Cass County
Board of Commissioners

Cass County Board of Commissioners
Zoom Meeting Notice

269-445-4420

Because of concerns over Covid-19, and an Emergency Order declared by the Board of Commissioners, the Cass County Board of Commissioners will hold their Regular meeting on August 5, 2021 in person at 6:30 p.m. However, any member of the public who wishes to participate in the meeting remotely may do so.

Zoom Meeting for Cass County Board of Commissioners

Please copy and paste the link below to join the webinar:
https://us02web.zoom.us/j/86126748690

Or Telephone: 301 715 8592 or 312 626 6799 or 253 215 8782

Webinar ID: 861 2674 8690

Persons with disability needing accommodations for this meeting should contact Carol Bealor at 574-292-0331 or carolb@cassco.org prior to the meeting.

Cass County
Board of Commissioners

REGULAR MEETING OF THE
CASS COUNTY BOARD OF COMMISSIONERS

Commissioner Chambers
120 N. Broadway, Cassopolis
August 5, 2021
6:30 P.M.

CALL TO ORDER - *Chair Dwight Dyes*

INVOCATION - *Commissioner Jones*

PLEDGE OF ALLEGIANCE - *Kenley Laylin, District 1*

ROLL CALL - *Clerk/Register Monica McMichael*

INTRODUCTION OF VISITORS - *Chair Dwight Dyes*

PUBLIC COMMENTS (limit to 3 minutes/person, agenda items only)

APPROVAL OF THE AGENDA - *Commissioner Grice*

RECOGNITIONS

PRESENTATIONS

1. **State Child Care Fund** - *Judge Susan Dobrich, DHHS Director Chuck Rose*

PROPOSED CONSENT AGENDA - *Vice-Chair Grice*

1. **M-135-21** - Motion to approve Claims dated July 23, 2021

2. **M-136-21** - Motion to approve the July 15, 2021 Board of Commissioners Regular meeting minutes and the July 21, 2021 Board of Commissioners Workshop meeting minutes

[MOTION: I move the above listed items be voted on at one time by a roll call vote and be considered as the consent agenda by the Board of Commissioners]

COMMITTEE REPORTS
District 1 - Commissioner Laylin
District 2 - Commissioner File
District 3 - Commissioner Dyes

District 4 - Commissioner Marchetti
District 5 - Commissioner Benjamin
District 6 - Commissioner Grice
District 7 - Commissioner Jones

ADMINISTRATOR'S REPORT - *Administrator Jeff Carmen*

PUBLIC SAFETY REPORT

COUNTY PARTNERS

ELECTED OFFICIALS

UNFINISHED BUSINESS

NEW BUSINESS

1. **M-137-21** - Motion to approve the CDBG Funding and Emergency Repairs Program - *Commissioner Grice*

2. **M-138-21** - Motion to approve the amended Van Buren/Cass District Health Department by-laws - *Commissioner Marchetti*

3. **M-139-21** - Motion to approve the FY2021-2022 Child Care Budget - *Commissioner Jones*

4. **R-140-21** - Resolution - Timber sale - *Commissioner Laylin*

5. **R-141-21** - Resolution - Sale of DOC building - *Commissioner Laylin*

6. **R-142-21** - Resolution - Facilities Assessment - *Commissioner File*

PUBLIC COMMENT (3 minute limit - non agenda items)

CLOSED SESSION -

BOARD MEMBER COMMENTS/ANNOUNCEMENTS

ADJOURNMENT

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	heck #
Fund 101 TREASURER							
Dept 101 BOARD OF COMMISSIONERS							
101-101-861.000	CONFERENCE/MEETINGS/TRAINI	BROADWAY CAFE	LUNCH FOR BOC WORKSHOP AT COA	72121	07/21/21	220.00	1189086
101-101-861.000	CONFERENCE/MEETINGS/TRAINI	CASS COUNTY COUNCIL ON	MEAL FOR BOC WORKSHOP	72121	07/21/21	139.25	1189087
101-101-980.000	NEW EQUIPMENT	SYNCBAMAZON	OFFICE SUPPLIES/COMPUTER SUPPLIES/B	6045787810379012	07/16/21	401.37	1189016
			Total For Dept 101 BOARD OF COMMISSIONERS			760.62	
Dept 131 CIRCUIT COURT							
101-131-807.030	LEGAL COSTS- MAACS	DAVID HERSKOVIC	MAACS REIMBURSEMENT - HERSKOVIC - B	07192021	07/23/21	1,151.51	1189038
101-131-813.000	DATA P. -SOFTWARE TECH.SUI	MICHIGAN SUPREME COURT	JIS REMOTE ACCESS FEES	071321	07/23/21	187.50	1189058
			Total For Dept 131 CIRCUIT COURT			1,339.01	
Dept 136 DISTRICT COURT							
101-136-801.021	BANK CHARGES	4TH DISTRICT COURT	CANADIAN CHECK PROCESSING FEE	7/19/21	07/23/21	20.00	1189019
101-136-801.301	DRUG ATTORNEY FEES	HEIDI ANN DUNCAN	ATC/SC ATTY ATTENDANCE 7/16	7/16/21	07/23/21	200.00	19563
			Total For Dept 136 DISTRICT COURT			220.00	
Dept 141 FOC							
101-141-777.000	MOTOR FUEL/LUBRICANT	J & H OIL COMPANY	FOC SQUAD FUEL	CFSI-5988	07/23/21	75.89	19564
101-141-801.310	LOCATOR SERVICE	WEST GROUP PAYMENT CTR	LOCATE - CLEAR	844598248	07/23/21	566.50	1189083
101-141-801.811	CONTRACTUAL CUSTODY EVALUA	F.I.R.E. INC	CAUFFMAN GOWEN	7.15.2021	07/23/21	247.50	19557
101-141-801.811	CONTRACTUAL CUSTODY EVALUA	GLORIA GILLESPIE	COUNSELING FEE FOR 07-827-DM	2021060174	07/23/21	210.00	19558
101-141-900.000	PRINTING & BINDING	LEADER PUBLICATIONS LL	CERTIFICATE OF PUBLICATION FOR LEGA	AD# 1256411	07/23/21	71.60	19570
			Total For Dept 141 FOC			1,171.49	
Dept 148 PROBATE COURT							
101-148-807.020	INDIGENT LEGAL COSTS (NON-	HEIDI BEHNKE	COURT APPOINTED GAL BILL FOR 2019-2	7.6.2021	07/23/21	75.00	1189045
101-148-807.020	INDIGENT LEGAL COSTS (NON-	HEIDI BEHNKE	COURT APPOINTED ATTORNEY FEE FOR 98	7.16.2021	07/23/21	100.00	1189045
101-148-982.000	BOOKS	ICLE	MI FAMILY LAW, MAY 2021 UPDATE FOR	774920	07/23/21	138.50	1189048
			Total For Dept 148 PROBATE COURT			313.50	
Dept 149 FAMILY/JUVENILE COURT							
101-149-807.060	LEGAL COSTS-NEGLECT/ABUSE	ELIZABETH MCCREE	NEGLECT/ABUSE - INDIGENT DEFENSE	72321	07/23/21	2,620.00	19556
101-149-807.060	LEGAL COSTS-NEGLECT/ABUSE	HEIDI ANN DUNCAN	NEGLECT/ABUSE - INDIGENT DEFENSE	72321	07/23/21	1,700.77	19563
101-149-807.060	LEGAL COSTS-NEGLECT/ABUSE	LUKE D NOFSINGER	NEGLECT/ABUSE - INDIGENT DEFENSE	72321	07/23/21	540.00	19571
101-149-807.060	LEGAL COSTS-NEGLECT/ABUSE	ROBERT KARDATZKE	NEGLECT/ABUSE - INDIGENT DEFENSE	72321	07/23/21	290.00	19582
101-149-807.060	LEGAL COSTS-NEGLECT/ABUSE	SARAH SCOGGIN	NEGLECT/ABUSE - INDIGENT DEFENSE	72321	07/23/21	2,165.00	19585
101-149-807.060	LEGAL COSTS-NEGLECT/ABUSE	STEPHEN K. WOODS. P.C.	NEGLECT/ABUSE - INDIGENT DEFENSE	72321	07/23/21	885.00	19586
101-149-861.000	CONFERENCE/MEETINGS/TRAINI	MICHIGAN SUPREME COURT	CASS COUNTY P14 REMOTE ACCESS FEES	72321	07/23/21	187.50	1189058
101-149-861.000	CONFERENCE/MEETINGS/TRAINI	VALERIE CLARK	CER TEST/TRAINING REIMBURSEMENT	72321	07/23/21	240.00	1189077
			Total For Dept 149 FAMILY/JUVENILE COURT			8,628.27	
Dept 172 ADMINISTRATION							
101-172-861.000	CONFERENCE/MEETINGS/TRAINI	PORKY'S PARTY PLACE	MEDICARE LUNCHEON MEETING	72021	07/20/21	44.49	1189018
			Total For Dept 172 ADMINISTRATION			44.49	
Dept 210 CIVIL COUNSEL							
101-210-807.000	LEGAL FEES	FOSTER, SWIFT, COLLINS	LEGAL FEES - LABOR/EMPLOYMENT/GRAVE	812168	07/23/21	2,760.00	1189043
101-210-807.000	LEGAL FEES	FOSTER, SWIFT, COLLINS	LEGAL FEES - LABOR/EMPLOYMENT/GRAVE	812168	07/23/21	623.50	1189043
101-210-807.000	LEGAL FEES	FOSTER, SWIFT, COLLINS	LEGAL FEES - LABOR/EMPLOYMENT/GRAVE	812168	07/23/21	1,334.00	1189043
101-210-807.000	LEGAL FEES	FOSTER, SWIFT, COLLINS	LEGAL FEES - LABOR/EMPLOYMENT/GRAVE	812168	07/23/21	1,780.00	1189043
			Total For Dept 210 CIVIL COUNSEL			6,497.50	
Dept 219 CLERK-REGISTER							
101-219-982.000	BOOKS	PROFORMA	COUNTY DIRECTORIES	BH33004103A	07/14/21	3,646.62	1189013

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	heck #
Fund 101 TREASURER							
Dept 219 CLERK-REGISTER							
			Total For Dept 219 CLERK-REGISTER			3,646.62	
Dept 223 CONTROLLER							
101-223-801.000	PROFESSIONAL/CONTRACTUAL S	REBECCA MOORE	JULY CONTRACTUAL ACCOUNTING SERVICE	07312021	07/23/21	6,000.00	19579
101-223-802.000	DUES/MEMBERSHIP/SUBSCRIPTI	LABOR LAW CENTER	LABOR LAW POSTERS	ORDER#1000759829	07/23/21	77.80	1189053
			Total For Dept 223 CONTROLLER			6,077.80	
Dept 225 EQUALIZATION							
101-225-801.000	PROFESSIONAL/CONTRACTUAL S	ANTHONY MEYAARD	ANNUAL DESIGNATED ASSSESSOR RETAINE	CASSANNUAL011	07/23/21	3,200.00	19548
			Total For Dept 225 EQUALIZATION			3,200.00	
Dept 229 PROSECUTING ATTORNEY							
101-229-801.229	PROFESSIONAL/CONTRACTUAL S	WEST GROUP PAYMENT CTR	CLEAR PROFLEX JUNE 2021	844724795	07/23/21	236.15	1189111
101-229-805.000	WITNESS FEES/EXPENSES	CONWAY LIAM	COREY RODDY TRIAL 18-10102-FC	07132021	07/23/21	31.68	1189102
101-229-805.000	WITNESS FEES/EXPENSES	GREEN LORINE	COREY RODDY TRIAL 18-10102-FC	07132021	07/23/21	12.00	1189103
101-229-805.000	WITNESS FEES/EXPENSES	JOINER KIMBERLY	COREY RODDY TRIAL 18-10102-FC	07132021	07/23/21	12.00	1189104
101-229-805.000	WITNESS FEES/EXPENSES	KING ARETHA	COREY RODDY TRIAL 18-10102-FC	07132021	07/23/21	28.32	1189105
101-229-805.000	WITNESS FEES/EXPENSES	MCCULLOUGH JACQUELINE	COREY RODDY TRIAL 18-10102-FC	07132021	07/23/21	7.75	1189106
101-229-805.000	WITNESS FEES/EXPENSES	NORMAN JERNEL	COREY RODDY TRIAL 18-10102-FC	07132021	07/23/21	8.06	1189107
101-229-805.000	WITNESS FEES/EXPENSES	RUSHING MAKIYA	COREY RODDY TRIAL 18-10102-FC	07132021	07/23/21	36.00	1189108
101-229-805.000	WITNESS FEES/EXPENSES	RUSHING MATTIE	COREY RODDY TRIAL 18-10102-FC	07132021	07/23/21	36.00	1189109
101-229-805.000	WITNESS FEES/EXPENSES	RUSHING NAKITA	COREY RODDY TRIAL 18-10102-FC	07132021	07/23/21	32.88	1189110
101-229-805.000	WITNESS FEES/EXPENSES	JEFF SMITH	SERVICE ON HOSTETLER, KUTCHEK, SCOT	07092021	07/23/21	210.00	1189112
101-229-822.000	PATERNITY EXP. (CHILD SUPP	JEFF SMITH	SERVICE ON HOSTETLER, KUTCHEK, SCOT	07092021	07/23/21	42.00	1189112
101-229-843.000	APPELLATE & RECORDING FEES	4TH DISTRICT COURT	APPEAL FILING	071321	07/13/21	25.00	1189005
101-229-843.000	APPELLATE & RECORDING FEES	4TH DISTRICT COURT	APPEAL FEE FOR JERMAINE HART (CHECK	APPEAL	07/23/21	25.00	1189101
			Total For Dept 229 PROSECUTING ATTORNEY			742.84	
Dept 231 VICTIM RIGHTS GRANT							
101-231-836.000	DIRECT VICTIM NEEDS	MARIE ANDERSON	REIMBURSEMENT TO MARIE ANDERSON FOR	RODDY TRIAL REIM	07/23/21	124.01	1189113
			Total For Dept 231 VICTIM RIGHTS GRANT			124.01	
Dept 233 PURCHASING							
101-233-729.000	OFFICE SUPPLIES	SYNCBAMAZON	OFFICE SUPPLIES/COMPUTER SUPPLIES/B	6045787810379012	07/16/21	25.00	1189016
101-233-729.149	OFFICE SUPPLY-FAMILY COURT	SYNCBAMAZON	OFFICE SUPPLIES/COMPUTER SUPPLIES/B	6045787810379012	07/16/21	44.58	1189016
101-233-730.000	POSTAGE	LAKE MICHIGAN MAILERS	POSTAGE FOR MAIL PROCESSING	71521	07/16/21	3,000.00	19545
101-233-730.000	POSTAGE	RESERVE ACCOUNT	POSTAGE FOR MACHINE AT L & C BUILDI	71921	07/19/21	3,000.00	1189017
101-233-730.000	POSTAGE	UPS	UPS CHARGES	565271/565281	07/23/21	17.97	1189076
101-233-730.000	POSTAGE	UPS	UPS CHARGES	565271/565281	07/23/21	20.59	1189076
101-233-732.000	COMPUTER SUPPLIES	SYNCBAMAZON	OFFICE SUPPLIES/COMPUTER SUPPLIES/B	6045787810379012	07/16/21	29.27	1189016
101-233-732.000	COMPUTER SUPPLIES	SYNCBAMAZON	OFFICE SUPPLIES/COMPUTER SUPPLIES/B	6045787810379012	07/16/21	116.50	1189016
101-233-850.000	TELEPHONE	VERIZON WIRELESS	CELL PHONE CHARGES (3)	9883355421	07/15/21	137.21	1189014
101-233-850.030	TELEPHONE-MDOC	MITEL NET SOLUTIONS	TELPEHONE - MDOC	72221	07/22/21	79.23	19593
			Total For Dept 233 PURCHASING			6,470.35	
Dept 253 TREASURER							
101-253-861.000	CONFERENCE/MEETINGS/TRAINI	MICHIGAN ASSOC OF COUN	2021 MACT CONFERENCE REGISTRATION F	08-20021	07/23/21	175.00	1189057
			Total For Dept 253 TREASURER			175.00	
Dept 258 INFORMATION SYSTEMS							
101-258-987.130	HIGH SPEED INTERNET ACCESS	COMCAST	HIGH SPEED INTERNET ACCESS	72221	07/22/21	420.29	19591
			Total For Dept 258 INFORMATION SYSTEMS			420.29	
Dept 265 MAINTENANCE							

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	heck #
Fund 101 TREASURER							
Dept 265 MAINTENANCE							
101-265-803.004	CONTRACTUAL SVC	JEFFRY LOCKE	CONTRACTUAL MOWING	210/216	07/23/21	720.00	1189051
101-265-803.004	CONTRACTUAL SVC	JEFFRY LOCKE	CONTRACTUAL MOWING	210/216	07/23/21	720.00	1189051
101-265-803.075	CONTRACTUAL CLEANING	THE CLEANEST CO LLC	CONTRACTUAL CLEANING OF COUNTY BUIL	2	07/23/21	3,347.50	19588
101-265-804.102	CONTRACTUAL CLEANING - L&C	THE CLEANEST CO LLC	CONTRACTUAL CLEANING OF COUNTY BUIL	2	07/23/21	1,625.00	19588
101-265-804.351	CONTRACTUAL LIFT STATION M	VILLAGE OF CASSOPOLIS	CONTRACTUAL LIFT STATION	193	07/23/21	500.00	1189080
101-265-920.009	ELECTRICITY - COURTHOUSE	INDIANA MICHIGAN POWER	ELECTRIC (8)	71521	07/15/21	2,761.50	19543
101-265-920.020	ELECTRICITY - MAINT. GARAG	INDIANA MICHIGAN POWER	ELECTRIC (8)	71521	07/15/21	101.74	19543
101-265-920.030	ELECTRICITY - MDOC	INDIANA MICHIGAN POWER	ELECTRIC (8)	71521	07/15/21	255.76	19543
101-265-920.040	ELECTRICITY - JAIL	INDIANA MICHIGAN POWER	ELECTRIC (2)	71421	07/14/21	7,569.99	19542
101-265-920.050	ELECTRICITY - ANIMAL CONTR	INDIANA MICHIGAN POWER	ELECTRIC (8)	71521	07/15/21	1,446.94	19543
101-265-920.060	ELECTRICITY - PARKS	INDIANA MICHIGAN POWER	ELECTRIC (8)	71521	07/15/21	21.20	19543
101-265-920.060	ELECTRICITY - PARKS	INDIANA MICHIGAN POWER	ELECTRIC (2)	71621	07/16/21	68.04	19546
101-265-920.060	ELECTRICITY - PARKS	INDIANA MICHIGAN POWER	ELECTRIC (2)	71621	07/16/21	13.21	19546
101-265-920.070	ELECTRICITY - LIFT STATION	INDIANA MICHIGAN POWER	ELECTRIC (8)	71521	07/15/21	53.18	19543
101-265-920.080	ELECTRICITY - L&C	INDIANA MICHIGAN POWER	ELECTRIC (2)	71421	07/14/21	10,366.72	19542
101-265-921.020	NATURAL GAS - MAINT. GARAG	SEMCO ENERGY GAS COMPA	NATURAL GAS (5)	71321	07/13/21	73.78	19540
101-265-921.030	NATURAL GAS - L&C	SEMCO ENERGY GAS COMPA	NATURAL GAS (5)	71321	07/13/21	789.43	19540
101-265-921.040	NATURAL GAS - JAIL	SEMCO ENERGY GAS COMPA	NATURAL GAS (5)	71321	07/13/21	459.42	19540
101-265-921.050	NATURAL GAS - ANIMAL CONTR	SEMCO ENERGY GAS COMPA	NATURAL GAS (5)	71321	07/13/21	130.99	19540
101-265-930.075	GENERAL REPAIRS	CASS AUTO SUPPLY CO, I	MAINTENANCE REPAIRS	1	07/23/21	216.75	1189027
101-265-930.075	GENERAL REPAIRS	CASS OUTDOOR POWER EQU	MAINTENANCE REPAIRS	147366	07/23/21	389.97	1189030
101-265-930.075	GENERAL REPAIRS	COMMUNITY MILLS, INC.	WEED KILLER	00469547	07/23/21	78.75	1189033
101-265-930.075	GENERAL REPAIRS	GRAINGER, INC.	MAINTENANCE REPAIRS	833226046	07/23/21	650.46	1189044
101-265-930.075	GENERAL REPAIRS	GRAINGER, INC.	MAINTENANCE REPAIRS	833226046	07/23/21	160.48	1189044
101-265-930.075	GENERAL REPAIRS	GRAINGER, INC.	MAINTENANCE REPAIRS	833226046	07/23/21	325.81	1189044
101-265-930.075	GENERAL REPAIRS	KEITH D CARTER	ELECTRICAL REPAIRS	28439/28440	07/23/21	18.95	1189052
101-265-930.075	GENERAL REPAIRS	KEITH D CARTER	ELECTRICAL REPAIRS	28439/28440	07/23/21	129.95	1189052
			Total For Dept 265 MAINTENANCE			32,995.52	
Dept 266 LAW & COURTS SECURITY							
101-266-746.010	UNIFORMS	NYE UNIFORM CO.	UNIFORMS	781364	07/23/21	52.25	1189060
			Total For Dept 266 LAW & COURTS SECURITY			52.25	
Dept 275 DRAIN COMMISSIONER							
101-275-861.000	CONFERENCE/MEETINGS/TRAINI	JEFF VANBELLE	REIMBURSEMENT FOR HOTEL FOR CONFERE	722021	07/23/21	368.12	1189050
			Total For Dept 275 DRAIN COMMISSIONER			368.12	
Dept 282 COURT GRANT PROGRAMS							
101-282-727.315	SUPPLIES ADULT DRUG COURT	MICHIANA DRUG TESTING	ATC/SC - JUNE 2021	1952	07/23/21	865.00	19574
101-282-801.010	CONTRACTUAL	HOUSE ARREST SERVICES,	CASS COUNTY INVOICE 0745602-JUN & 0	72321	07/23/21	225.00	1189046
101-282-801.010	CONTRACTUAL	TARA SMITH THERAPY SER	SSSPP AND MHC PROBLEM-SOLVING COURT	72321	07/23/21	150.00	1189071
101-282-801.010	CONTRACTUAL	BRADLEY WEST	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	66.00	19550
101-282-801.010	CONTRACTUAL	CHELSEA SCHOETZOW	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	54.64	19552
101-282-801.010	CONTRACTUAL	HEATHER PAULEY	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	330.44	19562
101-282-801.010	CONTRACTUAL	JESSEE SCHOETZOW	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	225.68	19565
101-282-801.010	CONTRACTUAL	JILLIAN SPRINGSTEEN	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	50.00	19566
101-282-801.010	CONTRACTUAL	KIMBERLY PEET	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	800.00	19568
101-282-801.010	CONTRACTUAL	MEGHAN DAWSON	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	720.00	19572
101-282-801.010	CONTRACTUAL	MICHIANA DRUG TESTING	CASS COUNTY INVOICE #1954, 1953; 19	72321	07/23/21	1,475.00	19573
101-282-801.010	CONTRACTUAL	MONIQUE DORTCH	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	299.00	19575
101-282-801.010	CONTRACTUAL	PRESTON COLLETT	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	360.00	19576
101-282-801.020	CONTRACTUAL SWIFT & SURE	HOUSE ARREST SERVICES,	CASS COUNTY INVOICE 0745602-JUN & 0	72321	07/23/21	11.50	1189046
101-282-801.020	CONTRACTUAL SWIFT & SURE	TARA SMITH THERAPY SER	SSSPP AND MHC PROBLEM-SOLVING COURT	72321	07/23/21	375.00	1189071

