District Court Judge Hon. Theresa M. Brennan is currently not presiding over any cases and a visiting Judge has been covering her docket.

With a new Chief Judge appointed in 2018 (Hon. Miriam A. Cavanaugh) and a new Court Administrator (Roberta L. Sacharski), Livingston County is seeking to revive Community Corrections. To that end, a new Local Advisory Board has been appointed, a new Chair elected, and a new Manager appointed. A three year sustainability plan was created to ensure the continuation of Community Corrections in Livingston County.

All of these changes positively impact the goals of community corrections by seeking funding and implementing additional strategies to meet objectives.

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?

If objectives are not being met and strategies are not being implemented, stakeholders such as MDOC Adult Probation and Parole Agents Supervisors, District Court Probation Officers, Program Managers, Sheriff's Department, Community Corrections Staff and the LCCCAB will meet to develop and implement corrective strategies in order to meet stated objectives. If needed, monthly meetings may be held to review programs, objectives and reports to determine effectiveness and strategies will be fine-tuned to gain positive outcomes.

D: Local Vocational/Educational Initiatives

Please explain in detail what is being done locally to address the local vocational/employment needs of offenders. Include both local and OCC funded initiatives.

Work Skills – Organization in Brighton which provides services such as access to GED education, training for jobs, vocational training, job placement, etc.
Economic Responsibility Program sponsored by OSHA – Offers financial incentives for successful completion
Community Mental Health Services for job placement
Specialty Courts
Veterans Association
Veterans Services – Employment and Financial Needs
MI Works
Convicted Felon friendly employers – Ty Summit, Key Plastics
Brighton High School Adult Alternative Program

E: Local Initiatives to Address Persons with Substance Use Disorder(s)

Please explain in detail what initiatives are in place to address offender substance abuse needs. Include both local and OCC funded programs.

Offenders are or may be referred to the following programs and/or services by court order or by referral of a probation agent:

- Substance Abuse Counseling Services with Livingston County Catholic Charities
- Residential Substance Abuse Treatment Services for Justice Involved Adult Participants with Great Lakes Recovery Centers and Personalized Nursing Light House
- Substance Abuse Treatment Services provided by Key Development for Female Project Opiate Group Therapy Services
- Substance Abuse Treatment Services provided by Complete Counseling
- Project Opiate; Group Therapy Services provided by Dennis McHale
- Substance Abuse Treatment Services provided by Bergbower & Associates
- Substance Abuse Treatment Services provided by Breaking the Chain Counseling Center
- Livingston County Community Alliance, Anti-Drug Coalition
- Wake Up Livingston, Raising Awareness about Opioid-Related Overdose and Death

F: Other Local Initiatives

1. Present any local priorities such as development of criminal justice coordinating councils, Specialty Courts, public education, etc., which have not been identified in the above sections, but have an impact on the performance indicators:

Upon information and belief, all local priorities which have an impact on performance indicators have been identified above.

2. Please explain how the Comprehensive Plan, in coordination with the above Local Initiatives, will impact the State Board Priorities, and ultimately offender success:

The newly revived Community Corrections Advisory Board is committed to maximizing funding to implement community-based corrections programs to provide alternative sanctioning options to incarceration while ensuring public safety, reducing recidivism, and addressing the unique needs of local offender and at-risk population groups.

G: Jail Data Analysis:

- Using JPIS or local snapshot data, please provide information pertaining to the number of offenders on record as well as the ADP % of housed inmates for each of the categories below.
- Please fill out each answer for this section completely, with the correct information. Applications with incomplete data may be rejected.

(NOTE: Regional CCABs should complete analysis for each county.)

Current Jail Utilization

County	LIVINGSTON					
General Information						
RDC (Rated Design Capacity)	411					
Utilization as % of RDC	65%					

Number of off-line beds	0					
Felon Population						
Sentenced Felons	51					
Unsentenced Felons	22					
Misdemeanant Population						
Sentenced Misdemeanants	89					
Unsentenced Misdemeanants	18					
1. Does your county have a written county jail population management plan per PA 139 of 2007? YES						
2. In the previous year, did your sheriff initiate a reduction in population because the jail exceeded 95% of RDC for 5 consecutive days per Public Act 140 of 2007? NO . If YES, explain how this was carried out:						
3. In the previous FY, how many times did the county declare an official (in writing) jail overcrowding state of emergency (over 100% of RDC for 7 consecutive days) per Public Act 140 of 2007? NO						
4. Does your jail submit JPIS data? YES If not, please provide a rationale for not submitting JPIS data:						
5. What vendor or jail management software is used to report jail utilization? Superion, OneSolutionJMS						

G-1: Using JPIS data (or local data as available) provide an analysis of local jail utilization including the average daily populations/lengths of stay of jail populations including felon and misdemeanor utilization, sentenced and unsentenced populations, partially sentenced populations, boarders, and offense categories. (Regionals: use carriage return [Enter] to separate information by jail)	
1. This application uses JPIS	
2. Are bookings up, down, or stable? Stable	
3. Describe changes in ADP or AvLOS for the population groups reported above:	
4. Provide additional information to explain your jail utilization here including changes in stakeholders, law enforcement priorities, bed closures, etc.:	
G-2: Describe policies and practices that influence jail population:	
1. Does the jail have a bed allocation plan? NO	
2. Does the jail accept boarders from other counties? NO If YES, what is the daily rate charged for a boarder?	
3. Does the jail have a county-imposed cap on local bed utilization to provide space for boarding? NO If YES, report number of boarders and the % of the RDC for all boarders.	
4. Does the jail accept MDOC or Federal boarders under contract? YES If YES, what is the daily rate charged for MDOC and/or Federal boarders? \$87.00	
5. What was the revenue from boarders for the previous year? \$1.7M	
6. Provide additional analysis you feel is necessary to explain your jail utilization:	

MDOC - OCA Use Only.