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	heck #
Fund 101 TREASURER							
Dept 282 COURT GRANT PROGRAMS							
101-282-801.020	CONTRACTUAL SWIFT & SURE	BARBARA M. HOWES	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	1,500.00	19549
101-282-801.020	CONTRACTUAL SWIFT & SURE	BRADLEY WEST	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	114.00	19550
101-282-801.020	CONTRACTUAL SWIFT & SURE	CHELSEA SCHOETZOW	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	195.00	19552
101-282-801.020	CONTRACTUAL SWIFT & SURE	CLARENCE JAMES	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	460.00	19553
101-282-801.020	CONTRACTUAL SWIFT & SURE	GRACE MULLER	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	800.00	19559
101-282-801.020	CONTRACTUAL SWIFT & SURE	HEATHER PAULEY	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	117.60	19562
101-282-801.020	CONTRACTUAL SWIFT & SURE	JESSEE SCHOETZOW	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	218.54	19565
101-282-801.020	CONTRACTUAL SWIFT & SURE	JILLIAN SPRINGSTEEN	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	60.00	19566
101-282-801.020	CONTRACTUAL SWIFT & SURE	JONI PATZER	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	370.00	19567
101-282-801.020	CONTRACTUAL SWIFT & SURE	MICHIANA DRUG TESTING	CASS COUNTY INVOICE #1954, 1953; 19	72321	07/23/21	1,800.00	19573
101-282-801.020	CONTRACTUAL SWIFT & SURE	PRESTON COLLETT	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	195.60	19576
101-282-801.020	CONTRACTUAL SWIFT & SURE	RAYMOND FLEMING	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	24.00	19578
101-282-801.020	CONTRACTUAL SWIFT & SURE	TASIA ROBERTS	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	1,400.00	19587
101-282-801.090	CONTRACTUAL BYRNE JAG GRAN	HOUSE ARREST SERVICES,	ATC/SC SERVICES	0745815-JUN	07/23/21	82.50	1189046
101-282-801.090	CONTRACTUAL BYRNE JAG GRAN	TARA SMITH THERAPY SER	ATC/SC MH SERVI CES	10	07/23/21	330.00	1189071
101-282-801.090	CONTRACTUAL BYRNE JAG GRAN	MICHIANA DRUG TESTING	ATC/SC - JUNE 2021	1952	07/23/21	3,460.00	19574
101-282-801.160	CONTRACTUAL SWIFT & SURE (	BARBARA M. HOWES	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	950.00	19549
101-282-801.160	CONTRACTUAL SWIFT & SURE (	CLARENCE JAMES	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	1,120.00	19553
101-282-801.315	CONTRACTUAL ADULT DRUG COU	BARBARA M. HOWES	ATC/SC 7/1 THRU 7/14	07/14/21	07/23/21	1,150.00	19549
101-282-801.315	CONTRACTUAL ADULT DRUG COU	BRADLEY WEST	ATC/SC 7/1 THRU 7/14	07/14/21	07/23/21	321.00	19550
101-282-801.315	CONTRACTUAL ADULT DRUG COU	CHELSEA SCHOETZOW	ATC/SC 7/1 THRU 7/14	07/14/21	07/23/21	600.00	19552
101-282-801.315	CONTRACTUAL ADULT DRUG COU	HEATHER PAULEY	ATC/SC 7/1 THRU 7/13	07/14/21	07/23/21	424.84	19562
101-282-801.315	CONTRACTUAL ADULT DRUG COU	JESSEE SCHOETZOW	ATC/SC 7/1 THRU 7/14	07/14/21	07/23/21	1,208.90	19565
101-282-801.315	CONTRACTUAL ADULT DRUG COU	JILLIAN SPRINGSTEEN	ATC/SC 6/2 THRU 6/16	6/16/21	07/23/21	140.00	19566
101-282-801.315	CONTRACTUAL ADULT DRUG COU	JILLIAN SPRINGSTEEN	ATC/SC 6/17 THRU 6/30	6/30/21	07/23/21	290.00	19566
101-282-801.315	CONTRACTUAL ADULT DRUG COU	JILLIAN SPRINGSTEEN	ATC/SC 7/1 THRU 7/14	7/14/21	07/23/21	100.00	19566
101-282-801.315	CONTRACTUAL ADULT DRUG COU	MONIQUE DORTCH	ATC/SC 7/1 THRU 7/14	07/14/21	07/23/21	718.75	19575
101-282-801.315	CONTRACTUAL ADULT DRUG COU	PRESTON COLLETT	ATC/SC 7/1 THRU 7/14	07/14/21	07/23/21	787.20	19576
101-282-801.315	CONTRACTUAL ADULT DRUG COU	RAYMOND FLEMING	ATC/SC 7/1 THRU 7/14	7/14/21	07/23/21	657.32	19578
101-282-801.315	CONTRACTUAL ADULT DRUG COU	TASIA ROBERTS	ATC/SC 7/1 THRU 7/14	07/14/21	07/23/21	600.00	19587
			Total For Dept 282 COURT GRANT PROGRAMS			26,202.51	
Dept 301 OFFICE OF SHERIFF							
101-301-727.000	TECHNICAL SUPPLIES	SYNCBAMAZON	OFFICE SUPPLIES/COMPUTER SUPPLIES/B	6045787810379012	07/16/21	73.90	1189016
101-301-727.000	TECHNICAL SUPPLIES	COUNTY OF BERRIEN	DRUG LAB SERVICES	11139	07/23/21	180.00	1189034
101-301-727.010	SUPPLIES	SYNCBAMAZON	OFFICE SUPPLIES/COMPUTER SUPPLIES/B	6045787810379012	07/16/21	239.98	1189016
101-301-777.000	MOTOR FUEL/LUBRICANT	J & H OIL COMPANY	FUEL	CFSI-5982	07/23/21	49.19	19564
101-301-777.001	VEHICLE REPAIRS/MAINTENANC	C. WIMBERLEY FORD-MERC	OIL CHANGE	58831	07/23/21	19.95	1189024
101-301-777.001	VEHICLE REPAIRS/MAINTENANC	C. WIMBERLEY FORD-MERC	OIL CHANGE	59052	07/23/21	19.95	1189024
101-301-777.001	VEHICLE REPAIRS/MAINTENANC	C. WIMBERLEY FORD-MERC	OIL CHANGE	59094	07/23/21	19.95	1189024
101-301-777.001	VEHICLE REPAIRS/MAINTENANC	C. WIMBERLEY FORD-MERC	OIL CHANGE	59104	07/23/21	38.40	1189024
101-301-777.001	VEHICLE REPAIRS/MAINTENANC	CASS AUTO SUPPLY CO, I	VEH MAINT	1-117814	07/23/21	57.06	1189027
101-301-777.001	VEHICLE REPAIRS/MAINTENANC	CASS AUTO SUPPLY CO, I	VEH MAINT	1-118074	07/23/21	9.38	1189027
101-301-777.001	VEHICLE REPAIRS/MAINTENANC	CASS AUTO SUPPLY CO, I	VEH MAINT	1-118116	07/23/21	14.99	1189027
101-301-777.001	VEHICLE REPAIRS/MAINTENANC	GRAMES TIRE & BATTTERY	RIM CHANGE	16964	07/23/21	27.00	19560
101-301-801.054	DRUG TEST/PHYSICAL	MARILYN CHRISTENSEN	PRE EMPLOYMENT PSYCH	07122021	07/23/21	500.00	1189056
101-301-801.054	DRUG TEST/PHYSICAL	MICHIANA DRUG TESTING	PRE EMPLOYMENT DRUG TESTING	1945	07/23/21	37.00	19573
101-301-850.000	TELEPHONE	VERIZON WIRELESS	MOBILE BROADBAND 06/2021	9883406011	07/23/21	600.31	1189079
101-301-936.000	RECORDS MANAGEMENT SYSTEM	INTERACT PUBLIC SAFETY	CRIMECOG 07/2021	CPSMN0000942	07/23/21	2,042.05	1189049
101-301-980.000	NEW EQUIPMENT	CDW GOVERNMENT, INC.	PANASONIC TOUGHPADS (5)	G341653	07/16/21	10,597.92	19544
			Total For Dept 301 OFFICE OF SHERIFF			14,527.03	
Dept 304 SECONDARY ROAD PATROL GRANT							

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Fund 101 TREASURER							
Dept 304 SECONDARY ROAD PATROL GRANT							
101-304-850.000	TELEPHONE	VERIZON WIRELESS	MOBILE BROADBAND 06/2021	9883406011	07/23/21	40.01	1189079
			Total For Dept 304 SECONDARY ROAD PATROL GRANT			40.01	
Dept 306 HOWARD TOWNSHIP POLICE							
101-306-850.000	TELEPHONE	VERIZON WIRELESS	MOBILE BROADBAND 06/2021	9883406011	07/23/21	40.01	1189079
101-306-980.000	NEW EQUIPMENT	CDW GOVERNMENT, INC.	TABLETS FOR CCSO (1)	F761946	07/16/21	2,649.48	19544
			Total For Dept 306 HOWARD TOWNSHIP POLICE			2,689.49	
Dept 351 JAIL OPERATION							
101-351-735.060	IN COUNTY INMATE MEDICAL (	CORRECTIONAL RECOVERY	INMATE MEDICAL	100034036	07/23/21	2,854.84	19555
101-351-775.000	CLEANING SUPPLIES	UNIFIRST CORPORATION	RUGS	099 0296776	07/23/21	38.93	1189074
101-351-814.000	PRISONER BOARD (MEALS)	CANTEEN SERVICES, INC.	INMATE MEALS WEEK OF 06/27/21-07/03	108378	07/23/21	3,327.94	19551
101-351-814.000	PRISONER BOARD (MEALS)	CANTEEN SERVICES, INC.	INMATE MEALS WEEK OF 07/04/21-07/10	108546	07/23/21	3,631.32	19551
101-351-835.010	CONTRACTUAL DOCTOR	ADVANCED CORREC HEALTH	JAIL NURSE FAX SUPPLIES	108955	07/23/21	71.44	19547
101-351-936.000	RECORDS MANAGEMENT SYSTEM	INTERACT PUBLIC SAFETY	CRIMECOG 07/2021	CPSMN0000942	07/23/21	2,042.05	1189049
101-351-980.000	NEW EQUIPMENT	SYNCBAMAZON	OFFICE SUPPLIES/COMPUTER SUPPLIES/B(	6045787810379012	07/16/21	28.99	1189016
101-351-980.000	NEW EQUIPMENT	SYNCBAMAZON	OFFICE SUPPLIES/COMPUTER SUPPLIES/B(	6045787810379012	07/16/21	149.99	1189016
			Total For Dept 351 JAIL OPERATION			12,145.50	
Dept 426 EMERGENCY MGT/HOMELAND SECURIT							
101-426-777.000	MOTOR FUEL/LUBRICANT	J & H OIL COMPANY	FUEL - EMERGENCY MANAGEMENT	50148	07/23/21	21.94	19564
			Total For Dept 426 EMERGENCY MGT/HOMELAND SECURIT			21.94	
Dept 430 ANIMAL CONTROL							
101-430-777.000	MOTOR FUEL/LUBRICANT	J & H OIL COMPANY	FUEL	CFSI-5986	07/23/21	153.51	19564
101-430-801.000	PROFESSIONAL/CONTRACTUAL S	DOWAGIAC ANIMAL HOSPIT	SPAY / NEUTER DEPOSIT REIMBURSEMENT	21316	07/23/21	14.00	1189041
			Total For Dept 430 ANIMAL CONTROL			167.51	
Dept 648 MEDICAL EXAMINER							
101-648-818.020	HOSPITAL AUTOPSIES FEES	WMU HOMER STRYKER MD S	AUTOPSY FEES - S WEDDELL	02210	07/23/21	2,500.00	1189085
101-648-860.610	FUNERAL HOME TRANSPORTS	CONNELLY CHAPEL WAGNER	FUNERAL HOME TRANSPORT FEES - S WED	063021	07/23/21	390.00	19554
			Total For Dept 648 MEDICAL EXAMINER			2,890.00	
Dept 673 MENTAL HEALTH							
101-673-800.050	WOODLANDS BEHAVORIAL HEALT	WOODLANDS BEHAVIORAL H	ALLOCATION	72321	07/23/21	114,000.00	1189114
			Total For Dept 673 MENTAL HEALTH			114,000.00	
Dept 682 VETERANS AFFAIRS							
101-682-803.200	CONTRACT SVCS CASS VANBURE	VAN BUREN/CASS DISTRIC	VETERANS MEDICAL FEES	070121	07/23/21	2,241.55	1189078
101-682-880.200	MARKETING / PROMOTION	MARCELLUS NEWS	VA BENEFITS FLYER INSERT	7955	07/23/21	135.00	1189055
			Total For Dept 682 VETERANS AFFAIRS			2,376.55	
			Total For Fund 101 TREASURER			248,308.22	
Fund 208 PARKS SPECIAL REVENUE							
Dept 751 PARKS & RECREATION							
208-751-640.000	PARKS REVENUE	CRISTOL VALDEZ	REFUND FOR PARKS RENTAL	047	07/23/21	175.00	1189035
208-751-640.000	PARKS REVENUE	DANIELA CABRAL	REFUND FOR PARKS RESERVATION	42	07/23/21	50.00	1189037
208-751-640.000	PARKS REVENUE	DAWN HUFFMAN	REFUND FOR PARKS RENTAL	059	07/23/21	50.00	1189039
208-751-640.000	PARKS REVENUE	DORIS HENSLEE	REFUND FOR PARKS RENTAL	42	07/23/21	50.00	1189040
208-751-640.000	PARKS REVENUE	PEPPER INMAN	REFUND FOR PARKS RENTAL	007	07/23/21	50.00	1189062
208-751-640.000	PARKS REVENUE	PHYLLIS SPONSELLER	REFUND FOR PARKS RENTAL	057	07/23/21	50.00	1189063
208-751-640.000	PARKS REVENUE	SHANNON ADAMS	REFUND FOR PARKS RENTAL	035	07/23/21	50.00	1189065
208-751-640.000	PARKS REVENUE	SHANNON ADAMS	REFUND FOR CABIN RENTAL	36	07/23/21	50.00	1189065

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Fund 208 PARKS SPECIAL REVENUE							
Dept 751 PARKS & RECREATION							
208-751-640.000	PARKS REVENUE	SHEILA BENDER	REFUND FOR PARKS RENTAL	046	07/23/21	50.00	1189066
208-751-727.000	SUPPLIES	W. B. HAYDEN & SONS CO	SUPPLIES	21246	07/23/21	175.25	1189082
208-751-777.000	MOTOR FUEL/LUBRICANT	J & H OIL COMPANY	FUEL	050150	07/23/21	673.68	19564
208-751-803.002	CONTRACTUAL (MOWING/JOY JC	HAMMERHEAD INDUSTRIES	JOYS JOHNS	PS384909	07/23/21	207.85	19561
208-751-803.003	CONTRACT SVCS - PARK EVENT	SANDRA BOURDEN	FEE BOOTH WORKER	134720	07/23/21	132.25	19584
208-751-930.015	PARK REPAIRS	UNITED STATES LUMBER C	REPAIRS	2107	07/23/21	89.39	1189075
			Total For Dept 751 PARKS & RECREATION			1,853.42	
			Total For Fund 208 PARKS SPECIAL REVENUE			1,853.42	
Fund 216 FAMILY DRUG COURT GRANTS							
Dept 166 FAMILY DRUG COURT							
216-166-800.053	WOODLANDS	WOODLANDS BEHAVIORAL H	WOODLANDS JUNE 2021 OJJDP GRANT	72321	07/23/21	1,200.00	19590
216-166-801.053	CONTRACTUAL	BARBARA M. HOWES	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	1,050.00	19549
216-166-801.053	CONTRACTUAL	BRADLEY WEST	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	78.00	19550
216-166-801.053	CONTRACTUAL	CHELSEA SCHOETZOW	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	624.64	19552
216-166-801.053	CONTRACTUAL	CLARENCE JAMES	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	1,200.00	19553
216-166-801.053	CONTRACTUAL	HEATHER PAULEY	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	158.44	19562
216-166-801.053	CONTRACTUAL	JESSEE SCHOETZOW	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	108.78	19565
216-166-801.053	CONTRACTUAL	PRESTON COLLETT	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	810.00	19576
216-166-801.220	(SCAO) (MHSDCP) CONTRACTUA	GRACE MULLER	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	800.00	19559
216-166-801.220	(SCAO) (MHSDCP) CONTRACTUA	MEGHAN DAWSON	PROBLEM-SOLVING COURTS 7/1/21 - 7/	72321	07/23/21	720.00	19572
216-166-801.220	(SCAO) (MHSDCP) CONTRACTUA	MICHIANA DRUG TESTING	CASS COUNTY INVOICE #1954, 1953; 19	72321	07/23/21	1,100.00	19573
			Total For Dept 166 FAMILY DRUG COURT			7,849.86	
			Total For Fund 216 FAMILY DRUG COURT GRANTS			7,849.86	
Fund 233 MARCELLUS TWP POLICE CONTRACT							
Dept 310 COPS FAST GRANT							
233-310-850.000	TELEPHONE	VERIZON WIRELESS	MOBILE BROADBAND 06/2021	9883406011	07/23/21	40.01	1189079
			Total For Dept 310 COPS FAST GRANT			40.01	
			Total For Fund 233 MARCELLUS TWP POLICE CONTRACT			40.01	
Fund 245 PUBLIC IMPROVEMENT FUND							
Dept 244 PUBLIC IMPROVEMENT							
245-244-980.000	NEW EQUIPMENT	BENDER ELECTRIC INC	JAIL SHOWER PROJECT	18873	07/23/21	1,555.00	1189021
			Total For Dept 244 PUBLIC IMPROVEMENT			1,555.00	
			Total For Fund 245 PUBLIC IMPROVEMENT FUND			1,555.00	
Fund 258 MIDC (MICHIGAN INDIGENT DEFENSE COMM.)							
Dept 258 INFORMATION SYSTEMS							
258-258-807.021	EXPERT INVESTIGATOR FEES	RADDE INVESTIGATIVE&SE	MIDC - EXPERT INVESTIGATOR FEES - V	15381	07/23/21	637.50	19577
258-258-807.021	EXPERT INVESTIGATOR FEES	RADDE INVESTIGATIVE&SE	MIDC EXPERT INVESTIGATOR FEES - TOM	15396	07/23/21	1,763.40	19577
258-258-807.021	EXPERT INVESTIGATOR FEES	RADDE INVESTIGATIVE&SE	MIDC EXPERT INVESTIGATOR FEES - WHI	15395	07/23/21	912.85	19577
258-258-807.021	EXPERT INVESTIGATOR FEES	RADDE INVESTIGATIVE&SE	MIDC EXPERT INVESTIGATOR FEES = JOS	05407	07/23/21	175.30	19577
258-258-807.021	EXPERT INVESTIGATOR FEES	RADDE INVESTIGATIVE&SE	MIDC EXPERT INVESTIGATOR FEES - WAD	15408	07/23/21	230.25	19577
258-258-807.021	EXPERT INVESTIGATOR FEES	RADDE INVESTIGATIVE&SE	MIDC EXPERT INVESTIGATOR FEES - BLA	15376	07/23/21	363.90	19577
258-258-807.021	EXPERT INVESTIGATOR FEES	RADDE INVESTIGATIVE&SE	MIDC EXPERT INVESTIGATOR FEES - ATK	15375	07/23/21	81.82	19577
258-258-807.021	EXPERT INVESTIGATOR FEES	RADDE INVESTIGATIVE&SE	MIDC EXPERT INVESTIGATOR FEES - BRA	15377	07/23/21	499.40	19577
258-258-807.021	EXPERT INVESTIGATOR FEES	RADDE INVESTIGATIVE&SE	MIDC EXPERT INVESTIGATOR FEES - JOS	15378	07/23/21	400.00	19577
			Total For Dept 258 INFORMATION SYSTEMS			5,064.42	