MICHIGAN DEPARTMENT OF CORRECTIONS OFFICE OF COMMUNITY CORRECTIONS FY 2019 FUNDING PROPOSAL for LIVINGSTON COUNTY					
Comprehensive Plans & Services					
Program	Program Code	Funding Request	Approved Funding	Reserved Funding	Total Funding Recommendation
Group-Based Programs					
Education	B00	-			-
Employment	B15	-			-
Life Skills	B16	-			-
Cognitive	C01	16,624			-
Domestic Violence	C05	-			-
Sex Offender	C06	-			-
Outpatient Services	G18	-			-
Other Group Services	G00	-			-
Sub-Total		-	-	-	-
Supervision Programs					
Day Reporting	D04	-			-
Intensive Supervision	D23	-			-
Electronic Monitoring	D08	-			-
Pretrial Supervision	F23	-			-
Sub-Total		-	-	-	-
Assessment Services					
Actuarial Assessment	I22	-			-
Pretrial Assessment	F22	-			-
Sub-Total		-	-	-	-
Gatekeeper					
Jail Population Monitor	I23	-			-
Gatekeeper	I25	-			-
Sub-Total		-	-	-	-
Case Management	I24	-			-
Substance Abuse Testing	G17	-			-
Other	Z00	-			-
Program Total		-	-	-	-
Administration					
Salary & Wages		3,755.52			-
Contractual Services		-			-
Equipment		-			-
Supplies		-			-
Travel		-			-
Training		-			-
Board Expenses		-			-
Other		-			-
Administration Total		3,756	-	-	-
Total Comprehensive Plans & Services		20,380	0	0	0
Drunk Driver Jail Reduction					
Program	Program Code	Funding Request	Approved Funding	Reserved Funding	Total Funding Recommendation
Assessment & Treatment Services	Z01	0			0
5-Day In Jail Housing	Z02	0			0
Totals		0	0	0	0

APPLIED ADMIN %	APPROVED ADMIN %



Program Description

Group Programming

CCAB: LIVINGSTON		FY: 2019		<i>For OCC Use Only:</i> <i>Approved CCIS Code:</i> <i>Approved Projected Enrollment:</i> <i>Budget Recommendation:</i> <i>Conditions:</i> <i>Coordinator:</i>
Local Program Name: THINKING MATTERS				
Service Provider: Kathryn Heath and Dan Lorigan and/or TBD				
CCIS Service Type: C01-Cognitive Programming				
Projected Enrollment: 80				
Projected Length of Stay: 12 Weeks				
Does this program also use DDJR funding? NO If YES, how many OUIL 3rds are projected?				
Program Location (select all that apply):		Jail: x	Residential: <input type="checkbox"/>	Community: x
Program Status (new, modification, continuation): Continuation				
If a modification, describe here:				
List projected enrollment by member county: 80				

GROUP/CLASS DELIVERED PROGRAMMING –

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

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

<p>1. Copy the objective(s) from your felony and/or recidivism analysis (Part I) that this program is designed to address:</p> <p>a. PCR Objectives:</p> <p>i. Overall Prison Commitment Rate Objective, which states: Reduce the overall number of prison commitments (PCs) from 163 to 150</p> <p>ii. Group 2 Straddle Cell Objective, which states: Reduce the number of prison commitments (PCs) amongst Group 2 Straddle Cell offenders from 65 to 60.</p> <p>b. Recidivism Objectives:</p> <p>i. Probation Violator New Sentence, which states: Reduce PCR for PV New Offenses from 29.3% (17 of 58 new offense probation violators were sentenced to prison in 2017) to 25%.</p> <p>ii. Probation Violator Technical, which states: Reduce PCR for Technical Probation Violators from 20.7% (21 of 101 technical</p>
--



Program Description

Group Programming

probation violators were sentenced to prison in 2017) to 17%

2. Based on your objective(s), what is your target population?

X Felons

X Pretrial

X Other (briefly describe): Misdemeanants

3. Describe the program:

- a. Describe eligibility criteria, including exclusionary criteria, for an assessment. Including requirements for assessments and assessment results.

Felony offenders scoring medium to high on the COMPAS Criminogenic Needs and Risk Assessment.

- b. Assessment (not screening) is the foundation of evidence-based practices. Referrals to programs should be based upon assessed needs. Please describe your assessment practices below:

A COMPAS assessment is administered for felony offenders during the presentence interview and recommendations are developed from information gathered from the COMPAS score.

- i. Is a risk and/or need assessment required **prior to referral** or admission to this program? NO

- ii. What assessment is used, identify the tool: COMPAS

- iii. Who completes the assessment? MDOC Probation Agents

- c. Identify who is responsible for confirming eligibility and describe the process.

MDOC Probation Agents confirm eligibility and make a referral if appropriate.

- d. Describe the program design (programs using this description form should be delivered through a group or class structure):

- i. Name of curriculum: Thinking Matters

- ii. Is the group open or closed? Open

- iii. What is the minimum/maximum number of participants per group, as identified in the curriculum? 3/10

- iv. How many sessions will be completed per group? 12

- v. What is anticipated number of groups that will be conducted during the fiscal year? 6 groups weekly (4 jail groups; 2 mens groups and 2 womens groups; 2 community groups)

- vi. What is the length of each group session? Approx. 1.5 hours

- vii. Identify what skills are taught in this program:

The Thinking Matters curriculum uses a cognitive restructuring approach that teaches offenders how to identify anti-social thinking



Program Description

Group Programming

patterns that lead to repeated, illegal, negative, or destructive behaviors and assists them in developing new thinking patterns that establish pro-social core attitudes and beliefs through thinking reports and role rehearsals.

- viii. If the group occurs in various locations, (jail/residential/community) identify how participants transition between them:

For successful completion of the program, participants must complete at least 5 worksheets. Continuity of facilitators ensures successful transition between locations for maximum completion rates.

- e. Identify the training or credentials held by your service provider qualifying him/her to provide this service:

Both facilitators have completed the Thinking Matters Facilitator Training in 2016 conducted by Mr. Abe French

- f. How are delivered services and offender progress and participation documented by the service provider? (i.e., progress notes, case notes and/or group notes)

The facilitators keep track of participants through sign in sheets and collected worksheets

- g. How is offender progress/participation reported to the probation officer or referral source? Include frequency of reporting positive and negative progress and types of reports provided such as intake, monthly, termination, etc.

Participation is reported to Probation Agents by the Facilitators via email upon participant entry and discharge. Probation Agents will be notified of any issues that arise with regards to the participants via email from the Facilitator.