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Fund 258 MIDC (MICHIGAN INDIGENT DEFENSE COMM.)							
			Total For Fund 258 MIDC (MICHIGAN INDIGENT DEFENS			5,064.42	
Fund 260 ANIMAL CONTROL DONATION FUND							
Dept 430 ANIMAL CONTROL							
260-430-801.131	SPAY/NEUTER SERVICES	ABC CLINIC / PET REFUG	SPAY / NEUTER ASSISTANCE HUFFMAN	1923056	07/23/21	100.00	1189020
260-430-801.131	SPAY/NEUTER SERVICES	ABC CLINIC / PET REFUG	SPAY / NEUTER ASSISTANCE WILLIAMS	1924448	07/23/21	50.00	1189020
260-430-801.131	SPAY/NEUTER SERVICES	BERGMAN SMALL ANIMAL P	MEDICATIONS AND TREATMENTS FOR SHEL	472335	07/23/21	40.00	1189022
260-430-802.049	VETERINARY SERVICES	BERGMAN SMALL ANIMAL P	MEDICATIONS AND TREATMENTS FOR SHEL	472335	07/23/21	541.12	1189022
260-430-955.500	OTHER EXPENSES	COMMUNITY MILLS, INC.	CAT CARRIERS	00470932	07/23/21	106.67	1189033
260-430-980.000	NEW EQUIPMENT	CDW GOVERNMENT, INC.	PANASONIC TOUGHPADS (5)	G341653	07/16/21	2,649.48	19544
260-430-980.000	NEW EQUIPMENT	CDW GOVERNMENT, INC.	PANASONIC TOUGHPAD (2)	F085814	07/16/21	5,298.96	19544
			Total For Dept 430 ANIMAL CONTROL			8,786.23	
			Total For Fund 260 ANIMAL CONTROL DONATION FUND			8,786.23	
Fund 261 CENTRAL DISPATCH FUND							
Dept 301 OFFICE OF SHERIFF							
261-301-775.000	CLEANING SUPPLIES	UNIFIRST CORPORATION	RUGS	099 0295949	07/23/21	28.16	1189074
261-301-850.000	TELEPHONE	LANGUAGE LINE SERVICES	INTERPRETOR 06/2021	10258034	07/23/21	108.91	1189054
261-301-920.000	UTILITIES	INDIANA MICHIGAN POWER	ELECTRIC (1)	71221	07/12/21	18.49	19541
261-301-920.000	UTILITIES	INDIANA MICHIGAN POWER	ELECTRIC (8)	71521	07/15/21	1,892.52	19543
261-301-920.000	UTILITIES	INDIANA MICHIGAN POWER	ELECTRIC (1)	72321	07/23/21	14.38	19592
261-301-921.000	NATURAL GAS	SEMCO ENERGY GAS COMPA	NATURAL GAS (5)	71321	07/13/21	151.38	19540
			Total For Dept 301 OFFICE OF SHERIFF			2,213.84	
			Total For Fund 261 CENTRAL DISPATCH FUND			2,213.84	
Fund 267 SHERIFF NON-DRUG FORFEIT. FUND							
Dept 301 OFFICE OF SHERIFF							
267-301-701.000	EXPENDITURES	REBECCA STEENBEKE	DEPT PHOTOS	21-007 CCSO	07/23/21	1,300.00	1189064
			Total For Dept 301 OFFICE OF SHERIFF			1,300.00	
			Total For Fund 267 SHERIFF NON-DRUG FORFEIT. FUND			1,300.00	
Fund 268 CORRECTION OFFICERS TRAINING							
Dept 362 JAIL TRAINING							
268-362-861.000	CONFERENCE/MEETINGS/TRAINI	WMCJTC	TRAINING INVOICE 1ST QTR 2021	446	07/23/21	87.73	1189084
			Total For Dept 362 JAIL TRAINING			87.73	
			Total For Fund 268 CORRECTION OFFICERS TRAINING			87.73	
Fund 269 LAW LIBRARY FUND							
Dept 145 LAW LIBRARY							
269-145-729.006	SUPPLIES & MATERIALS	WEST GROUP PAYMENT CTR	WESTLAW PRINT LIBRARY SUBSCRIPTION	844696197	07/23/21	295.07	1189083
269-145-802.000	DUES/MEMBERSHIP/SUBSCRIPTI	WEST GROUP PAYMENT CTR	WESTLAW ONLINE SUBSCRIPTION CHARGES	844612036	07/23/21	1,300.69	1189083
			Total For Dept 145 LAW LIBRARY			1,595.76	
			Total For Fund 269 LAW LIBRARY FUND			1,595.76	
Fund 271 C.C. DRUG ENFORCEMENT TEAM							
Dept 301 OFFICE OF SHERIFF							
271-301-727.011	TECHNICAL SUPPLIES	CCDET	CCDET BUY MONEY	CCDET BUY MONEY	07/23/21	2,000.00	1189094
271-301-727.012	DRUG TEAM SUPPLIES	SYNCBAMAZON	OFFICE SUPPLIES/COMPUTER SUPPLIES/B	6045787810379012	07/16/21	29.97	1189016
271-301-727.012	DRUG TEAM SUPPLIES	CMP DISTRIBUTORS, INC.	SIMUNITION	67981	07/23/21	588.00	1189032
271-301-852.000	VEHICLE MAINTENANCE	CURTIS ROHDY	VEH MAINT	07022021	07/23/21	186.00	1189036

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Fund 271 C.C. DRUG ENFORCEMENT TEAM							
Dept 301 OFFICE OF SHERIFF							
271-301-945.010	VEHICLE PURCHASE (COUNTY)	C. WIMBERLEY	2021 GMC TERRAIN AWD	2021 GMC TERRAIN	07/23/21	28,510.00	1189089
			Total For Dept 301 OFFICE OF SHERIFF			31,313.97	
			Total For Fund 271 C.C. DRUG ENFORCEMENT TEAM			31,313.97	
Fund 282 COMMUNITY POLICING SCHOLARSHIP GOLF							
Dept 301 OFFICE OF SHERIFF							
282-301-727.000	TECHNICAL SUPPLIES	BOLT LIMITED INC	GOLF TROPHIES	2600	07/23/21	260.00	1189023
282-301-727.000	TECHNICAL SUPPLIES	CASS COUNTY SHERIFF-PE	START UP MONEY FOR GOLF OUTING	72321	07/23/21	500.00	1189115
			Total For Dept 301 OFFICE OF SHERIFF			760.00	
			Total For Fund 282 COMMUNITY POLICING SCHOLARSHIP			760.00	
Fund 290 SOCIAL WELFARE FUND							
Dept 670 SOCIAL SERVICES DEPARTMENT							
290-670-708.010	PER DIEM	RICHARD SHEFFER	PER DIEM - DHS/MCF	JUNE 2021	07/23/21	30.00	19580
290-670-708.010	PER DIEM	VICKIE VAUGHN	PER DIEM - CCMCF	JUNE 2021	07/23/21	30.00	19589
			Total For Dept 670 SOCIAL SERVICES DEPARTMENT			60.00	
			Total For Fund 290 SOCIAL WELFARE FUND			60.00	
Fund 292 FAMILY COURT CHILD CARE FUND							
Dept 662 CHILD CARE - FAMILY							
292-662-801.150	COURT WRAPAROUND PROGRAM	ROBERT BROOKS	WRAPAROUND SERVICES 7/5/21 - 7/15/2	72321	07/23/21	1,360.00	19581
292-662-842.020	FTC SCREENS & TRANSPORTAT	MICHIANA DRUG TESTING	CASS COUNTY INVOICE #1954, 1953; 19	72321	07/23/21	50.00	19573
			Total For Dept 662 CHILD CARE - FAMILY			1,410.00	
			Total For Fund 292 FAMILY COURT CHILD CARE FUND			1,410.00	
Fund 296 HISTORICAL COMMISSION FUND							
Dept 803 HISTORICAL COMMISSION							
296-803-701.000	EXPENDITURES	INDIANA MICHIGAN POWER	ELECTRIC (8)	71521	07/15/21	13.09	19543
296-803-701.000	EXPENDITURES	NORTH STAR LANDSCAPE D	LANDSCAPING AT NEWTON HOME	5136	07/23/21	1,467.07	1189059
296-803-701.000	EXPENDITURES	W. B. HAYDEN & SONS CO	SCREEN FOR NEWTON HOME	63021	07/23/21	5.50	1189082
			Total For Dept 803 HISTORICAL COMMISSION			1,485.66	
			Total For Fund 296 HISTORICAL COMMISSION FUND			1,485.66	
Fund 297 DHS CHILD CARE							
Dept 663 CHILD CARE - DHS							
297-663-842.001	PARENT AIDE	ROXANN RICE	DHHS PARENT AIDE 6/28/21 - 7/11/21	71621	07/23/21	897.75	19583
			Total For Dept 663 CHILD CARE - DHS			897.75	
			Total For Fund 297 DHS CHILD CARE			897.75	
Fund 595 JAIL COMMISSARY FUND							
Dept 351 JAIL OPERATION							
595-351-726.000	SUPPLIES	CANTEEN SERVICES, INC.	INMATE COMMISSARY SALES WEEK OF 06/	108265	07/23/21	2,274.57	19551
595-351-726.000	SUPPLIES	CANTEEN SERVICES, INC.	INMATE COMMISSARY SALES WEEK OF 07/	108438	07/23/21	2,114.81	19551
			Total For Dept 351 JAIL OPERATION			4,389.38	
			Total For Fund 595 JAIL COMMISSARY FUND			4,389.38	
Fund 616 TAX REVOLVING CONTROL FUND							
Dept 253 TREASURER							

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	heck #
Fund 616 TAX REVOLVING CONTROL FUND							
Dept 253 TREASURER							
616-253-089.999	CHARGEBACKS DUE FROM OTHEF	EMBER SMITH	JULY 2021 BOARD OF REVIEW (14-060-0	21-354	07/23/21	331.31	1189095
616-253-089.999	CHARGEBACKS DUE FROM OTHEF	MARK & YOHN MORRISSEY	JULY 2021 BOARD OF REVIEW (14-060-0	21-355	07/23/21	329.40	1189097
616-253-089.999	CHARGEBACKS DUE FROM OTHEF	MARK & YOHN MORRISSEY	JULY 2021 BOARD OF REVIEW (14-060-0	21-355	07/23/21	3.29	1189097
616-253-089.999	CHARGEBACKS DUE FROM OTHEF	PEGGY JENSEN	JULY 2021 BOARD OF REVIEW (14-060-0	21-356	07/23/21	208.44	1189098
616-253-089.999	CHARGEBACKS DUE FROM OTHEF	PEGGY JENSEN	JULY 2021 BOARD OF REVIEW (14-060-0	21-356	07/23/21	2.08	1189098
			Total For Dept 253 TREASURER			874.52	
Dept 254 TAX SALE							
616-254-607.020	20 TAX YR SALE MISC REVENU	CASS COUNTY CLERK/REGI	RECORDING OF DEED FOR 14-160-100-28	21-335	07/14/21	30.00	1189011
616-254-607.020	20 TAX YR SALE MISC REVENU	CASS COUNTY CLERK/REGI	RECORDING OF DEED 14-041-126-057-00	21-353	07/23/21	30.00	1189090
616-254-801.016	16 TAX YR SALE EXPENDITURE	CASS COUNTY CLERK/REGI	RECORD CERTIF. OF FORFEITURES	21-336	07/23/21	30.00	1189028
616-254-801.017	17 TAX YR SALE EXPENDITURE	CASS COUNTY CLERK/REGI	RECORD CERTIF. OF FORFEITURES	21-336	07/23/21	30.00	1189028
616-254-801.017	17 TAX YR SALE EXPENDITURE	KREIS, ENDERLE, HUDGIN	REVIEW OF MOTION FOR HENDRIX CLAIM	326378NJS	07/23/21	72.00	19569
616-254-801.019	19 TAX YR SALE EXPENDITURE	TITLE CHECK, LLC	TITLE SEARCH - 2019 FORFEITURE CYCL	21TS-11	07/23/21	12,588.00	1189072
616-254-801.019	19 TAX YR SALE EXPENDITURE	TITLE CHECK, LLC	PARCEL ADMIN FEES - 2019 FORFEITURE	2107-06	07/23/21	2,730.00	1189073
616-254-801.019	19 TAX YR SALE EXPENDITURE	KREIS, ENDERLE, HUDGIN	2019 TAX FORECLOSURES	326377 NJS	07/23/21	180.00	19569
			Total For Dept 254 TAX SALE			15,690.00	
			Total For Fund 616 TAX REVOLVING CONTROL FUND			16,564.52	
Fund 620 TAX REVOLVING 2020							
Dept 253 TREASURER							
620-253-701.011	ADMINISTRATION FEES	EMBER SMITH	JULY 2021 BOARD OF REVIEW (14-060-0	21-354	07/23/21	13.25	1189095
620-253-885.000	INTEREST PAID	EMBER SMITH	JULY 2021 BOARD OF REVIEW (14-060-0	21-354	07/23/21	6.62	1189095
			Total For Dept 253 TREASURER			19.87	
			Total For Fund 620 TAX REVOLVING 2020			19.87	
Fund 661 MOTOR POOL FUND							
Dept 000 TREASURER							
661-000-148.000	VEHICLE/EQUIP COST	C. WIMBERLEY	2021 CHEVY EQUINOX LT	3GNAXUEVXMS17297	07/23/21	20,885.00	1189088
			Total For Dept 000 TREASURER			20,885.00	
			Total For Fund 661 MOTOR POOL FUND			20,885.00	
Fund 701 TRUST & AGENCY							
Dept 000 TREASURER							
701-000-221.000	DUE CITY OF DOWAGIAC	DOWAGIAC CITY TREASURE	ORDINANCE FINES & COSTS - JUNE 2021	21-340	07/23/21	97.35	1189042
701-000-222.014	DUE TO MCF	CASS COUNTY MEDICAL CA	2020 WINTER TAX COLLECTION 05/18/2	21-338	07/23/21	1,371.23	1189029
701-000-226.010	DUE CALVIN	CALVIN TWP. TREASURER	ORDINANCE FINES & COSTS - JUNE 2021	21-345	07/23/21	29.70	1189025
701-000-226.020	DUE HOWARD	HOWARD TOWNSHIP TREASU	ORDINANCE FINES & COSTS - JUNE 2021	21-342	07/23/21	41.25	1189047
701-000-226.090	DUE ONTWA	ONTWA TWP. TREASURER	ORDINANCE FINES & COSTS - JUNE 2021	21-341	07/23/21	997.26	1189061
701-000-226.130	DUE SILVERCREEK	SILVER CREEK TWP. TREA	ORDINANCE FINES & COSTS - JUNE 2021	21-343	07/23/21	24.75	1189067
701-000-227.010	DUE VILLAGE - CASSOPOLIS	CASSOPOLIS VILLAGE TRE	ORDINANCE FINES & COSTS - JUNE 2021	21-344	07/23/21	477.84	1189031
701-000-227.020	DUE VILLAGE - EDWARDSBURG	VILLAGE OF EDWARDSBURG	ORDINANCE FINES & COSTS - JUNE 2021	21-346	07/23/21	696.30	1189081
701-000-228.010	DUE STATE - S.E.T. TAX	STATE OF MICHIGAN	SET/MOBILE HOME TAX	063021	07/23/21	250.48	1189069
701-000-228.046	TRAILER COACH PARK TAX (TF	STATE OF MICHIGAN	SET/MOBILE HOME TAX	063021	07/23/21	704.00	1189069
701-000-228.061	DUE TO STATE CORR OFFICER	STATE OF MICHIGAN	CORRECTION OFFICER TRAINING - 2ND Q	21-334	07/14/21	450.00	1189012
701-000-228.063	DUE TO STATE - SEX OFFENDE	STATE OF MICHIGAN	SOR 06/2021	551-588119	07/23/21	240.00	1189070
701-000-228.065	DUE TO STATE-FINGERPRINTS	STATE OF MICHIGAN	FP 06/2021	551-588318	07/23/21	389.25	1189070
701-000-228.300	DRIVERS LIC REIN FEES-DIST	MICHIGAN DEPARTMENT OF	4TH DISTRICT COURT JUNE 2021 TRANSM	JUNE 2021	07/15/21	640.13	1189015
701-000-228.372	CRIME VICTIMS RIGHTS FEES	MICHIGAN DEPARTMENT OF	4TH DISTRICT COURT JUNE 2021 TRANSM	JUNE 2021	07/15/21	4,805.58	1189015
701-000-228.422	STATE COURT FUND (SCAO) (I	MICHIGAN DEPARTMENT OF	4TH DISTRICT COURT JUNE 2021 TRANSM	JUNE 2021	07/15/21	380.00	1189015
701-000-228.564	DUE STATE-E RECORDING FILI	MICHIGAN DEPARTMENT OF	4TH DISTRICT COURT JUNE 2021 TRANSM	JUNE 2021	07/15/21	1,230.00	1189015

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	heck #
Fund 701 TRUST & AGENCY							
Dept 000 TREASURER							
701-000-228.572	CIVIL JURY DEMAND FEES (DI	MICHIGAN DEPARTMENT OF	4TH DISTRICT COURT JUNE 2021 TRANSM	JUNE 2021	07/15/21	606.75	1189015
701-000-228.582	CIVIL FILING FEE FUND (DIS	MICHIGAN DEPARTMENT OF	4TH DISTRICT COURT JUNE 2021 TRANSM	JUNE 2021	07/15/21	4,585.00	1189015
701-000-228.592	JUSTICE SYSTEM FUND (DIST	MICHIGAN DEPARTMENT OF	4TH DISTRICT COURT JUNE 2021 TRANSM	JUNE 2021	07/15/21	12,038.48	1189015
701-000-255.000	DEPOSIT PAYABLE-SPAY/NEUTE	DOWAGIAC ANIMAL HOSPIT	SPAY / NEUTER DEPOSIT REIMBURSEMENT	21316	07/23/21	26.00	1189041
701-000-272.049	EASEMENT CONDEMNATION SMIT	CARSON LLP	JULY 6, 2021 ORDER TO PAY INDIANA M	21-339	07/23/21	10,006.00	1189026
701-000-274.010	CURRENT PROPERTY TAX UNDIS	SOUTHWESTERN MICHIGAN	2020 WINTER TAX COLLECTION 05/18/21	21-337	07/23/21	6,631.80	1189068
701-000-274.040	DELINQUENT PERSONAL PROPEF	CASS COUNTY COUNCIL ON	DELINQUENT PERSONAL PROPERTY TAX CO	21-347	07/23/21	3,689.45	1189091
701-000-274.040	DELINQUENT PERSONAL PROPEF	CASS COUNTY MEDICAL CA	DELINQUENT PERSONAL PROPERTY TAX CO	21-352	07/23/21	1,801.36	1189092
701-000-274.040	DELINQUENT PERSONAL PROPEF	CASS DISTRICT LIBRARY	DELINQUENT PERSONAL PROPERTY TAX CO	21-348	07/23/21	1,867.20	1189093
701-000-274.040	DELINQUENT PERSONAL PROPEF	LEWIS CASS INTERMEDIAT	DELINQUENT PERSONAL PROPERTY TAX CO	21-350	07/23/21	8,161.45	1189096
701-000-274.040	DELINQUENT PERSONAL PROPEF	SOUTHWESTERN MICHIGAN	DELINQUENT PERSONAL PROPERTY TAX CO	21-349	07/23/21	8,956.86	1189099
701-000-274.040	DELINQUENT PERSONAL PROPEF	ST.JOSEPH CO. BD. OF E	DELINQUENT PERSONAL PROPERTY TAX CO	21-351	07/23/21	150.89	1189100
			Total For Dept 000 TREASURER			71,346.36	
			Total For Fund 701 TRUST & AGENCY			71,346.36	
Fund 841 LAKE LEVEL FUND							
Dept 275 DRAIN COMMISSIONER							
841-275-701.800	EXPENDITURES-DRAIN/LAKE	INDIANA MICHIGAN POWER	ELECTRIC (1)	71321	07/13/21	3,386.94	19539
			Total For Dept 275 DRAIN COMMISSIONER			3,386.94	
			Total For Fund 841 LAKE LEVEL FUND			3,386.94	

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	heck #
		Fund Totals:					
			Fund 101 TREASURER			248,308.22	
			Fund 208 PARKS SPECIAL REVENUE			1,853.42	
			Fund 216 FAMILY DRUG COURT GRANTS			7,849.86	
			Fund 233 MARCELLUS TWP POLICE CONTRAC			40.01	
			Fund 245 PUBLIC IMPROVEMENT FUND			1,555.00	
			Fund 258 MIDC (MICHIGAN INDIGENT DEFE			5,064.42	
			Fund 260 ANIMAL CONTROL DONATION FUND			8,786.23	
			Fund 261 CENTRAL DISPATCH FUND			2,213.84	
			Fund 267 SHERIFF NON-DRUG FORFEIT. FU			1,300.00	
			Fund 268 CORRECTION OFFICERS TRAINING			87.73	
			Fund 269 LAW LIBRARY FUND			1,595.76	
			Fund 271 C.C. DRUG ENFORCEMENT TEAM			31,313.97	
			Fund 282 COMMUNITY POLICING SCHOLARSH			760.00	
			Fund 290 SOCIAL WELFARE FUND			60.00	
			Fund 292 FAMILY COURT CHILD CARE FUND			1,410.00	
			Fund 296 HISTORICAL COMMISSION FUND			1,485.66	
			Fund 297 DHS CHILD CARE			897.75	
			Fund 595 JAIL COMMISSARY FUND			4,389.38	
			Fund 616 TAX REVOLVING CONTROL FUND			16,564.52	
			Fund 620 TAX REVOLVING 2020			19.87	
			Fund 661 MOTOR POOL FUND			20,885.00	
			Fund 701 TRUST & AGENCY			71,346.36	
			Fund 841 LAKE LEVEL FUND			3,386.94	
			Total For All Funds:			431,173.94	

CASS COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING

July 15, 2021

The Cass County Board of Commissioners met for their Regular Meeting on Thursday, July 15, 2021, in Commissioner Chambers.

Chair Dyes called the meeting to order at 6:30 p.m. Commissioner File provided the Invocation. Commissioner Grice led the Pledge of Allegiance to the Flag of the United States of America.

Clerk/Register Monica McMichael called roll:

COMMISSIONERS PRESENT: Ryan Laylin (attended via Zoom), Annie File, Skip Dyes, Roseann Marchetti, Robert Benjamin, Mike Grice and Jeremiah Jones.

COMMISSIONERS ABSENT: None.

STAFF PRESENT: County Administrator Jeff Carmen, Finance Director Jennifer Rentfrow, Deputy Finance Director Becky Moore and Clerk/Register Monica McMichael.

INTRODUCTION OF VISITORS

Visitors present introduced themselves.

PUBLIC COMMENT (Agenda Items Only)

None.

APPROVAL OF THE AGENDA

Commissioner Marchetti moved, seconded by Commissioner Jones, to approve the July 15, 2021, Cass County Board of Commissioner's Agenda. Motion carried by voice vote.

RECOGNITIONS

None.

PRESENTATIONS

Veteran's Director Karee Krause provided the Annual Veterans Report.

CEO Lynn Kellogg shared the Area Agency on Aging Annual Report.

CONSENT AGENDA

Vice Chair Grice moved, seconded by Commissioner File, that the following items be voted on at one time by roll call vote and be considered as a consent agenda by the Board of Commissioners:

(M-118-21) A motion to approve Claims dated July 9, 2021.

(M-119-21) A motion to approve the July 1, 2021 Board of Commissioners Regular Meeting Minutes

The Chair instructed the Clerk to call roll:

Yes (7): Commissioners Laylin, File, Dyes, Marchetti, Benjamin, Grice and Jones.

No (0): None.

The Consent Agenda carried by roll call vote.

COMMITTEE REPORTS

Commissioner Marchetti offered a Committee Report.

APPOINTMENTS COMMITTEE

Commissioner Marchetti announced there were openings on the following boards: Woodlands, Historical Commission and the Solid Waste Planning Commission.

BROADBAND COMMITTEE REPORT

No report.

REAL ESTATE COMMITTEE REPORT

Commissioner Laylin stated a second bid was received for the timber harvest at the Medical Care Facility.

ADMINISTRATOR'S REPORT

Administrator Carmen presented the Administrator's Report.

FINANCE REPORT

The Finance Report was included in the board packet.

PUBLIC SAFETY UPDATE

No report.

COUNTY PARTNERS

Road Commission Manager Robert Thompson shared the following information: Road Commission contracted with MACOG to perform countywide traffic counts, hourly employee volunteered to pave spaces at the fair (fair to pay for materials), they currently have job openings for three hourly positions and one supervisory position, 40% of paving is complete, and a minor vehicle accident that resulted in no damage to the Road Commission employee or truck.

ELECTED OFFICIALS UPDATE

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

M-120-21

Commissioner Jones moved, seconded by Commissioner File, to approve the following agreements to implement the 2021 Survey and Remonumentation Grant:

Tom Stephenson, Grant Representative Surveyor	$ 4,805.00
Abonmarche Consultants, Inc.	$ 6,150.00
Kesler Land Surveying	$ 6,150.00
Jones, Petrie, Rafinski	$ 6,150.00
Marbach, Brady & Weaver, Inc.	$ 7,380.00
Stephenson Land Surveying	$ 6,151.00
Total	$36,785.00

The costs will be reimbursed from the Michigan State Survey and Remonumentation Act Grant for 2021. Motion carried by voice vote.

R-121-21

Commissioner Marchetti moved, seconded by Commissioner Grice, to approve the following resolution:

WHEREAS, Cass County and the Cass County Courts have a contract with independent attorneys, who have been identified as the Cass County Defenders, who provide indigent defense representation in criminal matters, including misdemeanor and felony cases, as well as provision of Managed Assigned Counsel Management attorney services, to oversee case assignments, attorney training, use of experts, and conflict assignments, as required by MIDC, for the term October 1, 2020, through September 30, 2021, with a total contract cost of $334,884; and

WHEREAS, Cass County and the Cass County Courts have a contract with independent attorneys, who have been identified as the Cass County Arraignment attorneys, who provide indigent defense services at first arraignment in criminal matters, for the term October 1, 2020, through September 30, 2021, with a total contract cost of $51,480; and

WHEREAS, annual Michigan Indigent Defense Commission (MIDC) grants provide Cass County with funding for indigent defense costs that were previously borne solely by Cass County with additional indigent defense services now available in Cass County (such as the Cass County arraignment attorneys) paid for solely by the MIDC grant and other indigent defense services maintained in Cass County (such as the Cass County Defenders) paid for on a shared basis between the MIDC grant and Cass County so long as the contracted attorneys comply with the MIDC act requirements including annual minimum training requirements; and

WHEREAS, it is desirable for continuity to extend the existing contracts according to the same terms, including costs, for the next two years, for fiscal year 2022 and fiscal year 2023; and

WHEREAS, the contracts for fiscal year 2022 and fiscal year 2023 will be between the attorneys and Cass County without the Cass County Courts as a party to the contract since the MIDC standards require indigent defense contracts to be handled independently from the judiciary starting with fiscal year 2022.

NOW THEREFORE BE IT RESOLVED that the Cass County Board of Commissioners authorizes approval of the Contract for Counsel at First Arraignment, FY 2022 & FY 2023, and approval of the Contract for Indigent Defense Representation, FY 2022 & FY 2023, by the Cass County Administrator and the Chair of the Cass County Commissioners, or their designees.

The Chair instructed the Clerk to call roll:

Yes (7): Commissioners File, Dyes, Marchetti, Benjamin, Grice, Jones and Laylin.

No (0): None.

Resolution R-121-21 carried by roll call vote.

R-122-21

Commissioner Jones moved, seconded by Commissioner Marchetti, to approve the following resolution:

WHEREAS, Cass County has been approved for a Michigan Indigent Defense Commission (MIDC) grant for fiscal year 2022 (October 1, 2021-September 30, 2022) to comply with the MIDC standards pursuant to the MIDC Act (See MCL 780.981 – 780.1003); and

WHEREAS, MIDC provided official notice on June 21, 2021, that Cass County's fiscal year 2022 MIDC plan and cost analysis submitted through the MIDC grant application process in the State of Michigan's E-Grams system has been approved by the MIDC; and

WHEREAS, the annual MIDC grants provide Cass County with funding for indigent defense costs that were previously borne solely by Cass County with additional indigent defense services now available in Cass County (such as counsel at first arraignment) paid for solely by the MIDC grant and other indigent defense services maintained in Cass County (such as the indigent defense attorneys handling criminal matters including misdemeanors and felonies) paid for on a shared basis between the MIDC grant and Cass County; and

WHEREAS, the FY 2022 MIDC grant application requests MIDC grant funds of $244,915.60 which when added to Cass County's local share of $251,853.40 provides total funds of $496,769.00 to provide compliance with the MIDC Act; and

WHEREAS, MIDC is in the process of submitting financial estimates and related information to the Department of Licensing and Regulatory Affairs and the State Budget Office to secure funding to distribute Cass County's grant and upon approval of a final budget by the legislature and Governor, the MIDC will provide details regarding distribution of the MIDC grant for fiscal year 2022 to Cass County; and

WHEREAS, a grant contract will be uploaded into the State of Michigan's E-Grams system by the MIDC and it will be electronically housed there and it will require approval by Cass County in the State of Michigan's E-Grams system upon notification of the availability of said grant contract.

NOW THEREFORE BE IT RESOLVED that the Cass County Board of Commissioners authorizes approval of the MIDC grant contract for fiscal year 2022, effective October 1, 2021, and ending September 30, 2022, in the E-Grams system by the Cass County Finance Director or her designee.

The Chair instructed the Clerk to call roll:

Yes (7): Commissioners Dyes, Marchetti, Benjamin, Grice, Jones, Laylin and File.

No (0): None.

Resolution R-122-21 carried by roll call vote.

R-123-21

Commissioner Grice moved, seconded by Commissioner Marchetti, to approve the following resolution:

WHEREAS, the Cass County Prosecutor's Office has a Cooperative Reimbursement Program (CRP) contract with the Office of Child Support (OCS) to provide IV-D establishment services in Cass County, Michigan with an effective date of 10/1/2016 with an initial term of five years which was approved by the Cass County Board of Commissioners Chairperson, Bernie Williamson, and Prosecutor Victor Fitz, providing federal reimbursement of 66% of the Prosecutor's Office's eligible IV-D activities as well as additional federal pass through IV-D incentive money; and

WHEREAS, the Cass County Friend of the Court Office has a Cooperative Reimbursement Program (CRP) contract with the State of Michigan, Office of Child Support (OCS) to provide IV-D establishment-related and enforcement services in Cass County, Michigan with an effective date of 10/1/2016 with an initial term of five years which was approved by the Cass County Board of Commissioners Chairperson, Bernie Williamson, and Chief Judge Susan L. Dobrich, providing federal reimbursement of 66% of the Friend of the Court Office's eligible IV-D activities as well as additional federal pass through IV-D incentive money; and

WHEREAS, OCS has notified its partner IV-D agencies around the state of Michigan, which includes the Cass County Prosecutor's Office and the Cass County Friend of the Court Office, that OCS is exercising the two, one-year extensions for current CRP contracts for Fiscal Year 2022 and Fiscal Year 2023; and

WHEREAS, the CRP contract amendments are electronically housed and require approval in the State of Michigan's E-Grams system.

NOW THEREFORE BE IT RESOLVED that the Cass County Board of Commissioners authorizes approval in the E-Grams system by the Cass County Prosecutor's Office and the Cass County Friend of the Court Office of the two, one-year extensions of the FY 2017 CRP contract which was effective 10/1/2016, for Fiscal Years 2022 (10/1/21-9/30/22) and 2023 (10/1/22-9/30/23)

The Chair instructed the Clerk to call roll:

Yes (7): Commissioners Marchetti, Benjamin, Grice, Jones, Laylin, File and Dyes.

No (0): None.

Resolution R-123-21 carried by roll call vote.

M-124-21

Commissioner Laylin moved, seconded by Commissioner Grice, to approve the FY2022 Community Corrections Application and Plan. Motion carried by voice vote.

R-125-21

Commissioner Jones moved, seconded by Commissioner Benjamin, to approve the following resolution:

CCSO REHEAT UPGRADE

WHEREAS, The Cass County Jail was constructed in 1988 and there have been problems with the heating and cooling since the onset; and

WHEREAS, the systems have improved over the last several years due to upgrades; and

WHEREAS, moving forward for future use the proposal from Trane is to replace the existing cooling only VAV boxes with reheat coils.

NOW THEREFORE BE IT RESOLVED that the Cass County Board of Commissioners approves Trane as the vendor for the CCSO Reheat Upgrade Project to be paid out of Public Improvement Fund line item 245-244-980.000 at a cost of $36,875.00 and the process approved by the County Administrator and Funding approved by the Finance Director.

Discussion followed.

The Chair instructed the Clerk to call roll:

Yes (7): Commissioners Benjamin, Grice, Jones, Laylin, File, Dyes and Marchetti.

No (0): None.

Resolution R-89-21 carried by roll call vote.

M-126-21

Commissioner Marchetti moved, seconded by Commissioner Benjamin, to approve the purchase of two 2021 Chevrolet Equinox LT from C. Wimberley, one for $20,885.00 with trade in vehicle to be paid out of the Motor Pool Fund over the next four years and one for $28,510.00 without a trade to be paid out of CCDET line item 271-301-945.010 and process approved by the County Administrator and the availability of funds verified by the Finance Director. Motion carried by voice vote.

M-127-21

Commissioner File moved, seconded by Commissioner Marchetti, to approve the FY2022 Area Agency on Aging Annual Implementation Plan. Motion carried by voice vote.

R-128-21

Commissioner Grice moved, seconded by Commissioner Jones, to approve the following resolution:

JAIL WINDOW REPLACEMENT

WHEREAS, There are a total of seventy-two security windows at the jail that have failed, seals have been damaged and glass is broken due to what is believed to have been a design flaw in the original windows; and

WHEREAS, with the assistance of Intersect Studios an RFP was sent out and due to the complexity of the project vendors were pre-qualified; and

WHEREAS, a recommendation was received from Intersect Studios with Reliable Glass Installers LLC being the preferred vendor.

NOW THEREFORE BE IT RESOLVED that the Cass County Board of Commissioners approves Reliable Glass Installers, LLC as the vendor for the Jail Window Replacement Project to be paid out of the Public Improvement Fund at a cost of $148,660.00 and the process approved by the County Administrator and Funding approved by the Finance Director.

Discussion followed.

The Chair instructed the Clerk to call roll:

Yes (7): Commissioners Grice, Jones, Laylin, File, Dyes, Marchetti and Benjamin.

No (0): None.

Resolution R-128-21 carried by roll call vote.

M-129-21

Commissioner Laylin moved, seconded by Commissioner Marchetti, to appoint Korie Blyveis to the Solid Waste Planning Commission for a two-year term ending June 1, 2023. Motion carried by voice vote.

M-130-21

Commissioner Jones moved, seconded by Commissioner File, to appoint David Kring to the Cass County Planning Commission for a three-year term ending June 1, 2023. Motion carried by voice vote.

M-131-21

Commissioner Marchetti moved, seconded by Commissioner Jones, to appoint Joseph Gross to the Cass District Library Board as the Ontwa/Calvin/Porter representative to an unexpired term ending December 31, 2022. Motion carried by voice vote.

M-132-21

Commissioner Jones moved, seconded by Commissioner Grice, to appoint Roseann Marchetti to the Land Bank Authority for a term ending December 31, 2021. Motion carried by voice vote.

R-133-21

Commissioner Grice moved, seconded by Commissioner Jones, to approve quarterly budget adjustments.

The Chair instructed the Clerk to call roll:

Yes (7): Commissioners Jones, Laylin, File, Dyes, Marchetti, Benjamin and Grice.

No (0): None.

Resolution R-133-21 carried by roll call vote.

PUBLIC COMMENT

Animal Control Director Ron Butts reminded the public to check their animals for tics.

MSU Educator Tyler Augst said hello and let commissioners know he was available to assist in several areas including planning and zoning.

Ontwa Township Supervisor Jerry Marchetti suggested that AFC funds may help with the cost to update the heating and cooling system at the jail.

CLOSED SESSION

R-134-21

Commissioner Benjamin moved, seconded by Commissioner Marchetti, to enter Closed Session for the purpose of deliberating on strategy in connection with the negotiation of collective bargaining agreements and to include the Clerk/Register, County Sheriff, County Administrator and Deputy Finance Director.

The Chair instructed the Clerk to call roll:

Yes (7): Commissioners Laylin, File, Dyes, Marchetti, Benjamin, Grice and Jones.

No (0): None.

Motion to enter Closed Session carried by roll call vote. The meeting entered Closed Session at 7:40 p.m.

The meeting returned to open session at 8:40 p.m.

BOARD MEMBER COMMENTS OR ANNOUNCEMENTS

Commissioner Marchetti shared that pickup truck tires will be accepted at the Hazardous Waste Collection on August 21, 2021.

ADJOURNMENT

Commissioner Benjamin moved, seconded by Commissioner Grice, to adjourn. Motion carried by voice vote.

The meeting adjourned at 8:42 p.m.

Approved: _____
Date

_____
Dwight Dyes, Chair

_____
Monica McMichael, Clerk/Register

CASS COUNTY BOARD OF COMMISSIONERS
WORKSHOP
COUNCIL ON AGING
July 21, 2021

Chair Dyes called the meeting to order at 9:00 a.m. Commissioner Jones offered the Invocation. Commissioner Marchetti led the Pledge of Allegiance to the Flag of the United States of America.

COMMISSIONERS PRESENT: Ryan Laylin, Annie File, Dwight Dyes, Roseann Marchetti, Mike Grice and Jeremiah Jones. Commissioner Benjamin was absent.

STAFF PRESENT: Administrator Jeff Carmen, Deputy County Administrator Matt Newton, Clerk/Register Monica McMichael, Sheriff Richard Behnke, Dispatch Coordinator Jen Robinson, Information Technology Director Jodi Nestich, Equalization Director Tami Stewart, Treasurer Hope Anderson, Administrative Specialist Jackie Taylor, GIS Director Erika Espeland, Road Commission Manager Robert Thompson and City of Dowagiac Manager Kevin Anderson.

PUBLIC COMMENT

None.

APPROVAL OF THE AGENDA

Commissioner Laylin moved, seconded by Commissioner Marchetti, to approve the July 21, 2021, Board of Commissioners Workshop Agenda. Motion carried by voice vote.

CASS COUNTY GIS

GIS Director Erika Espeland shared a presentation on the abilities of a new, more robust GIS Software that would replace the current MapInfo Software. The software could lead to collaborations with several entities including the Road Commission, cities & townships, the Cass Family Clinic, Woodlands, MEC, local school districts and more.

COUNTY WEBSITE METRICS

Information Technology Director Jodi Nestich shared information on the Cass County Website since it began in 1999. She went on to offer statistics from the current website from the last year that included:

- Between July 2020 and July 2021, 215,881 people visited the Cass County Website.
- The average visit lasted 2 minutes and 26 seconds.
- Most visits occurred from desktop computers as opposed to phones.

- The three most visited pages were: the County homepage, Property Tax Search and the Sheriff's Office Page.
- The top five most searched for words were: Inmate, Maps, Lawless Park, Election Results and Property Tax Status.

CASS FAMILY CLINIC/DOC BUILDING/FORWARD

CEO Mary Middleton discussed the evolution of the Cass Family Clinic as well as the path forward. Goals for 2021-2023 included increasing medical, behavioral health and facility spaces. The clinic also wished to purchase the county building that housed the Michigan Department of Corrections. The purchase would provide space for additional employees to provide patient education and outreach.

VAN BUREN/CASS DISTRICT HEALTH DEPARTMENT

Deputy County Administrator Matt Newton and Medical Director Dr. Larry Wyle introduced newly appointed Van Buren/Cass County Health Department Officer Danielle Persky. Mrs. Persky went on to offer a glimpse at the Health Department moving forward. As the Chief Officer she planned to work in the Dowagiac Office two days a week and planned to keep the lines of communication open with Cass County.

DISCUSSION

Commissioners discussed the sale of the MDOC Building.

Commissioner Laylin provided information on the bids received for timber sale at the Medical Care Facility.

PUBLIC COMMENT

None.

CLOSED SESSION

None.

ADJOURNMENT

Commissioner Grice moved, seconded by Commissioner File, to adjourn. The meeting adjourned at 1:25 p.m.

CASS COUNTY
FINANCE DIRECTOR

TO: CASS COUNTY BOARD OF COMMISSIONERS
FROM: JEN RENTFROW AND BECKY MOORE, CPA / FINANCE
DATE: JULY 14, 2021
RE: CDBG FUNDING AND EMERGENCY REPAIRS PROGRAM

Cass County had a long history of Federal funding through the Community Development Block Grant (CDBG) Program. The program created funding that provided for zero interest loans to Cass County homeowners for emergency repairs and rehab. These loans became liens on the homeowner's property that become due at the time of sale. It is estimated that there may be as much as $1,800,000 in loans that have not been repaid at this time.

The CDBG Program is discontinued. The Michigan Economic Development Corporation (MEDC) is now required to monitor and manage entities such as Cass County that have funds loaned out that are periodically repaid.

The Program now requires annual reporting of Cass County on homeowner loans repaid. If annually (between July 1 and June 30) the repaid loans total $35,000 or less, the County receives authorization from MEDC that those funds may be transferred to the General Fund and there are no further restrictions on the money. If, however, the annual repaid loans are in excess of $35,000 the funds can either be remitted to the State of Michigan or the County can establish an updated Homeowner Emergency Repairs Program and re-issue or re-loan the proceeds.

Believing that it is more beneficial to retain the funds within the County and use them to aid homeowners in need, we have updated the Program and have discussed partnering with the City of Dowagiac on the management of the program as they currently have a similar program they manage. Eighteen percent is allowed to be retained for administrative costs which would offset the costs of City staff. The money is required to be made available county-wide.

MEDC has approved the plan presented to you. At this time Board of Commissioners approval is also necessary before implementation.

Cass County



Program Guidelines

For

Emergency Repair Loan Program

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2021 Cass County Community Development Block Grant (CDBG)

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Section 1
General Information

A. Intent:

The intent of the **Emergency Repair Loan Program** is to upgrade and improve houses of low to medium income residents to meet minimum Housing Quality Standards (HQS) and provide safe, affordable housing for residents of the County who meet income and eligibility requirements through zero (0) percent interest **deferred loans**.

This program is **NOT** intended to be a personalized remodeling program.

Homes receiving Emergency Repair Loans will not be brought to property rehabilitation standards, only the item being repaired will be brought to those standards.

Eligible emergency repairs include repairs or restoration activities necessary only to control or arrest the effects from disaster or imminent threats to the health and safety of the household. Repair or replacement items that may be addressed with emergency funds will be furnaces, wells/city water hookup, septic systems/city drain system hookups, handicap ramps, electrical issues, and plumbing issues. All other items will be reviewed and considered under a situation-by-situation basis.