- h. Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program including how this program is not a duplication of services provided through Michigan Works or other local workforce development agencies:

This is a Cognitive Restructuring program that has individuals examine the core attitudes and beliefs that motivate thinking patterns and dictate behaviors. It will expose critical thinking errors that lead to repeated, illegal, negative or destructive behaviors and challenge individuals to develop new thinking patterns to help establish new core attitudes and beliefs therefore changing behavior.

4. A program must meet at least one of the following objectives and there should be



Program Description

Group Programming

consistency between the objectives and strategies identified in Part I of your application, your targeting and eligibility noted above and your response here.

a. **Will this this program reduce prison commitments?** YES

i. **Clearly describe how this program will impact the PCR:**

Thinking Matters will provide participants with evidence-based cognitive behavioral restructuring that has been proven to positively impact PCRs.

b. **Is this program intended to impact recidivism?** YES

i. **Clearly describe how recidivism will be impacted:**

Thinking Matters will provide participants with evidence-based cognitive behavioral restructuring that has been proven to positively impact recidivism.

5. Develop additional performance indicators based on your program design such as newly acquired or improved skills, tests passed, pre/post test results, etc., as you deem appropriate. Contact your grant coordinator for assistance if necessary.



Program Description

Administration

FY: 2019

CCAB: LIVINGSTON

Administration –

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 allocable share of fringe benefits, costs, operation and maintenance expenses, and if applicable, depreciation and interest costs.

NOTE: A **SUPPLY** has a life expectancy of less than a year (paper, toner, folders, urine testing supplies, etc.) while **EQUIPMENT** has a life expectancy of more than a year (fax machine, PBT, leaf blower).

1. Identify administrative staff and the duties and responsibilities of those staff:
a. How frequently are CCAB meetings held? Pursuant to the bylaws: "Regular Meetings of the LCCCAB shall be held on a pre-announced schedule, at least quarterly, at such time and place as the LCCCAB shall determine and designate."
b. Describe what is done to prepare/prepare board members for CCAB meetings: Two weeks prior to the local CCAB meeting, a proposed agenda is sent by email from the Manger to all CCAB members, involved citizens, strategic criminal justice members, and community leaders for information and input. A copy of the agenda is also posted on the Community Corrections web page. Documentation in support of the proposed agenda is similarly distributed to board members at least a week in advance of the scheduled meeting. Copies of the finalized agenda, supporting documentation, and prior meeting minutes are made available on the date of the meeting.
c. What is included on CCAB meeting agendas? (please remember to forward agenda and meeting minutes to our office): The local CCAB meeting agendas may include but is not limited to the following: Call to Order Approval of Agenda Approval of Previous Meetings' Minutes Call to the Public Review of Prison Commitment Rates Jail Utilization Update Program Utilization and Effectiveness Update Status of Contractual Obligations Expenditures and Reimbursements Update



Program Description

Administration

	<p>Personnel Updates (if any)</p> <p>Correspondence from Lansing Office of Community Corrections</p> <p>Roundtable</p> <p>Other Reports</p> <p>Call to the Public</p> <p>Adjourn</p>
d.	<p>Describe how expenditure reports are processed and verified then forwarded to OCC in Lansing:</p> <p>Invoices are sent to and processed by the Court Financial Officer who completes the expenditure reports. These reports are forwarded to the Community Corrections Manager for review and then forwarded to OCC in Lansing.</p>
e.	<p>How are utilization and expenditures monitored?</p> <p>Utilization is monitored manually and through COMPAS. Expenditures are monitored by the Court Financial Officer and the Community Corrections Manager</p>
f.	<p>As a contractual requirement, how often does the manager meet with, visit, and evaluate contracted programs? Quarterly</p> <p>Explain: The Manager will meet with programs staff quarterly and/or before LCCCAB meetings to review progress.</p>
g.	<p>How often does the manager meet with probation supervisors/officers? Quarterly</p> <p>Explain: The Manager will meet quarterly with the MDOC Probation Agent Supervisor and/or the Head District Court Probation Officer.</p>
h.	<p>How often does the manager meet with the prosecutor? As needed.</p> <p>Explain: The Prosecuting Attorney and/or his designee attend LCCCAB meetings and actively provides input. If contact is needed above and beyond this interaction, meetings will be arranged by the Manager</p>
i.	<p>How often does the manager meet with judges? Quarterly</p> <p>Explain: The Manager meets at least quarterly with all Judges on issues of referrals and desired programming designed to reduce the overall PCR rate in the County</p>
j.	<p>How often is program utilization reviewed? Monthly</p> <p>Explain: Utilization will be reviewed monthly consistent with invoicing.</p>



Program Description

Administration

- | |
|---|
| k. What actions are taken when programs are under- or over-utilized?
The Manager will contact both Chief Probation Officers and inform them of the needs of the program and determine the needs of the probationers. |
| l. How much time is spent reviewing OMNI and jail data? As Needed
Explain: Omni and Jail data will be reviewed as need to comply with grant reporting requirements and to determine and project present and future needs |
| m. How much time is estimated to be spent developing the strategic plan for the application? On going and as needed to determine and project present and future needs
Describe when and how the plan is developed: The annual meeting of the LCCAB shall be held in August or September of each year. The business of that meeting per the bylaws shall be to adopting the implementation plan for the fiscal year beginning October 1. |
| n. Describe the involvement of other stakeholders or subcommittees in data analysis or plan/program development.
The current plan is examined by the Manager and information is regularly presented to the LCCCAB to determine the ongoing effectiveness and participation in programming. Members of the LCCCAB get together during the course of the plan year to discuss improvements in programming. The Manager, after reviewing statistical information on the needs of the community as reflected in enrollment, and success rates of current programs, makes proposals as to the continuation or discontinuance of programs to the LCCCAB as a body. Where necessary, subcommittees meet to research and/or develop more effective programs. Proposed changes are brought to the LCCCAB for discussion and vote. Programs and the Plan are then reviewed by the Livingston County Board of Commissioners for approval. |
| o. What is your plan to educate all stakeholders? Explain:
Frequent communication at meaningful and regularly scheduled LCCCAB meetings. |



Memorandum

To: Livingston County Board of Commissioners
From: Roberta Sacharski, Trial Court Administrator
Date: 1/14/2019
Re: Community Corrections Grant Application Approval for Fiscal Year 2019

The Livingston County CCAB has approved the Community Corrections Plan and Application for FY 2019 on November 14th, 2018.