B. Service Area:

The intended overall service area is all of Cass County. Certain neighborhoods, townships, villages, and cities may be selected as targeted areas for rehabilitation work.

Properties in a designated one hundred (100) year flood plain, as indicated on a Flood Hazard Boundary Map published by the Federal Insurance Administration, or properties that are located in a municipality which does not participate in the Federal Flood Insurance Program and appears to be in a flood plain, will not be eligible for rehabilitation unless proper elevation surveys are completed, and flood insurance has been acquired.

C. Cass County Walk A Way Policy:

It is the policy of Cass County to review each application and approve requests for emergency repairs based on Cass County's program guidelines when those services can be delivered effectively and safely without undue hazards to staff, contractors, and homeowners. However, Cass County reserves the right to deny, "walk away" from, or to not approve an application, project, or request for services due to the ineligibility of a household according to County program guidelines, the overall condition of the home, health and safety reasons, negative home equity

and cost factors. The following is a list of the reasons a home and homeowner may be denied or refused services:

1. **Income Ineligibility**
    - The household income is above the guidelines set by Cass County based on HUD guidelines, at the time of the project review.
    - The household income does not appear to be sufficient or stable enough to cover the cost of utilities, taxes and/or mortgage payments.

2. **Household Ineligibility**
    - The property is listed for sale.
    - The property taxes are not paid current on the property.
    - Homeowners insurance is not currently in place on the home.
    - Mortgage payments are not current, or the verification of mortgage indicates an unstable payment history.
    - The property is in some state of foreclosure.
    - Negative equity situations where the dollar amount of a mortgage to the County for the cost of the repairs exceeds what the potential value of the home is or if the amount of the County's mortgage added to an existing mortgage exceeds the potential value of the home.
    - The property is being purchased on land contract.
    - The home is a mobile/modular home located in a mobile home park.
    - There is no warranty deed and/or the homeowner is unable to secure title insurance for the property.

3. **Cost Effectiveness**
    - Structurally unsound dwelling or dwelling in which the cost of repairs substantially exceeds the maximum per project allowable cost when an initial rough cost estimate is completed and reviewed by Cass County program staff.
    - The revised cost estimate after the completion of a required lead assessment is higher than the maximum allowed, and other funds cannot be obtained.
    - The actual bids submitted by contractors are higher than the maximum per project allowable cost.

4. **Previous Assistance**
    - Each application for homes and homeowners who have received previous

assistance will be reviewed on a case-by-case basis. Assistance may be denied to previously assisted homeowners and homes for the following reason:

- Applications are pending for individuals who have not been previously assisted.

5. **Health and Safety**
   - The structure is condemned and/or scheduled for demolition.
   - Hazardous conditions such as excessive mold and mildew, standing water, asbestos, structural damage, excessive amounts of lead exist and may prove too costly to undertake repairs.
   - Maintenance and housekeeping practices that are negligent to the point of limiting access to the dwelling or creating an unwholesome work environment.
   - Any overt action made by any member of the household (including pets) toward any program staff member, contractor, or household member during the process.
   - Unsecured pets that may prevent workers from safely completing the scope of work. The presence of animal feces in or around the dwelling.
   - Improperly stored chemicals, combustible materials, or other fire hazards that present a danger to the occupants or workers.
   - The presence and/or use of any controlled substance in the dwelling unit during the housing rehabilitation process.

6. **Other**
   - Failure to respond in an appropriate or stated time frame when requested to supply additional paperwork, to call to schedule an appointment; and to clear up clutter to make the home accessible for a proper inspection.
   - Failure to be at the home at the time of scheduled appointments or to have a representative over the age of 18 available in your stead.
   - A conflict-of-interest scenario, for example, employees of the County, relationship to an employee of the County, County Commissioners, or relationship to a County Commissioner.
   - Combative, hostile, non-co-operative or argumentative behavior on the part of the homeowner, family member, or contractor during the application process or completion of signed contract work.
   - Disruption of the process by the client.
   - If, in the judgment of Cass County's Emergency Repair Program Manager any unique or unusual circumstances or conditions exists (not covered above) service

will not be provided or may be delayed until the circumstances or condition has been corrected.

D. Overview of Eligibility Requirements for Applicants:

All applicants must meet the following requirements:

1. **Ownership** - An eligible applicant must be an individual or family who owns and occupies as a principal residence, a single dwelling, permanent, year-round residential property within the County's geographical boundaries. The applicant must have been a principal resident for at least six months. The homeowner cannot have the property listed for sale at the time of application and may not list the home for sale for a minimum of six months after the final inspection.

    a. Mobile homes, trailers and modular homes are eligible if they are a part of the community's permanent housing stock, which is defined as follows:
    b. The home is on a permanent foundation;
    c. the home is taxed as real property; or
    d. the home is not subject to a chattel mortgage or severance agreement that treats the unit as personal property.

    NOTE: Manufactured homes on rented land (including homes in manufactured housing communities) are not eligible. Manufactured/Mobile homes will not be eligible for repairs if the cost of the repairs exceeds the value of the unit given the current condition and age of the unit.

    All homeowner, manufactured homeowners, and mobile homeowners must provide evidence of ownership interest in the property in one of the following forms:

    - Individual fee simple ownership (with a recorded warranty deed - no corporate trusts, legal partnership, life estate interests etc.),
    - A copy of a currently recorded quit-claim deed is allowed however, copies of each preceding quit-claim deed back to and including a warranty deed must be submitted.
    - Individual fee simple ownership subject to a mortgage or other lien in securing the debt,
    - Individual member-shareholder has a proprietary interest in the structure to be rehabilitated,

    NOTE: Homeowners purchasing property on land contract are not eligible to participate in the program.

2. **Property Taxes** - The applicant shall provide proof that all property taxes and special assessments are paid to date. Properties with unpaid property taxes will not be eligible.

3. **Insurance** -The applicant shall provide proof of homeowner's insurance that covers damage to the structure and shall provide federal flood insurance if applicable.

   Homeowners insurance coverage should be an amount sufficient to cover the amount of all outstanding debts and liens against the house and property and coverage must be kept current until the loan has been repaid in full.

4. **House Payments** - The applicant shall provide verification that the home is not in default on mortgage payments.

5. **Premises** - The applicant shall have the interior and exterior premises free of all debris in the areas that emergency repair work is to be done. Cass County Program Staff will determine the areas to be cleared and the extent of the cleanup and notify the client of the areas requiring attention prior to the start of construction. Cass County will notify the homeowner of the location of any asbestos detected in the inspection of the property. Should the location of asbestos be noticed after the commencement of repair work it may become the owner's financial responsibility to address the removal of the asbestos if the cost cannot be absorbed into the total cost of the repair project using CDBG funds.

   The County reserves the right to not enter into a project if the existing debt and lien balances against the house plus the amount of the repairs exceeds the expected value of the home.

6. **Income** - The applicant's annual gross income projected 12 months into the future must not exceed 80% of the income limits published annually by HUD to be eligible See Section 3. Gross income means all income earned by all household members over 18 years of age (total income of members between the ages of 18-25 will not be included if they are full-time students - only the current HUD specified amount or percentage will be included). Income clarifications are listed below and are subject to change as HUD's income guidelines change.

   <u>Income shall include:</u>

   a. The gross amount, before any payroll deduction, of wages and salaries, all overtime pay, commissions, fees, tips, bonuses, gambling winnings and prizes paid in a lump

sum (not periodically), which are considered assets.

b. Overtime earnings must be based upon the average of the year to date and projected over the next 12 months. Variations in the previous year's overtime earnings must be noted.

c. All dividends and interest income, including otherwise tax-exempt interests and interest from land contract payments.

d. The full amount of periodic payments received from Social Security (including Medicare premiums), worker's compensation, housing assistance payments, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic income.

e. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay.

f. The full amount of public assistance payments.

g. Periodic and determinable allowances, such as alimony and separate maintenance payments received, housing allowances received, and regular contributions or gifts received from persons not residing in the dwelling, where such sums are received on a recurrent basis and which may be reasonably expected to continue.

h. The distributive share of partnership income.

i. All capital gains that are recurring. In order to be excluded, the disposition of the one-time capital gains must be fully explained.

j. Child support payments received by an applicant for the benefit of the applicant's child or children.

k. Income earned off assets.

l. Rental income from property owned by the homeowner.

Gross Income shall be computed without deduction for the following:

a. Funds paid into a tax shelter retirement account.

b. Losses attributable to farming syndicate as described in Section 464 of the Internal Revenue Code.

c. Losses, attributable to any type of corporation or partnership engaged in the exploring for, or exploiting of, oil and gas resources.

d. Losses attributable to any type of corporation or partnership engaged in equipment leasing.

e. Child Support payments made by an applicant for the benefit of the applicant's child or children.

f. Alimony, separate maintenance, or similar periodic payments that an applicant is required to make to a spouse or former spouse.

Explanatory Notes on Gross Income:

Income for self-employment: Self-employed persons must submit business and personal IRS tax returns (including any depreciation schedules) for the previous two years along with a current profit and loss statement. Net annual income shall be determined by averaging the yearly incomes, unless information provided suggests that recent changes in income warrant a higher or lower projected income.

If an individual (or family) operates a business at a loss, this loss may not be deducted from the income generated from other sources. In the event of a net loss, depreciation must be added back to the net loss amount. If the resulting amount is still negative, the amount will be treated as a debt.

Marital Issues: For individuals involved in marital separations, separation status and income/support payments must be verified by a judgment of separate maintenance or a notarized affidavit signed by the applicant, it can be proven that the separated spouse has not lived in the property for at least six months prior to the date of the CDBG application. For applicants married and subsequently divorced during the time applicants resided in the property to be improved, complete copies of divorce judgments must be provided.

Chore Service: If full-time care (24 hours per day) is required, a doctor's statement must be provided, and the chore provider's income would not be included as household income. If less than full-time care is provided, and the chore provider desires to live with the household, and the Department of Human Services has authorized the arrangement, a stable family relationship must exist. A stable family relationship must be determined for each situation on the individual merits of the case. The household's gross income would include:

a. Total of all income for the household, including,
b. All income for the chore provider, less the chore service payments.

Section 2
Eligible Costs for Emergency Repair Assistance

Emergency Repair Cost Assistance:

Eligible emergency repairs include repairs or restoration activities necessary to control or arrest the effects from disaster or imminent threats to the health and safety of the household.

Emergency requests for funds will be addressed in a priority order assisting with furnaces,

well/water, sanitary, and electric issues as the top priorities. Other emergency requests will be reviewed on a case-by-case basis. Typically roof repairs will not be considered an emergency repair unless the situation threatens the safety and well-being of the occupants. Roof repairs that threaten the safety of an occupant will be examined on a case-by-case basis.

All emergency repair projects will be selected on a first requested, first completed application and first approved basis. All eligibility, ownership and income requirements outlined in this document will apply to emergency applications.

Section 3
Income Eligibility Requirements for Deferred Loans

An applicant for a deferred loan shall not have an annual household gross income exceeding 80% of the Area Median Income (AMI) as identified annually by HUD. Current (2020) 80% Area Median Incomes are identified in the chart below, however, these figures are changed periodically to coincide with and meet required HUD guidelines.

Size of Household	1	2	3	4	5	6	7	8
Gross Income*	$36,900.00	$42,200.00	$47,450.00	$52,700.00	$56,950.00	$61,150.00	$65,350.00	$69,600.00

*Income Limits may change as HUD provides periodic updates.

Income is calculated based on current household income and projected forward for one year.

Self-employed individuals or those with rental income will be required to submit copies of full tax returns and all schedules for the most recent two (2) years as well as documentation of income to date for the current year.

All income verifications must be current and within six (6) months of the project set up. This may require updating of some forms and re-verifying of income and asset information before final approval is given.

Section 4
Deferred Loans

A. Maximum Amount of Deferred Loans:

A deferred loan, financed with emergency funds from the CDBG budget for the purpose of

emergency repairs, shall not exceed $8,000.00 per property.

B. Security of Emergency Repairs Deferred Loans:

A project cost resulting in a deferred loan of more than $2,499.00 shall result in a lien/mortgage being placed against the property and recorded with the Register of Deeds and will require repayment. Placement of the lien/mortgage will require the signature of all owners having an interest in the property on all notes, mortgages and other documents required by the county.

The rate of interest on the loan to be repaid to the County shall be zero (0) percent. Re-payment of the funds shall be due and payable to the County in full in one lump sum when the property is refinanced, sold, transferred, or ownership is otherwise conveyed, voluntarily or involuntarily.

This amount shall be paid to the County on such terms and conditions, as the County shall prescribe. The possibility of continued loan deferment exists for income eligible heirs intending to use the property as a principal residence. The County reserves the right to demand full repayment if any of the following shall occur:

- Homeowner's insurance is not maintained and kept in place.
- Taxes are not paid current.

It is the policy of the County not to subordinate the CDBG deferred loan position to a new mortgage on a property. Should a homeowner desire to refinance the property, the County's lien must be repaid.

Section 5
Notice of Available Funds

A. Notice of Available Funds:

Cass County will notify the general public when CDBG funds are available. The general community will be informed by a one-time notice in the major newspaper that serves the County and posted to the Cass County website. A written notice will be mailed to all local units of government in the County, and letters to previous applicants that were not assisted due to the unavailability of funding. Notifications will outline application procedures.

Section 6
Application and Review Process

Cass County Program staff will review all applications. The applications will be reviewed and

processed in the order they are received.

A. Submission of Application and Required Documents:

An application will be considered complete and acceptable only if the following documents are submitted:

- Completed Application.
- Copy of a warranty deed, or a copy of each and every quit-claim deed back to and including a warranty deed for the property.
- Copy of current house insurance.
- Copy of current paid tax receipts showing taxes are paid current.
- Proof of income (W-2's, paystubs, Social Security award letters, tax returns, child support, etc.).

B. Review Process:

Homeowners will be required to supply any additional paperwork required in a timely manner, make the home accessible for inspection by Cass County Program staff and assessment firms, and will be required to review all specifications with Cass County Program staff.

The review of a homeowner's application will proceed as follows:

- Applicants will be mailed the additional paperwork required and a letter requesting that they contact Cass County Program Staff to schedule a time for an initial home inspection and for assistance with completing paperwork.
- Cass County Program Staff will simultaneously -

  Inspect the home to be repaired and assist with the remaining paperwork to be completed by the homeowner.

  Visually inspect for defective paint surfaces on properties constructed before 1978 prior to ordering a lead assessment from a certified lead assessor. Also inspect for the presence of smoke alarms and visually inspect for asbestos.

  Verify property is not in a flood plain.

  Verify all property taxes and insurance are current. Write up rough specifications and a rough cost estimate.

- Review the file in its entirety for eligibility.
- When it is evident that the household income is approved, and the rough cost estimate indicates the cost will be within an allowable range, staff will review the rough work write up or rough specifications with the homeowner.

Verification of all eligibility requirements shall be completed before an award of assistance can be considered.

Section 7
Contracting for Emergency Repair Work

A. General Requirements:

Construction work financed through the Emergency Repair Loan Program shall be undertaken only through a written contract between a licensed contractor and the homeowner. Cass County will develop and maintain a list of eligible contractors. See Section 8 for contractor eligibility requirements. Cass County Program staff shall assist each recipient in arranging for and obtaining an acceptable construction contract. Homeowners even though licensed as contractors cannot be the general contractor for the project. Additionally, family members are prohibited from acting as a general contractor or as subcontractor or receiving payment for assisting the general contractor or subcontractor in the completion of work specified in the contract.

B. Pre-Contract Process:

As a part of the Pre-Contract Process Cass County Program staff will:

- Review the final work specifications with the homeowner and obtain their written approval of the final bid specifications.
- Prepare an Invitation to Bid/Contract itemizing the work specifications.
- Schedule a day and time to conduct a pre-bid walkthrough with contractors to review the items of repair.
- Post the date, time and bid specifications on Cass County's website.
- Conduct the pre-bid walkthrough at the homeowner's home on the scheduled day and time to review the work specifications with the contractors and answer any questions. Contractors must attend this pre-bid walkthrough at the project site in order to submit a bid. It shall be the responsibility of each contractor to familiarize him/herself with the bid specifications, contract requirements and existing job site conditions prior to the submission of the bid.
- Bids must be submitted on the forms provided.

- Improperly completed bids may be rejected.
- Bids must be submitted in a sealed envelope clearly marked with the project address and a notation that it is a sealed bid in person or by mail.
- All bids must be submitted prior to 3:00 p.m. on the date of the bid opening unless the contractor is to be present at the bid opening.

***NOTE: For Emergency Repairs homeowners may be required to solicit professionals and obtain 3 estimates to expedite the process.**

C. Contract Award Process:

Cass County Program staff will work with the homeowner in the award of the contract through the following steps:

- Receive all bids prior to the stated submission deadline and keep the bids unopened until the bid opening date stated in the Invitation to Bid/Contract.
- Conduct a public bid opening at the place, time and date stated in the Invitation to Bid/Contract document.
- Record the bids as they are opened and properly document each bid received.
- Develop a bid re-cap and review all bids received with the owner.
- Assist the homeowner with selection of a contractor. The owner will accept the lowest qualified bid or if choosing a higher bid, will pay into escrow in advance of construction the difference between the low and selected bid.
- Cass County will reserve the right to determine if a bid is qualified and reject those that are not considered qualified.
- The contract shall be awarded upon execution (signature of acceptance) of the contract by the homeowner and contractor.
- Cass County nor the owner shall advise any bidder of either selection or rejection before the contract is awarded.
- If the contract is not executed within thirty days of the deadline established for the submission of bids, the contractor may withdraw his bid and not be penalized.
- Contracts not executed after thirty days may be reviewed and scheduled for a re-bid at the discretion of Cass County.

- At the time the contract is signed Cass County will provide the appropriate mortgage documents and a Notice of Commencement to be signed by the owner.

These documents will be recorded after the three day right of rescission has expired.

D. Assistance in the Successful Execution of the Contract:

To further aid in the successful execution of the rehabilitation work and the contract, Cass County Program staff will:

- Conduct periodic progress inspections. Both the homeowner and the contractor shall give Cass County Program staff and local inspectors access to the premises for inspections.
- All draw requests for payment will be processed through Cass County with the signature of the contractor, the homeowner and agency personnel authorizing payment.
- Cass County Program staff will require contractors to present copies of building, plumbing, electrical and mechanical permits for inclusion in the homeowner's file.
- Contractors will be required to provide either written documentation or pictures from the local inspectors of their final approval of all work for which a permit was required.
- Cass County Program staff will work with homeowners and contractors to address any changes to contract specifications with a written change order approved by Cass County.
- Cass County Program staff will conduct a final inspection at the end of the project and obtain the owner's signature indicating final acceptance of the work completed.
- Contractors will present all guarantees and warranties on material and equipment to the homeowner at the completion of the contract. The homeowner must keep that documentation on hand for 24 months.
- The homeowner and the contractor will be advised of the complaint procedures for resolving disputes regarding the rehabilitation work.
- The homeowner and the contractor are forbidden to make any agreements for additional work outside of what was on the bid specifications during the time of the CDBG project.

A. General:

Contractors must complete an application packet obtained from Cass County and submit it to Cass County for reference checks and criminal history checks. Contractors may be requested to supply verification of lines of credit substantiating good standing with suppliers and/or banks and credit unions. Approval of application will result in inclusion on the current list of contractors developed and maintained by Cass County for bid solicitations.

Contractors barred from participation in bidding on projects for not meeting program standards or inadequate work on contracts shall have the right to appeal the determination through the complaint procedures.

B. Specific Contractor Requirements:

The following are specific requirements contractors are required to adhere to and present documentation of:

- Licensing through the State of Michigan as a residential builder (contractor is required to supply Cass County with updated copies of renewals as they occur)
- Obtain and provide copies of current Statutory Workers Compensation Insurance Signature of Sole Proprietor Statement if contractor is a sole proprietor and not required to purchase Statutory Workers Compensation Insurance
- Copy of Notice of Exclusion for those contractors that are an LLC and by issuance of a State of Michigan Notice of Exclusion are not required to purchase Statutory Workers Compensation Insurance.
- Comprehensive General Liability Insurance for not less than $300,000.00 for general aggregate, personal injury and each occurrence, $50,000.00 for fire damage, and $5,000.00 for medical expense.
- Contractors may be required to provide proof of Pollution Insurance coverage.
- Copies of all work vehicle insurances that will be at job sites.
- W-9 completed and signed for tax purposes.
- Signature of Criminal History check forms for all persons who will be present at the work site for processing by Cass County.
- Cass County will search the debarred list of contractors to verify that the contractor has not been debarred.

C. Other items contractors should be aware of and consider:

- Each contractor shall be held responsible for the execution of satisfactory and complete work in accordance with the true intent of the contract documents and bid specifications.
- The contractor shall provide and pay for all materials, labor and tools necessary for the completion of the work, and the owner will permit the contractor to use existing utilities necessary for carrying out the completion of the work at no cost.
- The contractor shall obtain and pay for all permits, licenses and fees, and shall comply with all laws, ordinances, rules and regulations of the county bearing on the work.
- The contractor shall be responsible for all damages to persons or property, which occur as a result of his completion of the work.
- The provisions of applicable laws and building construction codes shall be observed.
- All work and materials must be applied in accordance with the manufacturer's latest instructions and specifications.
- The contractor must furnish the owner with all manufacturer's and suppliers' written guarantees and warranties covering material and equipment furnished under the contract and must guarantee the work performed for a period of 24 months from the date of the final request of payment.
- The contractor shall not use or cause to be used any hazardous materials, such as lead based paint in the performance of the work.
- Each general contractor is responsible for their subcontractors to assure that all work is done according to specifications and all permits are obtained as required by local townships, cities, and villages. Copies of all permits are to be submitted to Cass County to be permanently attached to the file.
- It is recommended that contractors devise and sign a contractual agreement with each subcontractor establishing payment and responsibility parameters.
- The contractor shall supply sworn statements, notarized affidavits and waivers of lien from all subcontractors, suppliers and themselves stating that all suppliers, subcontractors and laborers have received payment. On a case-by-case basis paid receipts may be submitted.
- The contractor shall maintain adequate protection for all their work and shall protect the adjacent property from injury arising in connection with the contract. Further, the contractor shall remove from the premises any and all debris or

refuse caused by contractor's work, leaving the same in neat and orderly condition.

- The contractor is prohibited from entering into agreements with owners for additional work or materials over and above the original contract. Any changes to the original contract must have prior approval from Cass County Program staff, must be submitted in writing on a Cass County change order form. This change order must be signed and dated by the contractor, owner and Cass County Program staff and the homeowner must sign a new note and other required documents for the monetary change in the contract amount thereby resulting in a change in the lien or mortgage amount .
- Each contractor must abide by federal and local regulations pertaining to equal employment as set forth in the contract.
- The contractor must commence and complete work by the dates specified in the contract or face possible termination of contract, or replacement at their expense.

D. Selection of Contractors:

1. Invitation to Bid

- All contractors on the list of contractors maintained by Cass County will be sent an Invitation to bid **unless**:

  The homeowner has specifically requested that a particular contractor not be allowed to submit a bid.

  A contractor currently has more than four jobs in process with Cass County.

2. Selection for Awarding Contract

- Cass County will present all bids to the homeowner for review.
- Cass County will notify the homeowner of any discrepancies or errors in the bids and may recommend that the homeowner not consider those bids because of the discrepancy or error.
- The exception to the homeowner selecting a contractor other than the lowest bidder would be if the homeowner chose to pay the difference between the lowest bid and a higher bid.

Section 9
Complaint /Grievance/ Conflict Resolution Procedure

The various levels of conflict resolution included in the multilevel review process are:

- Verbal discussion with project manager. If the issue is not verbally resolved within five business days. The complainant should submit the complaint in writing to the project manager.
- After receipt of the written complaint the project manager will issue a written response within seven business days. Should the complainant not be satisfied with the written response of the program manager they should re-submit the complaint in writing to the Housing Emergency Repair Program Manager.
- The Housing Emergency Repair Program Manager will:

  Review and issue a written response within fifteen business days

  Notify the Cass County Administrator's Office of complaint & response.
- Re-submit the complaint in writing to the Cass County Administrator's Office if not satisfied with previous response. The Administrator's office will review and issue a written decision within fifteen business days.

Section 10
Conflict of Interest

A. General:

Cass County's intent in regards to conflict of interest is to comply with federal Conflict of Interest regulations when awarding contracts and assisting households. No employee, officer, agent or board member shall accept gratuities, favors, or anything of monetary value from contractors, potential contractors, parties to a sub agreement, or applicant. In general Cass County's conflict of interest policy for the CDBG program is intended to cover any person who is an employee, agent, board member, consultant, or officer of the county or its Third-Party Administrator if that individual either currently or in the past:

- Has exercised any functions or responsibilities regarding assisted activities.
- Is in a position to participate in a decision-making process or gain inside information.
- Has a financial interest in any contract, subcontract, or agreement in respect to an assisted project or the proceeds of the contract, subcontract, or agreement, either for themselves or for those with whom they have family or business ties.

B. Elected and Appointed Officials:

No Cass County elected or appointed officials, board members or their immediate relatives,

regardless of their gross annual household income, will be eligible to receive CDBG assistance, nor are they eligible to receive any benefit in terms of award of contracts or procurement of other equipment or services. Such individuals cannot be considered eligible to receive assistance or participate in bidding for a 3-year period following the end of their term of office or appointment.

C. CDBG Program Employees:

No Cass County employees who have any functions or responsibilities regarding the CDBG program or who are in a position to participate in a decision- making process or gain inside information with regard to CDBG activities, or their immediate relatives, are eligible to receive any CDBG assistance or benefit as described above, nor are they eligible to receive assistance for one year following their employment in the CDBG housing program (the same one-year stipulation applies to the employee's relatives).

No Cass County employee who have any functions or responsibilities or input into the decision making process of the CDBG program shall solicit or award a contract, subcontract or monetary sum to themselves or an immediate relative.

D. Homeowners and Contractors:

Homeowners even though licensed as a general contractor will not be awarded a contract or subcontract and cannot receive compensation for completing repairs on their own home.

Relatives of the homeowner even though licensed as a general contractor, mechanical contractor, electrician, plumber or other such professional cannot be awarded a contract or subcontract nor receive compensation for completing work on the applicant's home.

General contractors are prohibited from employing or compensating a homeowner or their family members during the completion of the project at the applicant's home.

Section 11
CDBG Financial Management

A. Establishment of Fund:

The County shall maintain a separate accounting fund for CDBG funds. This fund shall be separate and distinct from all other funds maintained by the County and shall be for the sole purpose of depositing and disbursing CDBG funds.

B. Disbursements:

Disbursements from the CDBG fund shall be made by check upon billing by the following parties for

the following reasons:

a. A contractor for work performed in connection with rehabilitation assistance. The contractor will be paid the full contract price after written approval of the completed work has been obtained from Cass County and the owner. If a progress payment is to be made it shall be limited to payment for the work completed as approved by Cass County. Final payment will be withheld until Cass County receives the contractor's invoice and satisfactory release of lien as well as copies of building, plumbing electrical and mechanical permits and reports as applicable and Cass County has completed a final walk through and approves the invoice.

b. The County for administrative services.

C. Disputes over Disbursements:

In the event a dispute exists between the homeowner and the contractor with respect to the rehabilitation work, and the owner refuses to endorse payment to the contractor, Cass County shall negotiate with both parties to settle the dispute within 7 working days. If ensuing negotiations are unsuccessful, the dispute shall be subject to Cass County's complaint/Conflict Resolution Procedures. As a part of the dispute resolution the complaint may be referred to a citizen's mediation service.

D. Processing Contract Requirements and Disbursements:

The homeowner will sign a contract with the contractor selected to perform the work. Cass County will issue a Proceed Order to the contractor.

Checks for completed work will be disbursed to the contractor by Cass County as invoiced after Cass County has confirmed that the invoiced work has been completed, a sworn statement, appropriate lien waivers and receipts, copies of required permits have been received, and written approval from the owner and project manager are obtained. Draw requests for work not completed will not normally be accepted. Any variance to considering a draw request for work not completed will be limited to 10-15 percent of the contract amount and will only be approved on a case-by-case basis.

BY-LAWS

of the

VAN BUREN / CASS DISTRICT BOARD OF HEALTH

of the

VAN BUREN / CASS DISTRICT PUBLIC HEALTH DEPARTMENT

December 1996/Revised 2/11/2015; Revised 8/10/16

PREFACE

The Michigan Public Health Code (Act 368, Public Acts of 1978) clearly places the responsibility for the maintenance and operations of a local health department at the county commissioner level.

> "333.2406 Definitions; L [14.15 (2406)] Section 2406. "Local governing entity means": (b) In case of a district health department, the county boards of commissioners of the counties comprising the district."

The governance of the local health department is to be determined by the board of commissioners. In accordance with the The Public Health Code, the Van Buren and Cass County Board of Commissioners has created a district health department pursuant to Section 2415.

> "333.2415 creation of district health department; composition of district board of health [14.15(2415)] Section 2415. Two or more counties or a city having a population of 750,000 or more and 1 or more counties, by a majority vote of each local governing entity and with approval of the department, may unite to create a district health department. The district board of health shall be composed of 2 members from each county board of commissioners or in case of a city-county district 2 members from each county board of commissioners and 2 representatives appointed by the mayor of the city. With the consent of the local governing entities affected, a county or city may have a greater number of representatives."

The Van Buren and Cass County Board of Commissioners expects the Van Buren / Cass County District Board of Health to provide the technical and political leadership and oversight in the conducting of the complex operations of the department while always working within the framework of policies and procedures established by the governing entity, i.e., the Van Buren County and Cass County Board of Commissioners.

> "333.2417 claim against district health department; audit; allowance of claim; report; appeal; apportionment of allowed claims; formula; voucher [14.15(2417)] Section 2417. A claim against a district health department shall be audited by the district board of health which has the same power to allow the claim that a local governing entity has as to claims against a county or city. If the district board of health meets less often than once a month, a claim may be allowed by the local health officer and 1 member of the district board of health who shall report the action to the board at its next regular meeting. The same right of appeal from the decision of the district board of health as to a claim exists as from a similar decision of a local governing entity. The total amount of the allowed claims shall be apportioned among the local governing entities of the district using a formula approved by the district health board. The formula determined by the district health board shall be approved by the state department of treasury. A voucher for an allowed claim shall be issued by the officers of each local governing entity for its apportioned share."

> "333.2419 employment of personnel; consolidation of functions [14.15(2419)] Section 2419. Two or more local governing entities may contract for the employment of personnel or the consolidation of functions of their local health departments under a plan approved by the department."

ARTICLE I

NAME
MEMBERS
HOW SELECTED
TERM OF OFFICE

SECTION I NAME.

The official name of this appointed body shall be the Van Buren/Cass County District Board of Health (hereinafter referred to as the "District Board of Health").

SECTION II MEMBERS.

The Van Buren/Cass County District Board of Health shall be composed of seven (7) members.

A. The Van Buren County Board of Commissioners shall appoint four (4) members to the District Board of Health.

B. The Cass County Board of Commissioners shall appoint three (3) members.

C. In accord with state law at least two of the members appointed by the respective Boards of Commissioners shall be members of the Board of Commissioners.

D. Board of Commissioners representatives shall serve a one (1) year term on the District Health Board and may be reappointed as long as they remain a member of the Board of Commissioners. General public representatives shall serve a three (3) year term.

ARTICLE II

ELECTION OF DISTRICT BOARD OF HEALTH OFFICERS
OFFICERS TERM OF SERVICE
DUTIES OF OFFICERS

SECTION I OFFICERS.

The officers of the District Board of Health are as follows:

- Chairperson
- Vice-Chairperson
- Secretary (optional)...in the case whereby the secretary is not a District Board of Health member, a secretary may be appointed by the District Board of Health from the health department's administrative staff without any of the appointed District Board of Health's powers.

SECTION II ELECTION OF OFFICERS.

The District Board of Health shall elect officers (by a majority vote of members) at their January meeting each year.

SECTION III OFFICERS TERM OF OFFICE.

The term of office for the officers stated in Section I of this article shall be for one (1) calendar year. Officers may be re-elected to succeed his/herself.

SECTION IV DUTIES OF OFFICERS.

The duties of the elected officers of the District Board of Health are as follows:

A. Duties of Chairperson: The Chairperson shall be responsible for the following:

1. Approval of the monthly agenda.

2. Presiding at meetings.

3. Represent and speak on behalf of the District Board of Health at meetings of official and community groups when appropriate to participate.

4. Maintain close communications with the Health Officer and his/her key staff.

B. Duties of the Vice-Chairperson: The Vice-Chairperson shall assume the duties of the Chairperson in the Chairperson's absence or by delegations.

C. Duties of the Secretary: The Secretary shall:

1. Prepare minutes of the District Board of Health and distribute copies to the members and other appropriate recipients as directed by the Board.

2. Keep the Official Record of the Minutes of the District Board of Health on file in the Administrative office of the Van Buren County Public Health Department.

3. Comply with the provision of the Open Meetings Act (Act 267, Public Acts of 1976, as amended), relating to minutes and posting of notices of the District Board of Health.

ARTICLE III

MEETING SCHEDULE
LOCATION
AGENDA
QUORUM
CLOSED MEETINGS
RULES OF ORDER
PUBLIC COMMENT
COMMITTEES
NON-SMOKING

SECTION I SCHEDULE OF MEETINGS.

The District Board of Health will hold its regular public meeting once a month. Meetings are held the 2nd Wednesday of the month at alternating counties, at 3:00pm.

A. Special Meetings. The District Board of Health may meet in special meeting(s) at the call of the Chairperson.

B. Such Special Meetings shall be announced by public notice fulfilling the requirements of the Open Meetings Act.

SECTION II MEETING LOCATION(S).

The District Board of Health will meet at any one location for their regular monthly meeting. The locations are:

1. Van Buren County Public Health Department
   ~~57418 CR 681, Suite A~~ 260 South Street
   ~~Hartford, MI 49057~~ Lawrence MI 49064

or

2. Cass County Public Health Department
   302 So Front Street, upper level
   Dowagiac MI 49047

At the District Board of Health's January meeting, a twelve (12) month schedule of meetings, beginning in January, will be agreed upon by a majority of the members. Such schedule will be posted (according to the provisions of the Open Meetings Act) at the following locations:

1. Van Buren County Public Health Department locations
   ~~Hartford~~ Lawrence
   ~~Mattawan~~

2. Cass County Public Health Department locations
   Dowagiac

3. Van Buren County Administrator

4. Cass County Administrator

SECTION IV AGENDA.

After the Chairperson has called the District Board of Health to order and taken roll to note attendance and ascertain that a quorum is present, the Agenda for the rest of each regularly schedule monthly meeting will follow this format:

1. ~~1.~~ Minutes of Previous Meetings
2. Cash Flow/Expenditures
2. Administrator's Report
3. ~~Approval of Vouchers~~
4. Nursing Report
5. Medical Director's report
6. Dental Report
7. Environmental Health Report
8. ~~Substance Abuse Report~~ Health Promotions Report
9. Other Business
10. Public Comment
11. Adjournment

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SECTION V QUORUM.

A quorum of the District Board of Health consists of four (4) members. A quorum is required to pass any action of the Board.

SECTION VI CLOSED MEETINGS.

Closed meeting(s) may be called by the District Board of Health providing that all provisions of the Open Meetings Act (Act 267, Public Acts of 1976, Section 8) are adhered to.

SECTION VII RULES OF ORDER.

When not otherwise provided for by these by-laws, Robert's Revised Rules of Order shall govern the process and procedures of the District Board of Health meetings.

SECTION VIII PUBLIC COMMENT.

The public has the right to speak at any public meetings of the District Board of Health under the Open Meetings Act. To best facilitate this right for all, the following rules are set forth to make sure all the public comments are heard in an orderly manner:

1. The room (in ~~Hartford~~Lawrence) where the District Board of Health conducts its ~~_____~~ regularly scheduled monthly meetings will comfortably seat ~~twenty~~ five (~~20~~ 5) members of the public. If the meeting is to be scheduled at the Cass County Public Health Department, ~~ten~~ five(~~10~~5) members of the public will find comfortable seating. If a large, organized group(s) know in advance that they will attend a District Board of Health meeting, the group(s) is/are required to give advance (minimum 15 days) notice to the Chairperson of the District Board of Health, who will then contact the Secretary of the District Board of Health, so that more acceptable accommodations can be communicated to the general public within the time limits set forth by the Open Meetings Act.

2. Persons wishing to testify before the District Board of Health shall notify the Board's Secretary in advance, indicating they wish to testify and by identifying themselves by name, position, and organization or group which they represent.

3. A ten (10) minute limit will be imposed on each person that addresses the District Board of Health. After the ten (10) minutes, it is up to the discretion of the Chairman of the Board to determine if additional time is reasonable and warranted if the person addressing the Board requests an extension of time to conclude his/her presentation.

SECTION IX COMMITTEES.

The District Board of Health is authorized and empowered to create standing committees, sub-committees and special committees, as it may determine from time to time to be in the best interests of the community and to assign and delegate to such committees such duties and responsibilities as may be deemed appropriate and as permitted by law. Non-members of the Board may serve on the committees, but shall not act as Chairperson thereof. The Chairperson shall appoint all persons to committees, subcommittees and special committees with the approval of the Board.

SECTION X NON-SMOKING.

Smoking shall not be permitted at any District Board of Health meeting(s).

ARTICLE IV

GENERAL POWERS AND DUTIES
ADDITIONAL POWERS AND DUTIES
RESOLUTIONS BY DISTRICT BOARD OF HEALTH
LOCALIZED POWERS AND RESPONSIBILITIES

SECTION I GENERAL POWERS AND DUTIES.

The Public Health Code spells out the general powers and duties of a local public health department as follows:

"333.2433 local health department; powers and duties generally [14.15 (2433)] Section 2433.

1. A local health department shall continually and diligently endeavor to prevent disease, prolong life, and promote the public health through organized programs, including prevention and control of diseases; prevention and control of health problems of particularly vulnerable population groups; development of health care facilities and health services delivery systems; and regulation of health care facilities and health services delivery systems to the extent provided by the law.

2. A local health department shall:

A. Implement and enforce laws for which responsibility is vested in the local public health department.

B. Utilize vital and health statistics and provide for epidemiological and other research studies for the purpose of protecting the public health.

C. Make investigations and inquiries as to:
(1) the causes of disease and especially epidemics.
(2) the causes of morbidity and mortality.
(3) the causes, prevention, and control of environmental health hazards, nuisances, and sources of illness.

D. Plan, implement, and evaluate health education through the provision of expert technical assistance, or financial support, or both.

E. Provide or demonstrate the provision of required services as set forth in Section 2473(2).

F. Have powers necessary or appropriate to perform the duties and exercise the powers given by law to the local health officer and which are not otherwise prohibited by law.

G. Plan, implement, and evaluate nutrition services by provision of expert technical assistance or financial support, or both.

3. This section does not limit the powers or duties of a local Health Officer otherwise vested by law.

SECTION II ADDITIONAL POWERS.

The Public Health Code also confers these additional powers to a local public health department:

"333.2435 local public health department; additional powers [14.15 (2435)] Section 2435. A local public health department may:

A. Engage in research programs and staff professional training programs.

B. Advise other local agencies and persons as to the location, drainage, water supply, disposal of solid waste, heating, or ventilation of buildings.

C. Advise the Board of Commissioners regarding entering into agreements, contracts, or arrangements to assist the local public health department in carrying out its duties and functions unless otherwise prohibited by law.

D. Develop regulations for the approval of the Board of Commissioners to properly safeguard the public health and to prevent the spread of diseases and sources of contamination.

E. By means of written approval, both by the District Board of Health and the Board of Commissioners, accept grants, gifts, bequests, and other donations for use in performing the local health department's functions. Funds or property accepted shall be used as directed by its donor and in accordance with the law, rules, and procedures of this state and the local governing entity.

F. Advise the Board of Commissioners regarding their action(s) to sell or rent real estate used by the local public health department

G. Provide services not inconsistent with this Code.

H. Participate in the cost reimbursement program set forth in Sections 2471 to 2498.

I. Perform a delegated function unless otherwise prohibited by law.

SECTION III RESOLUTIONS.

The District Board of Health recognizing that policy-making power rests with the Van Buren and Cass County Board of Commissioners, will seek their formal action by means of motion of the Board and majority vote on the following:

1. Resolutions to accept monies from state and federal agencies (to include all grant funds, cost-sharing funds and reimbursement agreements for services provided).

2. Resolutions to accept the annual District Board of Health budget as submitted or amended.

SECTION IV LOCALIZED DUTIES AND POWERS.

The Van Buren / Cass County District Board of Health shall also perform the following:

1. Promote and advocate its public health policies to other policy-making bodies and to the community.

2. Recommend a program of basic health services as mandated by state law. The board shall identify public health problems, establish priorities and

inform the community and the Board of Commissioners of health department programs in order to create public awareness and acceptance of the need for planned action. The board shall review and evaluate programs and policies.

3. Approve the organizational plan or structure of the health department.

4. Demonstrate the ability to provide required services.

5. Monitor all fiscal responsibilities of the Van Buren / Cass County District Public Health Department (to include approval of annual budget, grant budgets, auditing of bills for payment, etc.)

6. The District Board of Health may promote and/or adopt rules and regulations (subject to final approval/disapproval by the Board of Commissioners) deemed necessary for the protection and promotion of the health and safety of the inhabitants of Van Buren and Cass County pursuant to state statutes.

7. The District Board of Health shall select a qualified Health Officer/Medical Director and submit the credentials of the person(s) to the Board of Commissioners and the Michigan Department of Community Health for their approval, as provided by statue.

8. The selection of the key staff shall be a combined effort by the District Board of Health and the Health Officer.

9. Establish fees for services pursuant to state statutes.

10. Any and all other such activities not expressed above but whose scope of responsibility are consistent with all state/local statutes.

ARTICLE V

DISTRICT BOARD OF HEALTH REIMBURSEMENT
AMENDMENTS TO BY-LAWS
SUSPENSION OF RULES
BY-LAWS - CONFLICTS

SECTION I REIMBURSEMENT.

All District Board of Health members will be reimbursed accordingly:

1. A set fee, established by the Board of Commissioners, for attending each District Board of Health meeting, communications meetings with staff and conferences will be accorded attending members.

2. Other allowable reimbursements to cover meeting expenses for Section I., subsection 1., will be mileage (set by the Board of Commissioners), meals, lodging, tolls, tips, etc.).

SECTION II AMENDMENTS TO BY-LAWS.

The power to make, alter, amend, change, modify, and/or repeal By-Laws of the District Board of Health is vested in the "Local Governing entity", meaning the Van Buren and Cass County Board of Commissioners. No amendment of all or any part of these By-Laws shall be considered or acted upon at any meeting unless the proposed change has been submitted to the entire District Board of Health and the Local Governing entity, in writing, not less than forty five (45) days prior to the meeting at which the change is to be considered and acted upon. The affirmative vote of any majority of the total Local Governing entity shall be necessary to change, alter, modify, repeal or amend all or any of these By-Laws.

SECTION III SUSPENSION OF RULES.

The rules provided hereunder may be suspended at a District Board of Health meeting by a vote of four (4) members.