The Community Corrections plan and application grant for FY 2019 was submitted to Office of Community Corrections on May 1st, 2018.

The programs and costs were voted on by the Community Corrections Advisory Board.

The CCAB approved Thinking Matters, a group that uses a cognitive restructuring approach that teaches offenders how to identify anti-social thinking patterns. The CCAB also approved administrative activities and costs.

The total amount requested for all programs is \$20,380.00.

If you have any questions regarding this matter please contact me.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving the Appointment of Austin Wright as Back-up Magistrate for the 53rd District Court – District Court

WHEREAS, Austin Wright is a current full-time (40 hours per week) Law Clerk for the District Court; and

WHEREAS, this position is an existing position and the job description requires “on call” duties; and

WHEREAS, the position above meets all of the requirements of MCL 600.8507 to become a magistrate: he has been approved by the Chief Judge; he is a registered elector in the County of Livingston; he is licensed to practice law in the State of Michigan; and he will have a performance bond in the amount of \$50,000; and

WHEREAS, funding for this position is provided for in the current budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approve the appointment of Austin Wright as a 53rd District Court Magistrate.

#

MOVED:
SECONDED:
CARRIED:

Chief Judge
Miriam A. Cavanaugh

Circuit Court Judges
L. Suzanne Geddis
Michael P. Hatty
David J. Reader



Livingston County Trial Courts
204 S. HIGHLANDER WAY, HOWELL, MI 48843

District Court Judges
Theresa M. Brennan
Shauna Murphy

Memorandum

To: Livingston County Board of Commissioners
From: Brian Henderson, District Court Administrator
Roberta Sacharski, Trial Court Administrator
Date: 01/16/2019
Re: Appointment of Austin Wright as Magistrate for
the 53rd District Court

The Livingston County Trial Courts have a need for an additional Magistrate to adequately assist with after-hour duties. Austin Wright is a full-time Law Clerk working in the District Court and "on call duties" are contemplated in the job description.

Austin Wright is a registered elector in Livingston County, will file a performance bond in the amount of \$50,000 with the Livingston County Treasurer and Chief Judge, and is licensed to practice law in Michigan. He will serve at the pleasure of the Chief Judge, will take the constitutional oath of office, and will complete a training course in traffic law adjudication and sanctions given by SCAO.

In this position, Austin will serve as back up Magistrate when necessary and for after-hours on call duties.

Thank you.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reinstatement of the 911 Operations Manager Position – Central Dispatch

WHEREAS, the 911 Central Dispatch Department has a need for reinstatement of the 911 Operations Manager position as established in 2015; and

WHEREAS, for purposes of continuity, the 911 Central Dispatch Department would function more efficiently if reinstatement of the 911 Operations Manager position were granted; and

WHEREAS, the duties of the 911 Operations Manager have been shared by the Operations Supervisors and the Deputy Director over the past 20 months and have become difficult to manage, causing strain on both the administration and operations of the center; and

WHEREAS, due to the steady increase of emergency and non-emergency incidents and fluxuating staffing levels, there is a need for the Operations Supervisors to be dedicated to monitoring and assisting in 911 operations on the dispatch floor; additionally, there is an increase in the administrative workload due to NextGeneration 911, legislative challenges, and escalated public-safety technology requirements and training standards; and

WHEREAS, funding for same is available in the 911 Central Dispatch Budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby establishes the reinstatement of the 911 Operations Manager position in the 911 Central Dispatch Department.

Position #	Description	CY FTE	Stat
32500112	OPERATIONS MANAGER	1.000	P

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes the appropriate Budget Amendment(s) to effectuate the above.

#

#

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MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Joni Harvey, 911 Deputy Director
Date: January 8, 2019
Re: 911 Operations Manager Position

Since the 911 Operations Manager position was removed from our organizational structure in May of 2017, the workload for this position was redistributed to the Deputy Director and Operations Supervisors to share. After attempting to maintain operations and allowing time to reallocate the responsibilities to other existing positions, we have determined that fulfilling these duties has caused a significant strain on the administration of the 911 department as well as the operations of the center.

We are a 24/7 – 365 days a year operating facility. We are also the central hub and core of the public safety community within the county. Considering these special circumstances, we are required to participate in and coordinate with multiple agencies to remain in compliance with local, state, and federal standards. While the Operations Supervisors are attempting to assist with the workload, they are in fact working Supervisors that perform dispatch functions daily, and their primary focus should be monitoring the increasing amount of events that are occurring in the county, and functioning as a working dispatcher when needed.

The 911 Director and Deputy Director are requesting reinstatement of the 911 Operations Manager position as established in October of 2015 by Municipal Consulting Services as was approved by the Board. In order to perform our duties to our stakeholders and customers of Livingston County efficiently, we feel it is necessary to reinstate the 911 Operations Manager position to assist in fulfilling these responsibilities. Please contact me with any questions regarding this matter.

Administration

Director

Administrative Assistant

Deputy Director

FOIA Clerk

Operations

Training Coordinator

Quality Improvement
Specialist

Operations Supervisor

Operations Supervisor

Operations Supervisor

Operations Supervisor

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911 CENTRAL DISPATCH
CURRENT
ORGANIZATION CHART

Agenda

35 of 54

Administration

Director

Administrative Assistant

Deputy Director

FOIA Clerk

Operations Manager

Operations

Training Coordinator

Quality Improvement
Specialist

Operations Supervisor

Operations Supervisor

Operations Supervisor

Operations Supervisor

Shift Leader

Shift Leader

Shift Leader

Shift Leader

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911 CENTRAL DISPATCH
PROPOSED
ORGANIZATION CHART

Examples: County Meetings divided between Director, Deputy Director, and Operations Supervisors
(Previously assisted by the Operations Manager)