SECTION IV ROBERT'S RULES OF ORDER.

If circumstances arise that are not specifically covered by these By-Laws in conducting District Board of Health meetings, Robert's Rules of Order will prevail.

SECTION V BY-LAWS CONFLICT.

If there is any conflict between a provision contained in these By-Laws and state law, state law shall supersede said provision(s).

County Child Care Budget Summary (DHS-2091)

Michigan Department of Health and Human Services (MDHHS)
Children's Services Agency
Cass County for October 1, 2021 through September 30, 2022

Organization	Court Contact Person	Telephone Number	Email Address
Cass County	Honorable Susan Dobrich - CCF Judges	(269) 445-4452	sued@cassco.org
Fiscal Year	**MDHHS Contact Person**	**Telephone Number**	**Email Address**
October 1, 2021 through September 30, 2022	Charles B. Rose - CCF Organization Management	(269) 467-1271	RoseC2@michigan.gov

Cost Sharing Ratios	County 50% / State 50%	Anticipated Expenditures		
		MDHHS	Court	Combined
A. Out of Home Care - Court or Tribal Supervised		$0.00	$411,060.80	$411,060.80
B. In-Home Care		$50,001.00	$412,254.40	$462,255.40
C. County/Court-Operated Facilities		$0.00	$0.00	$0.00
D. Subtotals (A+B+C)		$50,001.00	$823,315.20	$873,316.20
E. Revenue		$0.00	$25,000.00	$25,000.00
F. Net Expenditure		$50,001.00	$798,315.20	$848,316.20

Cost Sharing Ratios	County 50% / State 50%	Anticipated Expenditures		
		MDHHS	Court	Combined
A. Out of Home Care - Neglect Abuse		$0.00	$0.00	$0.00

Please Note: The *Neglect/Abuse Out-of-Home Care* amount reflects ONLY the county court's share of these expenditures. Effective October 2019 the State of Michigan pays 100% of Neglect/Abuse Out-of-Home placements and the county then reimburses the state 50%.

Cost Sharing Ratios	County 0% / State 100% $15,000.00 Maximum	MDHHS	Court	Combined
Basic Grant		$0.00	$15,000.00	$15,000.00

Total Expenditure	$863,316.20

BUDGET DEVELOPMENT CERTIFICATION

THE UNDERSIGNED HAVE PARTICIPATED IN DEVELOPING THE PROGRAM BUDGET PRESENTED ABOVE. We certify that the budget submitted above represents an anticipated gross expenditure for the fiscal year: October 1, 2021 through September 30, 2022; and any requests for reimbursement shall adhere to all state law, administrative rules and child care fund handbook authority.

Presiding Judge	Date
County Director of MDHHS Signature	Date
Chairperson, Board of Commissioner's Signature	Date
And/or County Executive Signature	Date

Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area.

AUTHORITY: Act 87, Publication of of 1978, as amended.
COMPLETION: Required.
PENALTY: State reimbursement will be withheld from local government.

In-Home Care Summary (DHS-2093)

Michigan Department of Health & Human Services (MDHHS)
Children's Services Agency
Cass County for October 01, 2021 through September 30, 2022

I. List all service components which make up the IHC program and specify the requested information for each.

	Court Service Components	Administration Unit	Gross Expenditure	Public Funding	CCF Net Expenditure
1	CASA 21/22	Court	$50,000.00	$0.00	$50,000.00
2	FAMILY TREATMENT COURT SCREENS/TRANSPORT 21-22	Court	$30,800.00	$0.00	$30,800.00
3	INTENSIVE PROBATION 20-21	Court	$291,454.40	$0.00	$291,454.40
4	WRAPAROUND 21/22 - HOME COLLABORATION	Court	$40,000.00	$0.00	$40,000.00
		Subtotals - Court	$412,254.40	$0.00	$412,254.40

	MDHHS Service Components	Administration Unit	Gross Expenditure	Public Funding	CCF Net Expenditure
1	CASE AIDE DHHS 2021/2022	MDHHS	$50,001.00	$0.00	$50,001.00
		Subtotals - MDHHS	$50,001.00	$0.00	$50,001.00

Total IHC	$462,255.40	$0.00	$462,255.40

II. For each service component listed above, complete a separate IN-HOME CARE/BASIC GRANT BUDGET DETAIL REPORT (DHS-2094), filling in the appropriate budget items.

AUTHORITY: Act 87,Public Acts of 1978, as amended. COMPLETION: is Required. PENALTY: State reimbursement will be withheld from local government	Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area.

In-Home Care Certification (DHS-167)

Michigan Department of Health and Human Services (MDHHS)
Children's Services Agency

Cass County for October 01, 2021 through September 30, 2022

In-Home Care (IHC) program expenditures are restricted to new or expanded programs that are alternatives to out-of-home institutional or foster care. IHC funds may not be used to duplicate services.

A. ELIGIBLE CLIENT/STAFFING

1. Children under the jurisdiction of the Court, as an alternative to removal from the child's home, provided that:
   a. such care is an alternative to detention or other out-of-home care and:
      - a written complaint has been received and accepted by the Court
      - the expenditures are not for judicial cost
      - the caseload size or services are intensive
      - non-scheduled payments are not made to pay for basic family needs otherwise available through public assistance programs
      - the parent(s) and the youth have agreed in writing to receive IHC services, or a temporary order has been entered pending an adjudication hearing; or

   b. such care is provided to children who at the dispositional hearing are ordered into IHC as an alternative to foster care or other out-of-home care, and:
      - the expenditures are not for judicial costs
      - the services are intensive, and
      - non-scheduled payments are not made to pay for basic family needs otherwise available through public assistance programs
2. The IHC early return option may be used to accelerate the early return of a youth from family foster care, institutional care, or other out-of-home care when the case identifies an early return goal and the services are provided to members of the child's family. The case plan should identify the family strengths and deficiencies which, if corrected, would permit the youth to be returned home early. IHC services would typically be provided to the family during the time that the youth is in out-of-home care and, if necessary, for a period of time after the youth has returned to the family.
3. The County Michigan Department of Health and Human Services (MDHHS) may provide IHC services if the juvenile court orders care and supervision of a court ward.
4. The County MDHHS may provide IHC services from its subaccount for CPS category I or category II cases provided that:
   - such IHC services prevent the need to petition the juvenile court for removal or prevent placement in voluntary foster care, and
   - non-scheduled payments are not made to cover basic family needs otherwise available through public assistance programs.
5. IHC funds shall not be used to meet the court staff-to-youth population ratio of 1 to 6,000 as specified in the Juvenile Court Standards and Administrative Guidelines for the Care of Children.
6. Court staff hired after 4/30/85, who are responsible for case plan development and monitoring, must meet the qualifications established in the Juvenile Court Standards and Administrative Guidelines for the Care of Children.
   - Supervisory Personnel
   - Probation Officers
   - Counselors
7. County MDHHS staff and supervisor staff providing direct IHC services must meet the standards set forth in Rules 400.6124, 400.6126 and 400.6128 of the Administrative Rules for Child Placing Agencies.
8. County MDHHS staff and supervisory staff providing direct IHC services must be state civil servants assigned to classifications and levels equivalent to staff and supervisors in the state foster care program.
9. In IHC programs, county MDHHS or Juvenile Court contractual staff, who are responsible for case plan development and monitoring, must meet the requirement of staff supervising children in foster care, as established in the Juvenile Court Standards and Guidelines for the Care of Children.
10. IHC reimbursements for program and administrative office space, county purchased supplies, salaries and wages for county employees who provide direct services or support for these services are subject to the same restrictions as reimbursements in county-operated institutions.

B. USE OF THE IN-HOME CARE OPTION FOR NON-SCHEDULED PAYMENTS

If all other IHC requirements are met, budgeted non-scheduled payments for services available to youth in foster care may be provided to youth in their own home. (Non-scheduled payments are defined in the Child Care Handbook).

C. CASE RECORD DOCUMENTATION REQUIREMENTS

Individual case documentation is required for all IHC clients. A caseload list is required for every IHC component. As a minimum, case records must include the following:

- o family case assessment which identifies, by service component, the problems and need for IHC services
- o day of intake
- o type of complaint/allegation, supported as follows:
  - (1) delinquency - a copy of the complaint or court order, when applicable, placing the child in IHC as part of a formal disposition.
  - (2) abuse/neglect - allegation and substantiation entered on the DHS-133 in Department cases;
- o treatment plan which identifies the treatment, objectives and the action steps and timetables which will be used to reach the objectives
- o case plan changes as a result of supervisor/case worker or contractee/contractor case reviews
- o quarterly progress reports
- o dates, type and purpose of service contacts made with the client. Note: weekly face to face contact is required
- o legal status of youth and the family, and
- o the living arrangement of the youth at termination of IHC services.

Note: Case record content for all foster care cases, under the supervision of a county MDHHS, should be maintained according to Services Manual Item 722 (6a-9). It is suggested that all IHC material be kept in the first inside section of the foster care file.

IHC service purchases from a private or public provider require a contract unless the service is supportive of a large component (i.e., clothing or dental work for a youth serviced through an established IHC program as for example, intensive supervision). These non-scheduled payments do not require contracts.

Only IHC expenditures described in the Annual Plan and Budget and approved by Child and Family Services are reimbursable.

IHC funds and services are subject to state review and audit and non-compliance with the above restrictions and requirements may result in withholding or repayment of state reimbursement.

All IHC contractual services purchased with county appropriated monies shall be the sole responsibility of the county. The signature of the County MDHHS Director must be with authority from the County to enter into contractual agreements on behalf of the County for the expenditure of the County Child Care Funds.

The county must have all IHC contracts processed through the county's formal contract approval procedures.

The signatures below certify that IHC policy stated in the document has been reviewed. It is understood that these are conditions for claiming IHC fund reimbursement.

_____ Date: _____

Presiding Judge of Family Division of Circuit Court, Juvenile Division

_____ Date: _____

County Director of Michigan Department of Health and Human Services as Agent of the County

Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area.	AUTHORITY: P.A. 87 of 1978. RESPONSE: Is Required CONSEQUENCE FOR NON COMPLETION: Child care funds will not be reimbursed.

Component Detail Report (DHS-2094)

Michigan Department of Health & Human Services (MDHHS)
Children's Services Agency
Cass County for October 01, 2021 through September 30, 2022

Service Component (Full Title/Name)	Component Type
CASA 21/22	In-Home Care

A. Personnel

Administrative Unit: ○ MDHHS ⊙ Court

1. Salary and Wages			
Name(s)	Job Title	Hours/Week	Yearly Cost
2. Fringe Benefits			
		Total Personnel	$0.00

B. Program Support (For employees identified in "A" above)

1. Travel	Rate/Mile	Estimate No. of Miles	Yearly Cost
2. Supplies and Materials (Description/Examples)			Yearly Cost
3. Other Costs (Description/Examples)	Rate/Unit		Yearly Cost
		Total Program Support	$0.00

* Must comply with the definitions and limits listed for court operated facilities in the Child Care Fund Handbook.

C. Contractual Services

1. Unit Rates				
Name(s)	Rate	Unit Type	Total Units/ Contract	Yearly Cost
2. Closed End Contracts				
CASA, Erica Boulanger, Coordinator				$50,000.00
			Total Contractual	$50,000.00

D. Non-Scheduled Payments

Type of Service (Description)	Anticipated No. Units to be Provided	Average Cost of Each Service Unit	Yearly Cost
		Total Non-Scheduled	$0.00

E. Service Component - In-Home Care or Basic Grant

(Add Totals for A, B, C, and D above)	Total Service Component Cost	$50,000.00

F. Public Revenue:

If you plan to fund any portion of this service component with other public revenue including other Child Care Funds or Basic Grant monies, or if this component is generating revenue (i.e. third party payments) specify the following:

SOURCE	To Be Provided	Yearly Cost
	Total Public Revenue	$0.00

G. Subtract Total Public Revenue from Total Service Component Cost (E-F)

Total Cost to Basic Grant, Net Anticipated IHC Matchable Expenditure (Gross Costs Less Other Revenue)	$50,000.00

H. Program Specific Information:

1. Component Status

☑ Continued ☐ Terminated ☐ Revised ☐ New

2. Target Population(s) Served - Check all that apply.

A. Children Under Jurisdiction of Court

☐ Delinquent ☑ Neglect

B. Children NOT Under Jurisdiction of Court

☑ Written Complaint ☐ CPS Category I or II ☐ Children likely to come under Jurisdiction of the Court

3. Area(s) of Intended Impact - Check primary area(s) only.

A Reduction In:

☐ Number of Youth Petitioned

☐ Number of Adjudications

☑ Number of Days of Family Foster Care

☐ Number of Days of Out-of-Home Detention

☐ Number of Days of Shelter Care

☐ Number of Days of Residential Treatment Care

☐ Number of State Wards Committed (Act 150 & 220)

4. Service Focus - Check all that apply.

☑ Provide early intervention to treat within the child's home

☑ Effect early return from foster or institutional care

I. Program Description - Must be completed for all components, except those being terminated, each year.

CASA - Court Appointed Special Advocate impacts the neglect/abuse area. These volunteers act as the voice of the children in court . With the aid of this component, CASA will be able to continue this much needed work. Monies will be spent to defray the cost of the Director, as well as the program itself. CASA serves the best interest of the child and gives a report and recommendation to the court with attendance and written court letter at each hearing so the court may be well informed as to the progress and wishes of the children to help with early permanency for the child. These services are intensive as CASA works with the children and they have no more than 20 children on each of there caseloads, usually they concentrate on a family at a time. Expenditures for CASA are not for judicial costs and no non-scheduled payments are used with this component. An Order Assigning CASA to each case in generated and placed in the court file. The CASA coordinator oversees the entire CASA program, including but not limited to working with, training, and assigning volunteers, attending court hearings, managing the office, and working with area agencies. The focus of this program is to reduce the number of days in foster care for these neglect/abuse children brought into the court system by written complaint. The CASA program helps accelerate the return home of children from out of home care; the children's service plan identifies this early return home goal. Services may be provided to the family during the time the youth is in placement and may continue after the family is reunified. By having a CASA volunteer to work with the child and report to the Court as to the well-being and wishes of the child, it helps the Court to make decisions affecting the early return of the children, thus reducing the days in foster care for these children. Court-Appointed Special Advocate (CASA) programs are utilized by the court, county or tribe, provided the program adheres to all national CASA standards, and any national CASA or Michigan CASA policies and in accordance with Court Rule MCR 3.917. (See Section. IV.A.5 of the Child Care Fund Handbook)

AUTHORITY: Act 87,Public Acts of 1978, as amended. COMPLETION: is Required. PENALTY: State reimbursement will be withheld from local government	Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area.

Component Detail Report (DHS-2094)

Michigan Department of Health & Human Services (MDHHS)
Children's Services Agency
Cass County for October 01, 2021 through September 30, 2022

Service Component (Full Title/Name)	Component Type
FAMILY TREATMENT COURT SCREENS/TRANSPORT 21-22	In-Home Care

A. Personnel

Administrative Unit: ○ MDHHS ⊙ Court

1. Salary and Wages			
Name(s)	Job Title	Hours/Week	Yearly Cost
2. Fringe Benefits			
		Total Personnel	$0.00

B. Program Support (For employees identified in "A" above)

1. Travel	Rate/Mile	Estimate No. of Miles	Yearly Cost
2. Supplies and Materials (Description/Examples)			Yearly Cost
3. Other Costs (Description/Examples)	Rate/Unit		Yearly Cost
		Total Program Support	$0.00

* Must comply with the definitions and limits listed for court operated facilities in the Child Care Fund Handbook.

C. Contractual Services

1. Unit Rates				
Name(s)	Rate	Unit Type	Total Units/ Contract	Yearly Cost
Family Treatment Court Transporation	$0.56	Per Mile	35,000.00	$20,300.00
Family Treatment Court Drug Screens	$5.25	Screen	2,000.00	$10,500.00
2. Closed End Contracts				
			Total Contractual	$30,800.00

D. Non-Scheduled Payments

Type of Service (Description)	Anticipated No. Units to be Provided	Average Cost of Each Service Unit	Yearly Cost

Total Non-Scheduled	$0.00

E. Service Component - In-Home Care or Basic Grant

(Add Totals for A, B, C, and D above)	Total Service Component Cost	$30,800.00

F. Public Revenue:

If you plan to fund any portion of this service component with other public revenue including other Child Care Funds or Basic Grant monies, or if this component is generating revenue (i.e. third party payments) specify the following:

SOURCE	To Be Provided	Yearly Cost
	Total Public Revenue	$0.00

G. Subtract Total Public Revenue from Total Service Component Cost (E-F)

Total Cost to Basic Grant, Net Anticipated IHC Matchable Expenditure (Gross Costs Less Other Revenue)	$30,800.00

H. Program Specific Information:

1. Component Status

☑ Continued ☐ Terminated ☐ Revised ☐ New

2. Target Population(s) Served - Check all that apply.

A. Children Under Jurisdiction of Court

☐ Delinquent ☑ Neglect

B. Children NOT Under Jurisdiction of Court

☐ Written Complaint ☐ CPS Category I or II ☐ Children likely to come under Jurisdiction of the Court

3. Area(s) of Intended Impact - Check primary area(s) only.

A Reduction In:

☐ Number of Youth Petitioned

☐ Number of Adjudications

☑ Number of Days of Family Foster Care

☐ Number of Days of Out-of-Home Detention

☐ Number of Days of Shelter Care

☐ Number of Days of Residential Treatment Care

☐ Number of State Wards Committed (Act 150 & 220)

4. Service Focus - Check all that apply.

☑ Provide early intervention to treat within the child's home

☑ Effect early return from foster or institutional care

I. Program Description - Must be completed for all components, except those being terminated, each year.

This non-scheduled payment component will be used to purchase drug screens and provide mileage for case managers and aides in the Family Treatment Court to help at-risk families and families who have had their children removed through written complaint, to assist them with successful completion of their program and for early return of their children through intervention to treat within the child's home. These services are provided to the parents and their families and the goal is for early return home/reunification as stated in the service plans. The FTC services are intensive with clients having face to face contact with case managers several times a week. Each case manger has no more than 20 on their caseload, in fact, most have 2 or 3 families at one time since these services are so labor intensive. Expenditures are not for judicial costs; non-scheduled payments are not for basic family needs that are available through other funding sources. A FTC Participant agreement is signed by the participant and place in the confidential file. The focus of this program is to reduce the number of days in family foster care for neglect/abuse children. By participating in the Family Treatment Court, intensive services are afforded to parents to help them become clean and sober parent, with the goal of having their children returned to them early, thereby reducing the number of days these children are in foster care. All children served are under court jurisdiction.

AUTHORITY: Act 87,Public Acts of 1978, as amended. COMPLETION: is Required. PENALTY: State reimbursement will be withheld from local government	Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area.

Component Detail Report (DHS-2094)

Michigan Department of Health & Human Services (MDHHS)
Children's Services Agency
Cass County for October 01, 2021 through September 30, 2022

Service Component (Full Title/Name)	Component Type
INTENSIVE PROBATION 20-21	In-Home Care

A. Personnel

Administrative Unit: ○ MDHHS ⊙ Court

1. Salary and Wages			
Name(s)	Job Title	Hours/Week	Yearly Cost
Joni Patzer and Claire Collins (step up/step down) 20% of W&B	Juvenile Register and Deputy Juvenile Register	8.00	$42,493.00
Alexi Fuller	Intensive Probation	40.00	$53,927.00
Barb Daniels	Intensive Probation	40.00	$51,531.00
Vacant	Intensive Probation	40.00	$46,847.00

2. Fringe Benefits	
Health and Dental	$24,860.00
Disability	$1,309.00
Life Insurance	$120.00
Workers's Comp	$1,435.00
FICA	$12,000.00
Retirement	$7,172.00
Cash Option in lieu of taking county insurance	$2,700.00
20% of Wages and Benefits of JCO, Leigh Feldman (prorated for JCO Grant/FOC work)	$16,122.00
Total Personnel	$260,516.00

B. Program Support (For employees identified in "A" above)

1. Travel	Rate/Mile	Estimate No. of Miles	Yearly Cost
Service Delivery and Juvenile Educational Transportation	$0.56	33,431.78	$18,220.32

2. Supplies and Materials (Description/Examples)	Yearly Cost
Drug Screens	$8,000.00

3. Other Costs (Description/Examples)	Rate/Unit	Yearly Cost
Education - Training available for probation officers through conference and seminars.	$0.00	$2,500.00
Cell Phones	$0.00	$2,218.08
	Total Program Support	$30,938.40

* Must comply with the definitions and limits listed for court operated facilities in the Child Care Fund Handbook.