- Livingston County Director's Meetings
- Board Meetings/Subcommittee Meetings
- Administrative Oversight Board
- LPT – Subcommittee of Emergency Management
- LEPT – Subcommittee of Emergency Management
- Systems Administrator Group – Subcommittee of AOB
- Strategic Planning – Subcommittee of AOB
- School Response – Subcommittee of Emergency Management
- Traffic Routing – Subcommittee of Emergency Management
- EP Steering Committee – Subcommittee of Health Department
- Health Dept Workgroups
- Whole Community Inclusion Planning – Subcommittee of Health Department
- Livingston Shelter/Motel System – Subcommittee of Health Department
- Dispatch Steering Committee
- Dispatch Review Committee
- Fire Chiefs
- APCO – National/Michigan 911 Association
- NENA – National/Michigan 911 Association
- MCDA – Michigan Communications Director's Association
- Training Committee – Dispatch
- Admin Meetings – Dispatch
- MABAS 3101 – Livingston County Fire Departments
- MABAS Executive Board – State of Michigan MABAS (Fire Dept. Mutual Aid)

Current Deputy Director Duties; Examples of responsibilities once assigned to the Operations Manager

- Direct Supervisor for Ops Supervisors, Training Coordinator, Quality Improvement Specialist
- Training Program – Coordinates program material w TC, monitors day to day progress of program
- Quality Improvement Program – Coordinates program material w Quality Improvement Specialist, monitors day to day progress of program
- Operations – Oversees day to day operations and coordinates implementation of procedures with Ops Supervisors
- Policy Development/Updates
- Personnel Issues
- Statistical Reporting – Data compilations
- Employee Hiring – Applications/Backgrounds/Interviews
- Employee Evaluations
- Coordinate procedures with 13 police agencies, 9 fire departments, 3 EMS agencies
- Coordinate procedures with on-call services (Red Cross, Detectives, Judges, SWP, DHS/CPS, LCRC, LCHD, EM, MDOT, MHOG, Repair Services, etc.)
- Scheduling for all employees and probationary staff for training and floor coverage for 24/7 operations
- Schedule vacation picks to coordinate between union & nonunion employees
- Community education coordinator
- Master Street Address Guide (MSAG) Coordinator
- CAD Administrator – Live CAD and Training CAD (2 separate softwares)
- Administrator of various technology: recording software, NG911 programs, public notification system, Aqua, tornado sirens, etc.
- Backup FOIA processor
- LEIN Terminal Agency Coordinator/Local Agency Security Officer – (LASO)
- HIPAA Compliance Officer - 911
- Coordinates participation in emergency preparedness drills and exercises
- State MABAS representative for REDCENTER
- Assist to mentor management team for future growth

Current Operations Supervisor Duties; Examples of responsibilities once assigned to the Operations Manager

- 3rd Deep in Charge
- Training Program – Coordinates program material w Training Coordinator
- Quality Improvement Program – Coordinates program material w Quality Improvement Specialist
- Operations – Oversees day to day operations and coordinates implementation of procedures with Deputy Director
- Policy Development with Deputy Director
- Personnel Issues
- Statistical Reporting – Data compilations
- Employee Hiring – Applications/Backgrounds/Interviews
- Employee Evaluations
- Coordinate procedures with 13 police agencies, 9 fire departments, 3 EMS agencies
- Coordinate procedures with on-call services (Red Cross, Detectives, Judges, SWP, DHS/CPS, LCRC, LCHD, EM, MDOT, MHOG, Repair Services, etc.)
- Scheduling for all employees and probationary staff for training and floor coverage for 24/7 operations
- Schedule vacation picks to coordinate between union & nonunion employees
- Community education coordinator
- Master Street Address Guide (MSAG) Coordinator
- CAD Administrator – Live CAD and Training CAD (2 separate softwares)
- Administrator of various technology: recording software, NG911 programs, public notification system, Aqua, tornado sirens, etc.
- Backup FOIA processor
- Backup Quality Improvement/Quality Assurance processor
- LEIN Terminal Agency Coordinator (TAC)
- Coordinates participation in emergency preparedness drills and exercises
- Assist to mentor employees for future growth

Emergency and Non-Emergency Incident Stats

- 2017 – 172, 352 incidents generated
- 2018 – 196,663 incidents generated



CONTACT INFORMATION

Requester: Chad Chewning Title of Requester: Director
Dept. Phone Number/Extension: 517-540-7682 Date Requested: 01/07/19

POSITION INFORMATION

Position Title: Operations Manager Supervisor: Deputy Director

1. Is the purpose of this request to fill a position as a result of a vacancy? Yes ☒ No ☐

If so, name of person last holding this position: Joni Harvey

2. Is the purpose of this request to reclassify a current position? Yes ☐ No ☒

3. Is the purpose of this request to change the scheduled hours of an existing position? Yes ☐ No ☒ From: _____ To: _____

If so, name of current incumbent: _____

4. Is the purpose of this request to transfer a current position? Yes ☐ No ☒

If so, Current Department: _____ Proposed Department: _____

Position Type: Regular ☒ Term/Grant ☐ Temp. ☐ Unpaid ☐ Special ☐

Position Status: Full Time (30+) ☒ Part-Time (21-29) ☐ Part-Time (20 or Less) ☐ Number of hours per week: 40

Justification of request / change of position (REQUIRED): Request to reinstate Operations Manager position

FUNDING INFORMATION

Base Annual Salary: 65,674 (2018 rate) (\$66,987.00) This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____

Allocation (Required): Current: Org. 26132500 % 100 Proposed (If changing): Org. _____ % _____

Position will be funded by: General Fund ☐ Enterprise Fund ☐ Special Revenue Fund ☒ Internal Service Fund ☐

REQUIRED APPROVALS

Joni Harvey 1-7-19 Chad Chewning 1/7/19
Supervisor (if applicable) Date Department Head Date

HR OFFICE ONLY

Job Class: 7077 Job Title: Operations Manager-911 Grade/Step: 11 / 1

FTE: 1.0 Employee Group: NU HR Reviewed: Stacy Bono Date: 1.7.19

BUDGET OFFICE ONLY

Position Control #: 32500112 Org. 26132500

Funds Available: Yes ☐ No ☐ Object Code: 704000 ☒ 706000 ☐ 706001 ☐

Comments: requires PS + Board approval

Budget Reviewed: _____ Date: _____

Resolution #: _____ Agenda Page 40 of 54 Authorized on Date: _____

LIVINGSTON COUNTY JOB DESCRIPTION

OPERATIONS MANAGER - 911

Supervised By: Deputy Director - 911

Supervises: Subordinate departmental employees as assigned

FLSA Status: Exempt

Position Summary:

Under the supervision of the Deputy Director - 911 is responsible for overseeing the day-to-day operations of the 911 central dispatch/emergency management center and assisting the Deputy Director in the various aspects of departmental administration. Performs a full range of administrative leadership tasks in support of 911 operations and upgrade and interacts with a wide spectrum of agencies, jurisdictions and service providers.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assigns or delegates responsibility for assignment of work, directs personnel, evaluates performance of all employees and assures necessary training and professional development. Takes disciplinary action according to established procedures.
2. Develops, implements, and administers operating policies and procedures and monitors compliance.
3. Reviews and/or develops various reports regarding department operations, monitors compliance with applicable standards, and develops and/or approves appropriate training programs.
4. Serves as the department liaison regarding the planning and installation of emergency communication systems and their maintenance and administration. Assists the Director and Deputy Director - 911 in negotiating and monitoring service and repair contracts.
5. Coordinates with the 911 Director/Deputy Director in developing, modifying, and implementing policies and procedures that govern 911 deliveries of service and operations of the dispatch center in a broad range of areas and concerns.
6. Investigates sensitive or complex internal complaints against personnel. Assists in all aspects of personnel management.

7. Assures adequate staffing for all shifts and the effectiveness of scheduling and manpower usage systems.
8. Participates in community organizations to promote the department's image and programs.
9. Responsible for organizing, scheduling, training, and supervising dispatch participation in emergency exercises and drills with various disciplines and jurisdictions.
10. Assists in the development of emergency preparedness plans and related operations.
11. Acts as the Master Street Addressing Guide (MSAG) coordinator for the 911 Public Safety Answering Point (PSAP).
12. Serves as the County's Computer Aided Dispatch (CAD) and 911 phone system administrator, the Local Agency Security Officer (LASO), and point of contact for the State of Michigan's Law Enforcement Information Network (LEIN).
13. Coordinates with the Director and Deputy Director - 911 in the development and oversight of the department budget. Plays a key role in budget development.
14. In conjunction with the Director and Deputy Director – 911, administers provisions of the labor agreement and serves as a member of the management collective bargaining team.
15. Acts on behalf of the Director and Deputy Director - 911 and is authorized in the event of absence or vacancy to ensure continued execution of the Director's responsibilities.
16. Represents 911 Central Dispatch at various meetings and committee sessions.
17. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's Degree in public safety or related field and five years of progressively more responsible experience in dispatch operations including prior supervisory responsibility.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Professional Emergency Manager (PEM) certification and Emergency Number Professional (ENP) preferred within three years of hire.

- Michigan Vehicle Operator's License.
- Thorough knowledge of the professional public management techniques involved in personnel administration and resource management and the ability to identify and implement new best practices.
- Thorough knowledge of the principles and practices of emergency dispatch and managing the daily activities of an emergency dispatch call center.
- Considerable knowledge of applicable telecommunication systems, handling complex or sensitive situations, reviewing and analyzing operational reports, developing operating policies and procedures, maintaining accurate and detailed records, and applicable local, state, and federal laws, rules and regulations.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports, and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, database entry and maintenance, GIS/mapping, and the ability to master the Master Street Addressing Guide (MSAG) and Computer Aided Dispatch (CAD) databases.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.


The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

Signature of Employee

Date

Signature of 911 Director/Deputy Director

Date

			Non Union T1
Salary		\$	66,987
FICA		\$	5,125
Pension		\$	10,128
Health		\$	12,441
Workers Comp		\$	188
Longevity			
Life		\$	161
LTD		\$	185
STD		\$	515
RHC - Savings			
TOTAL COST		\$	95,730

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing an Object Line Transfer for Fiscal-Year 2019 Emergency Management Grant Budget

WHEREAS, the 2019 Emergency Management Department Homeland Security Grant Budget, has funding available in org code 23842600, object line 974000, in the amount of \$156,659. The 974000 object line is for equipment and machinery with a cost of \$25,000 or greater as it relates to capital equipment; and

WHEREAS, there are some individual equipment projects for \$25,000 or greater for the 2019 fiscal year that require funding from that object code; and

WHEREAS, there are projects pending to provide mobile data computers for law enforcement and fire agencies in Livingston County under \$25,000 which are classified as Operating Equipment and Supplies that will need to be paid from org code, 23842600, object line 747000; and

WHEREAS, this requires a budget transfer of \$36,659 to move from object line 974000 Capital Equipment to 747000 Operating Equipment and Supplies to properly record the projects in the correct line item.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners authorize a net zero transfer within the 2019 Emergency Management Department Homeland Security Grant Budget in Org Code 23842600 in the amount of \$36,659 from object code 974000 to object code 747000, as illustrated below:

FUND	APPROVED 2019 BUDGET	PROPOSED AMENDMENT	2019 AMENDED BUDGET
Org 23842600 object # 974000	\$156,659	\$ -36,659	\$120,000
Org 23842600 object # 747000	\$15,640	\$ +36,659	\$ 52,299

BE IT FURTHER RESOLVED that the worksheet showing details of the above is available for review in the County Administration Finance office.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF EMERGENCY MANAGEMENT

1911 Tooley Rd, Howell, MI 48855
Phone 517-540-7926 Fax 517-546-6788
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Therese Cremonte, Emergency Manager
Date: 01/11/2019
**Re: RESOLUTION TO MOVE FUNDING IN THE EMERGENCY
MANAGEMENT HOMELAND SECURITY GRANTS ACCOUNT
FROM ONE OBJECT CODE TO ANOTHER**

The 2019 Emergency Management Department Homeland Security Grant Budget, Account 23842600 has funding available in object line 974000 in the amount of \$156,659.00. The 974000 object line is for equipment and machinery as it relates to capital improvements. There are some projects for the 2019 fiscal year that require funding from that object code.

However, there are several projects pending for which that funding needs to be utilized. To do so, the funding should be moved to object line 747000 which is utilized for supplies and operating equipment. The current proposed projects to utilize this funding is to provide Mobile Data Computers for Livingston County and local law enforcement and fire departments.

It is for this reason I am requesting a net-zero transfer within the 2019 Emergency Management Department Homeland Security Grant Budget, Account 23842600 of \$36,659 from object line 974000 to object line 747000.

If you have any questions regarding this matter please contact me.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing a Supplemental Appropriation to Establish a FY2019 Budget for the Recently Awarded Byrne Justice Assistance Grant (JAG) – Sheriff

WHEREAS, this Board of Commissioners gave authorization, via Resolution #2018-09-157, for the Livingston County Sheriff's Office to apply for the federal Byrne Justice Assistance Grant; and

WHEREAS, as a result of that application, the Michigan State Police awarded to the Livingston County Sheriff's Office a grant amount of \$245,000; and

WHEREAS, the Sheriff's Office intends to utilize the grant funds for the following purchases:

- \$100,000 (approx.) – Vigilant Solutions LPR Cameras with software
- \$60,000 (approx.) – ICOR / Avatar Tac Robot
- \$55,000 (approx.) – Aeryon Skyranger60 Drone
- \$30,000 (approx.) – Leica BLK360 3D Scanner; and

WHEREAS, the Sheriff's Office is requesting a budget amendment that reflects the following:

Org 23830100 – Federal Grants

Object	Obj Description	Current Budget	Proposed Amendment	Proposed Revised Budget
501000	Federal Grants	\$0	-\$245,000	-\$245,000
747000	Supplies - Operating Equipment	\$0	\$145,000	\$145,000
943012	New IT Hardware/Software	\$0	\$100,000	\$100,000

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves a supplemental appropriation, as set forth in the table above, to the 2019 approved Sheriff's Office's Federal Grants budget.

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MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF LIVINGSTON COUNTY SHERIFF

150 S. Highlander Way, Howell, MI 48843
Phone 540-7988 Fax 552-2542
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Kristen Landis – Financial Analyst
Date: 01/14/2019
Re: A resolution for a budget amendment that establishes a FY2019 budget for the recently awarded Byrne Justice Assistance Grant (JAG) – Sherriff/Public Safety/Finance/Board

This Board of Commissioners gave authorization, via Resolution #2018-09-157, for the Livingston County Sheriff's Office to apply for the federal Byrne Justice Assistance Grant. As a result of that application, the Sheriff's Office was awarded that grant by the Michigan State Police in the amount \$245,000.

The Sheriff's Office plans to utilize the funds from the grant award to purchase the following items:

- \$100,000 (approx.) – Vigilant Solutions LPR cameras with software
- \$ 60,000 (approx.) – ICOR / Avatar Tac Robot
- \$ 55,000 (approx.) – Aeryon Skyranger60 Drone
- \$ 30,000 (approx.) – Leica BLK360 3D Scanner

The Sheriff's Office is requesting the Livingston County Board of Commissioners to authorize a 2019 budget amendment to the 2019 approved Sheriff's Office's Federal Grant budget as shown in the table below:

OBJECT	OBJ DESCRIPTION	Current Budget	Proposed Amendment	Proposed Revised Budget
501000	FEDERAL GRANTS	\$0	-\$245,000	-\$245,000
747000	SUPPLIES - OPERATING EQUIPMENT	\$0	\$145,000	\$145,000
943012	NEW IT HARDWARE/SOFTWARE	\$0	\$100,000	\$100,000

If you have any questions regarding this matter please contact me.



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

COL. JOSEPH M. GASPER
DIRECTOR

January 3, 2019

Sgt. Chad Sell
Livingston County Sheriff's Office
150 South Highlander Way
Howell, Michigan 48843

RE: MSP #JAG-73019-Livingston County Sheriff's Department-2019
Livingston County Sheriff JAG Tech Enhancement Project

Dear Sergeant Sell:

I am pleased to inform you that your Byrne Justice Assistance Grant (JAG) application to the Michigan State Police (MSP), Grants and Community Services Division, has been selected to receive funding. **The federal award for your fiscal year (FY) 2019 project, pending modifications to your application and receipt of a signed Chief Legal Officer (CLO) Certification, is \$245,000.**

Beginning in FY 2017, the federal government began requiring all Byrne JAG applicants certify compliance with 8 U.S.C. Section 1373 before they may draw down their awards. Therefore, local jurisdictions that are subrecipients from the state administering agency, MSP, must provide a certification form (attached) signed by the CLO to be eligible to receive federal funding from JAG # 2017-MU-BX-0191.

Section 1373 prohibits jurisdictions from adopting policies or practices that impede the sharing of information with Immigration and Customs Enforcement (ICE) about an individual's immigration status. The two new conditions require jurisdictions to provide ICE with access to prisons and jails and to offer 48-hours notice to ICE before the scheduled release of any individual of interest.

You must complete any requested modifications found in the "Comments to Applicant" section in your grant application in MAGIC+. The procedure for making necessary modifications to the application to be eligible for a contract with the MSP can be found in the email accompanying this letter. In addition, the signed CLO Certification must be scanned and saved in "Applicant Attachments" in MAGIC+. When the certification letter is uploaded, and the modifications are submitted and approved, you will receive a follow-up email from our office advising you of the procedure for accepting a contract with the MSP.

The modifications and CLO letter must be submitted and approved, and the contract must be accepted in MAGIC+ by no later than 5 p.m. EST on Monday, February 4, 2019. If your award is not accepted by that date, your grant will be denied unless you have notified us of extenuating circumstances.

It is a legal requirement of this grant that your agency and any subcontractors agree to give recognition to the MSP and the U.S. Department of Justice in any and all publications, papers, press releases, and presentations arising from the funded project. The required disclaimer is included in Section VIII of the Grant Agreement in the MAGIC+ system. This language reads:

"This project was supported by Byrne JAG # 2017-MU-BX-0191 awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice (DOJ), and administered by the Michigan State Police (MSP). Points of view or opinions contained within this document do not necessarily represent the official position or policies of the MSP or DOJ."

Sgt. Chad Sell
Page 2
January 3, 2019

If you have any questions or concerns about the new requirements, please contact your grant advisor, Ms. Leslie Wagner, at 517-284-3214 or wagnerl2@michigan.gov. We look forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Nancy Becker Bennett". The signature is fluid and cursive, with the first name "Nancy" being the most prominent.

Nancy Becker Bennett, Division Director
Grants and Community Services Division

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

FY 2017 Edward Byrne Memorial Justice Assistance Grant Program

**Certification of Compliance with 8 U.S.C. § 1373 by Prospective Subrecipient:
Recipient State subaward to a Local Government**

On behalf of the local government named below as the "prospective subrecipient," and in support of its request to the "Recipient State" identified below for a subaward from the grant awarded by the U.S. Department of Justice ("USDOJ") under the FY 2017 Edward Byrne Memorial Justice Assistance Grant Program ("the FY 2017 JAG Program"), I certify to the Recipient State, and also certify to USDOJ, that all of the following are true and correct:

- (1) I am the chief legal officer of the local government named below as the prospective subrecipient, and I have the authority to make this certification on its behalf. I understand that this certification will be relied upon as a material representation in any decision to make a subaward to the prospective subrecipient under the FY 2017 JAG Program.
- (2) I have carefully reviewed 8 U.S.C. § 1373(a) and (b), including the prohibitions on certain actions by State and local government entities, -agencies, and -officials regarding information on citizenship and immigration status. I also have reviewed the provisions set out at (or referenced in) 8 U.S.C. § 1551 note ("Abolition ... and Transfer of Functions"), pursuant to which references to the "Immigration and Naturalization Service" in 8 U.S.C. § 1373 are to be read, as a legal matter, as references to particular components of the U.S. Department of Homeland Security.
- (3) I (and also the prospective subrecipient) understand that if the prospective subrecipient receives a subaward under the FY 2017 JAG Program—
 - (a) the subrecipient (and agencies or other entities thereof) must comply with 8 U.S.C. § 1373, throughout the period of performance for the subaward, with respect to any "program or activity" funded in whole or in part with the subaward; and
 - (b) the subrecipient may not make a lower-tier subaward to a State or local government, or to a "public" institution of higher education, unless the subrecipient first obtains a certification of compliance with 8 U.S.C. § 1373 (on a form provided by USDOJ), properly executed by the chief legal officer of the jurisdiction or educational institution that would receive it.
- (4) I (and also the prospective subrecipient) understand that, for purposes of this certification, "program or activity" means what it means under title VI of the Civil Rights Act of 1964 (see 42 U.S.C. § 2000d-4a), and that terms used in this certification that are defined in 8 U.S.C. § 1101 mean what they mean under that section 1101, except that the term "State" also shall include American Samoa (cf. 34 U.S.C. § 10251(a)(2)). Also, I understand that neither a "public" institution of higher education (*i.e.*, one that is owned, controlled, or directly funded by a State or local government) nor an Indian tribe is considered a "local government" (or an agency or other entity thereof) for purposes of this certification.
- (5) I have conducted (or caused to be conducted for me) a diligent inquiry and review concerning the following (which shall not be understood to include any "program or activity" of any planned subrecipient of a lower-tier subaward):
 - (a) the "program or activity" to be funded (in whole or in part) with the requested subaward; and
 - (b) any prohibitions or restrictions potentially applicable to the "program or activity" to be funded with that subaward (if received) that deal with sending to, requesting or receiving from, maintaining, or exchanging information of the types described in 8 U.S.C. § 1373(a) or (b), whether imposed by a State or local government entity, -agency, or -official.
- (6) As of the date of this certification, neither the prospective subrecipient nor any entity, agency, or official of the prospective subrecipient has in effect, purports to have in effect, or is subject to or bound by, any prohibition or any restriction that would apply to the "program or activity" to be funded in whole or in part with the requested subaward (which, for the specific purpose of this paragraph 6, shall not be understood to include any such "program or activity" of any planned subrecipient of a lower-tier subaward), and that deals with either— (1) a government entity or -official sending or receiving information regarding citizenship or immigration status as described in 8 U.S.C. § 1373(a); or (2) a government entity or -agency sending to, requesting or receiving from, maintaining, or exchanging information of the types (and with respect to the entities) described in 8 U.S.C. § 1373(b).

Local government that is the "prospective subrecipient" of a subaward of funds from the FY 2017 JAG Program

Recipient State *from which the prospective subrecipient seeks a subaward* under the FY 2017 JAG Program

Signature of chief legal officer of the prospective subrecipient

Printed name of chief legal officer of the prospective subrecipient

Title of chief legal officer of the prospective subrecipient

Date of certification

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing a Supplemental Appropriation for Completion of the East Complex Mud Room Renovation - Building Department

WHEREAS, resolution 2018-08-137 authorized the renovation of the back portion of the East Complex to provide for updated restrooms and an inspector locker room area in addition to a new exterior entrance / exit, and relocation & remodel of existing storage and shredding room areas at a cost not to exceed \$191,520; and

WHEREAS, the renovation was not completed in 2018; and

WHEREAS, a supplemental appropriation to the 2019 budget in the amount of \$58,608 is required to process payment once the project is completed. No additional funds in excess of the previously authorized \$191,520 are being requested; and

WHEREAS, the proposed amendment ensures compliance with the Uniform Budgeting and Accounting Act, as amended.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes a supplemental appropriation to the Fiscal Year 2019 Building Inspection Fund in the amount of \$58,608.

FUND	Approved budget	Proposed amendment	Amended budget
542 - Building Inspection	\$ 3,059,778	\$ 58,608	\$ 3,118,386

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MOVED:

SECONDED:

CARRIED:



**LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF BUILDING INSPECTION**

2300 E. Grand River, Suite 104
Phone: **517.546-3240** Fax: **517.546.7461**
Web Site: ***livgov.com/building***

DATE: January 16, 2019

TO: LIVINGSTON COUNTY BOARD OF COMMISSIONERS

FROM: Jim Rowell, Building Official

RE: Supplemental Appropriation for completion of Mudroom project

Resolution 2018-08-137 authorized the renovation of the back portion of the East Complex to provide for updated restrooms and an inspector locker room area in addition to a new exterior entrance / exit, and relocation & remodel of existing storage and shredding room areas at a cost not to exceed \$191,520. The project was not completed at year end. There is a need to request a budget amendment to carry over the unused funds in the amount of \$58,608 from 2018 to 2019.

There are no additional funds requested in excess of the \$191,520 that was previously authorized.

Respectfully,

Jim Rowell
Building Official