C. Contractual Services

1. Unit Rates				
Name(s)	Rate	Unit Type	Total Units/ Contract	Yearly Cost

2. Closed End Contracts	

Total Contractual	$0.00

D. Non-Scheduled Payments

Type of Service (Description)	Anticipated No. Units to be Provided	Average Cost of Each Service Unit	Yearly Cost
		Total Non-Scheduled	$0.00

E. Service Component - In-Home Care or Basic Grant

(Add Totals for A, B, C, and D above)	Total Service Component Cost	$291,454.40

F. Public Revenue:

If you plan to fund any portion of this service component with other public revenue including other Child Care Funds or Basic Grant monies, or if this component is generating revenue (i.e. third party payments) specify the following:

SOURCE	To Be Provided	Yearly Cost
	Total Public Revenue	$0.00

G. Subtract Total Public Revenue from Total Service Component Cost (E-F)

Total Cost to Basic Grant, Net Anticipated IHC Matchable Expenditure (Gross Costs Less Other Revenue)	$291,454.40

H. Program Specific Information:

1. Component Status

☑ Continued ☐ Terminated ☐ Revised ☐ New

2. Target Population(s) Served - Check all that apply.

A. Children Under Jurisdiction of Court

☑ Delinquent ☐ Neglect

B. Children NOT Under Jurisdiction of Court

☑ Written Complaint ☐ CPS Category I or II ☐ Children likely to come under Jurisdiction of the Court

3. Area(s) of Intended Impact - Check primary area(s) only.

A Reduction In:

☐ Number of Youth Petitioned

☐ Number of Adjudications

☑ Number of Days of Family Foster Care

☑ Number of Days of Out-of-Home Detention

☐ Number of Days of Shelter Care

☑ Number of Days of Residential Treatment Care

☐ Number of State Wards Committed (Act 150 & 220)

4. Service Focus - Check all that apply.

☑ Provide early intervention to treat within the child's home

☑ Effect early return from foster or institutional care

I. Program Description - Must be completed for all components, except those being terminated, each year.

Intensive probation is a program designed to work with at-risk youth in their own homes, etc., who are petitioned into court by written complaint, referral or petition received and accepted by the court, and would otherwise be placed outside their homes in a more structured placement; therefore, this component is an alternative to out of home care. The probation officers travel to the child"s home, school, and or community service site, etc., to make face-to-face contact weekly. If the child happens to be placed outside the home, the probation officer works with the family to effect early return home of the child. As these services are intensive, caseloads are no more than 20 youth per worker at anytime. The expenditures are not for judicial costs and any non-scheduled payments are not for basic family needs that can be met through another funding source. A signed youth/parent/ agreement is completed for each file. The intended focus and impact of this program is to reduce the days of a juvenile in a residential treatment center, reduce the number of days for a juvenile in foster care, and/or reduce the number of days for a juvenile in a detention center, This program is intensive and our officers work hard with these children to insure they can stay in their home and reduce the time needed in treatment, foster care, residential, and detention. Their target population are juvenile delinquents.

AUTHORITY: Act 87,Public Acts of 1978, as amended. COMPLETION: is Required. PENALTY: State reimbursement will be withheld from local government	Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area.

Component Detail Report (DHS-2094)

Michigan Department of Health & Human Services (MDHHS)
Children's Services Agency
Cass County for October 01, 2021 through September 30, 2022

Service Component (Full Title/Name)	Component Type
WRAPAROUND 21/22 - HOME COLLABORATION	In-Home Care

A. Personnel

Administrative Unit: ○ MDHHS ⊙ Court

1. Salary and Wages			
Name(s)	Job Title	Hours/Week	Yearly Cost
2. Fringe Benefits			
		Total Personnel	$0.00

B. Program Support (For employees identified in "A" above)

1. Travel	Rate/Mile	Estimate No. of Miles	Yearly Cost
2. Supplies and Materials (Description/Examples)			Yearly Cost
3. Other Costs (Description/Examples)	Rate/Unit		Yearly Cost
		Total Program Support	$0.00

* Must comply with the definitions and limits listed for court operated facilities in the Child Care Fund Handbook.

C. Contractual Services

1. Unit Rates				
Name(s)	Rate	Unit Type	Total Units/ Contract	Yearly Cost
2. Closed End Contracts				
Wraparound Coodinator, Bob Brooks				$40,000.00
			Total Contractual	$40,000.00

D. Non-Scheduled Payments

Type of Service (Description)	Anticipated No. Units to be Provided	Average Cost of Each Service Unit	Yearly Cost
		Total Non-Scheduled	$0.00

E. Service Component - In-Home Care or Basic Grant

(Add Totals for A, B, C, and D above)	Total Service Component Cost	$40,000.00

F. Public Revenue:

If you plan to fund any portion of this service component with other public revenue including other Child Care Funds or Basic Grant monies, or if this component is generating revenue (i.e. third party payments) specify the following:

SOURCE	To Be Provided	Yearly Cost
	Total Public Revenue	$0.00

G. Subtract Total Public Revenue from Total Service Component Cost (E-F)

Total Cost to Basic Grant, Net Anticipated IHC Matchable Expenditure (Gross Costs Less Other Revenue)	$40,000.00

H. Program Specific Information:

1. Component Status

☑ Continued ☐ Terminated ☐ Revised ☐ New

2. Target Population(s) Served - Check all that apply.

A. Children Under Jurisdiction of Court

☑ Delinquent ☑ Neglect

B. Children NOT Under Jurisdiction of Court

☑ Written Complaint ☐ CPS Category I or II ☐ Children likely to come under Jurisdiction of the Court

3. Area(s) of Intended Impact - Check primary area(s) only.

A Reduction In:

☐ Number of Youth Petitioned

☐ Number of Adjudications

☑ Number of Days of Family Foster Care

☑ Number of Days of Out-of-Home Detention

☐ Number of Days of Shelter Care

☑ Number of Days of Residential Treatment Care

☐ Number of State Wards Committed (Act 150 & 220)

4. Service Focus - Check all that apply.

☑ Provide early intervention to treat within the child's home

☑ Effect early return from foster or institutional care

I. Program Description - Must be completed for all components, except those being terminated, each year.

Wraparound is a collaborative effort between the Cass County Family Court and Bob Brooks, the Wraparound Coordinator who will serve the clients in their home. Services are provided to maintain at-risk delinquent or neglect/abuse minors in their own homes, thereby avoiding costly out-of-home placements/foster care and/or to accelerate return of the youth from out of home care. Youth are ordered into this in-home care component at the dispositional hearing. Therefore, their case plan identifies an early return home goal with the use of this program and early intervention within the child's home. The Wraparound coordinator works with families the court and/or DHS has deemed at risk of having a high risk of out of home placement for their children, or, they work with families whose children have been placed out of home and they provide services to the entire family to help these children return early to their home. These children/families have entered the court through written complaint. Wraparound employees participate in court proceedings with the families and help them access all services available to them for help. Wraparound services are intensive and clients/families are seen on a weekly face-to-face basis with caseloads being no more than 20 per caseworker. Expenditure for Wraparound are not for judicial costs and non-scheduled payments for basic family needs are only for those not available through any other funding source. A signed Order/agreement placing the family into Wraparound is in place in each case. The intended areas of impact of this Wraparound Program are to reduce days of children in foster care, reduce days of care in residential treatment care, and reduce the number of days in out of home detention for children through this intensive work with the families in their home thereby providing early intervention to treat within the child's home and effecting early return if they are placed in foster care or residential care.

AUTHORITY: Act 87,Public Acts of 1978, as amended. COMPLETION: is Required. PENALTY: State reimbursement will be withheld from local government	Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area.

Component Detail Report (DHS-2094)

Michigan Department of Health & Human Services (MDHHS)
Children's Services Agency
Cass County for October 01, 2021 through September 30, 2022

Service Component (Full Title/Name)	Component Type
CASE AIDE DHHS 2021/2022	In-Home Care

A. Personnel

Administrative Unit: ⊙ MDHHS ○ Court

1. Salary and Wages			
Name(s)	Job Title	Hours/Week	Yearly Cost
2. Fringe Benefits			
		Total Personnel	$0.00

B. Program Support (For employees identified in "A" above)

1. Travel	Rate/Mile	Estimate No. of Miles	Yearly Cost
2. Supplies and Materials (Description/Examples)			Yearly Cost
3. Other Costs (Description/Examples)	Rate/Unit		Yearly Cost
		Total Program Support	$0.00

* Must comply with the definitions and limits listed for court operated facilities in the Child Care Fund Handbook.

C. Contractual Services

1. Unit Rates				
Name(s)	Rate	Unit Type	Total Units/ Contract	Yearly Cost
Vacant	$21.00	Hour	476.20	$10,000.20
Vacant	$21.00	Hour	476.20	$10,000.20
Rachael Briand	$21.00	Hour	476.20	$10,000.20
Jessica Bishop	$21.00	Hour	476.20	$10,000.20
Roxann Rice	$21.00	Hour	476.20	$10,000.20
2. Closed End Contracts				
			Total Contractual	$50,001.00

D. Non-Scheduled Payments

Type of Service (Description)	Anticipated No. Units to be Provided	Average Cost of Each Service Unit	Yearly Cost

Total Non-Scheduled	$0.00

E. Service Component - In-Home Care or Basic Grant

(Add Totals for A, B, C, and D above)	Total Service Component Cost	$50,001.00

F. Public Revenue:

If you plan to fund any portion of this service component with other public revenue including other Child Care Funds or Basic Grant monies, or if this component is generating revenue (i.e. third party payments) specify the following:

SOURCE	To Be Provided	Yearly Cost
	Total Public Revenue	$0.00

G. Subtract Total Public Revenue from Total Service Component Cost (E-F)

Total Cost to Basic Grant, Net Anticipated IHC Matchable Expenditure (Gross Costs Less Other Revenue)	$50,001.00

H. Program Specific Information:

1. Component Status

☑ Continued ☐ Terminated ☐ Revised ☐ New

2. Target Population(s) Served - Check all that apply.

A. Children Under Jurisdiction of Court

☐ Delinquent ☑ Neglect

B. Children NOT Under Jurisdiction of Court

☐ Written Complaint ☑ CPS Category I or II ☐ Children likely to come under Jurisdiction of the Court

3. Area(s) of Intended Impact - Check primary area(s) only.

A Reduction In:

☐ Number of Youth Petitioned

☐ Number of Adjudications

☑ Number of Days of Family Foster Care

☐ Number of Days of Out-of-Home Detention

☐ Number of Days of Shelter Care

☑ Number of Days of Residential Treatment Care

☐ Number of State Wards Committed (Act 150 & 220)

4. Service Focus - Check all that apply.

☑ Provide early intervention to treat within the child's home

☑ Effect early return from foster or institutional care

I. Program Description - Must be completed for all components, except those being terminated, each year.

This program target population will assist CPS workers with a Cat I & II case in avoiding removal of children at imminent risk and/or to assist FC workers with an active foster care case in facilitating reunification of a family. The worker must certify that these services are necessary to prevent the need to petition the juvenile court for removal or prevent placement in voluntary foster care or accomplish an early return home of a child either from foster care or to transition the youth from a residential setting back into their home and their community.

Case Aides receive referrals that include face-to-face services in the home working directly with the family helping them with hands-on tasks of parenting which may include establishing boundaries, improving communications with schools; medical providers; or strength-based parenting practices. Case Aides also receive referrals to provide supervision of regular, frequent and consistent parenting time and sibling visits necessary to support familial bonding towards reunification.

Furthermore, Case Aides work with families the court and/or DHHS has deemed at risk of having a high risk of out of home placement for their children due to abuse/neglect, or, they work with families whose children have been placed out of home. All these services are focused on providing early intervention to treat and maintain children safely in their home; or effect early reunification from foster care or to transition the youth from a residential setting back into their home and their community to ensure permanency for the children in a timely manner. Case aides will service no more than 20 youth at any given time. NSP's are not for basic family needs that are available through other funding sources.

The intended areas of impact of this Case Aide Program are to accelerate an early return home to reduce the days of children in foster care, reduce days of care in residential treatment and provide early intervention to treat within the child's home to prevent removal of at risk children. Specifically, with Category II cases the target population receiving Case Aide services is expected to reduce the overall need to file a court petition thus reducing the number of adjudications leading to court jurisdiction.

AUTHORITY: Act 87,Public Acts of 1978, as amended. COMPLETION: is Required. PENALTY: State reimbursement will be withheld from local government	Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area.

Basic Grant Certification (DHS-168)

Michigan Department of Health and Human Services (MDHHS)
Children's Services Agency

Cass County for October 01, 2021 through September 30, 2022

1. Basic Grant funded programs are restricted to youth who are within or are likely to come within the jurisdiction of the probate court as defined under MCL 712A.1 to 712A.28.

Eligible Youth

- o All youth who are under court jurisdiction or for whom a complaint or petition has been filed with the court.
- o Youth who are at risk.

Youth are considered to be at risk and "likely to come within court jurisdiction" if any two or more of the following risk factors apply to the youth and are documented in case files:

a. Reported abuse and/or neglect of the youth.
b. History of school truancy, suspensions or being expelled.
c. Run away from home.
d. Use of alcohol or drugs.
e. Ineffective, inconsistent or nonexistent parental control.
f. Negative or delinquent peer relationship(s).

2. The Basic Grant cannot be used to supplant existing service costs or to pay for any judicial functions that are the responsibility of the court. In general, such "judicial functions" relate to court administration and adjudication costs. (See Child Care Fund Handbook).

3. Basic Grant funds shall not be used to pay for court case services personnel hired after April 30, 1985, who do not meet the minimum standards of education and training as stated in the Juvenile Court Standards and Guidelines for the Care of Children. The following positions are included:
   - o Supervisory Personnel
   - o Probation Officers
   - o Counselors

4. Non-scheduled payments may not be made to pay for basic family needs otherwise available through public assistance programs.

5. In Basic Grant programs, County Michigan Department of Health and Human Services staff responsible for individual case plan development and monitoring must meet the requirements for staff supervising children in foster care, as specified in the Administrative Rules for Child Placing Agencies.

6. In Basic Grant programs, department or juvenile court contractual staff who develop and/or monitor case plans, must meet the requirements for staff supervising children in foster care, as established in the Juvenile Court Standards and Guidelines for the Care of Children.

7. Court administered child specific services provided through Basic Grant reimbursement shall be documented in individual files which conform to the record keeping requirements in the Juvenile Court Standards and Guidelines for the Care of Children. A caseload list must be maintained for each Basic Grant component.

8. County Michigan Department of Health and Human Services administered child specific services provided through Basic Grant reimbursement, shall be documented in individual case files which conform to record keeping requirements in the Administrative Rules for Child Placing Agencies. A caseload list must be maintained for each Basic Grant component.

   Only Basic Grant expenditures described in the Annual Plan and Budget and approved by Child and Family Services are reimbursable.

   Basic Grant services purchased from a private or public provider require a contract unless the service is supportive of a large component (i.e., clothing or dental work for a youth serviced through an established Basic Grant program as for example, intensive supervision). These non-scheduled payments do not require contracts.

Basic Grant funds are subject to state review and audit and non-compliance with the above restrictions and requirements may result in withholding or repayment of state reimbursement.

All Basic Grant contractual services purchased with county appropriated monies shall be the sole responsibility of the county. The signature of the County MDHHS Director must be with authority from the County to enter into contractual agreements on behalf of the County for the expenditure of the County Child Care Funds.

The county must have all Basic Grant contracts processed through the county's formal contract approval procedures.

The signatures below certify that Basic Grant policy stated in the document has been reviewed. It is understood that these are conditions for claiming Basic Grant fund reimbursement.

_____ Date: _____

Presiding Judge of Family Division of Circuit Court, Juvenile Division

_____ Date: _____

County Director of Michigan Department of Health and Human Services as Agent of the County

Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area.	AUTHORITY: P.A. 87 of 1978. RESPONSE: Is Required CONSEQUENCE FOR NON COMPLETION: Child care funds will not be reimbursed.

Basic Grant Summary (DHS-2095)

Michigan Department of Health and Human Services (MDHHS)
Children's Services Agency
Cass County for October 01, 2021 through September 30, 2022

I.List all service components which make up the county Basic Grant program, and specify the requested information for each.

	Court Service Components	Administration Unit	Cost to Basic Grant
1	COUNSELING 21/22	COURT	$10,000.00
2	WRAPAROUND, BASIC GRANT 21/22 HOME COLLABORATION	COURT	$5,000.00
		Subtotals - Court:	$15,000.00

	MDHHS Service Components	Administration Unit	Cost to Basic Grant
1			
		Subtotals - MDDHS:	

Total Basic Grant: $15,000.00

II. For each service component listed above, complete a separate IN-HOME CARE/BASIC GRANT BUDGET DETAIL REPORT (DHS-2094), filling in the appropriate budget items.

AUTHORITY: Act 87, Public Acts of 1978, as amended
RESPONSE: Required.
PENALTY: State reimbursement will be withheld from local government.

Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area.

Component Detail Report (DHS-2094)

Michigan Department of Health & Human Services (MDHHS)
Children's Services Agency
Cass County for October 01, 2021 through September 30, 2022

Service Component (Full Title/Name)	Component Type
COUNSELING 21/22	Basic Grant

A. Personnel

Administrative Unit: ○ MDHHS ⊙ Court

1. Salary and Wages			
Name(s)	Job Title	Hours/Week	Yearly Cost
2. Fringe Benefits			
		Total Personnel	$0.00

B. Program Support (For employees identified in "A" above)

1. Travel	Rate/Mile	Estimate No. of Miles	Yearly Cost
2. Supplies and Materials (Description/Examples)			Yearly Cost
3. Other Costs (Description/Examples)	Rate/Unit		Yearly Cost
		Total Program Support	$0.00

* Must comply with the definitions and limits listed for court operated facilities in the Child Care Fund Handbook.

C. Contractual Services

1. Unit Rates				
Name(s)	Rate	Unit Type	Total Units/ Contract	Yearly Cost
Woodlands, Gloria Gillespie, Battle Creek Counseling, MaryAnn Geiser, CTAC	$500.00	Evaluation or counseling session	20.00	$10,000.00
2. Closed End Contracts				
			Total Contractual	$10,000.00

D. Non-Scheduled Payments

Type of Service (Description)	Anticipated No. Units to be Provided	Average Cost of Each Service Unit	Yearly Cost
		Total Non-Scheduled	$0.00

E. Service Component - In-Home Care or Basic Grant

(Add Totals for A, B, C, and D above)	Total Service Component Cost	$10,000.00

F. Public Revenue:

If you plan to fund any portion of this service component with other public revenue including other Child Care Funds or Basic Grant monies, or if this component is generating revenue (i.e. third party payments) specify the following:

SOURCE	To Be Provided	Yearly Cost
	Total Public Revenue	$0.00

G. Subtract Total Public Revenue from Total Service Component Cost (E-F)

Total Cost to Basic Grant, Net Anticipated IHC Matchable Expenditure (Gross Costs Less Other Revenue)	$10,000.00

H. Program Specific Information:

1. Component Status

☑ Continued ☐ Terminated ☐ Revised ☐ New

2. Target Population(s) Served - Check all that apply.

A. Children Under Jurisdiction of Court

☑ Delinquent ☑ Neglect

B. Children NOT Under Jurisdiction of Court

☑ Written Complaint ☐ CPS Category I or II ☐ Children likely to come under Jurisdiction of the Court

3. Area(s) of Intended Impact - Check primary area(s) only.

A Reduction In:

☐ Number of Youth Petitioned
☐ Number of Adjudications
☑ Number of Days of Family Foster Care
☑ Number of Days of Out-of-Home Detention
☐ Number of Days of Shelter Care
☑ Number of Days of Residential Treatment Care
☐ Number of State Wards Committed (Act 150 & 220)

4. Service Focus - Check all that apply.

☑ Provide early intervention to treat within the child's home ☐ Effect early return from foster or institutional care

I. Program Description - Must be completed for all components, except those being terminated, each year.

Counseling services are provided at locations throughout the county. At-risk youth and their families are provided services to identify and solve problems so that out-of-home placement can be avoided. This service also includes psychological evaluations to determine if out of home placement is necessary. Counseling provides services to intensive probation clients and includes face to face counseling on a weekly basis if necessary and/or assessment/evaluation to help identify and rectify problems and improve the child's ability to function and possibly avoid out of home placement. These services are for delinquent and/or neglect/abuse youth under court jurisdiction and for whom a complaint or petition has been filed with the court. In addition, these children have had a history of confirmed abuse, a history of school truancy, most involved drug use, and have ineffective or non-existent parental control. These counseling services impact the number of days children are in residential treatment, the number of days these children are in foster care, and/or the number of days these children may be in detention by helping to identify problems and help with children work through them which achieves early intervention to treat the children while they remain within their home. Children eligible for this program meet at least two of the requisite risk factors, being (1) History of confirmed abuse and/or neglect of the youth, (2) History of school truancy, suspensions, or expulsions; (3) Youth has run away from home; (4) Use of alcohol or drugs; (5) Ineffective, inconsistent, or nonexistent parental control; (6) Negative or delinquent peer relationships. Also, this program does not pay for judicial functions, nor basic family needs otherwise available through federal or state assistance programs.

AUTHORITY: Act 87,Public Acts of 1978, as amended. COMPLETION: is Required. PENALTY: State reimbursement will be withheld from local government	Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area.

Component Detail Report (DHS-2094)

Michigan Department of Health & Human Services (MDHHS)
Children's Services Agency
Cass County for October 01, 2021 through September 30, 2022

Service Component (Full Title/Name)	Component Type
WRAPAROUND, BASIC GRANT 21/22 HOME COLLABORATION	Basic Grant

A. Personnel

Administrative Unit: ○ MDHHS ⊙ Court

1. Salary and Wages			
Name(s)	Job Title	Hours/Week	Yearly Cost
2. Fringe Benefits			
		Total Personnel	$0.00

B. Program Support (For employees identified in "A" above)

1. Travel	Rate/Mile	Estimate No. of Miles	Yearly Cost
2. Supplies and Materials (Description/Examples)			Yearly Cost
3. Other Costs (Description/Examples)	Rate/Unit		Yearly Cost
		Total Program Support	$0.00

* Must comply with the definitions and limits listed for court operated facilities in the Child Care Fund Handbook.

C. Contractual Services

1. Unit Rates				
Name(s)	Rate	Unit Type	Total Units/ Contract	Yearly Cost
2. Closed End Contracts				
Wraparound Coordinator Bob Brooks, contracted through Cass County Family Court				$5,000.00
			Total Contractual	$5,000.00

D. Non-Scheduled Payments

Type of Service (Description)	Anticipated No. Units to be Provided	Average Cost of Each Service Unit	Yearly Cost
		Total Non-Scheduled	$0.00

E. Service Component - In-Home Care or Basic Grant

(Add Totals for A, B, C, and D above)	Total Service Component Cost	$5,000.00

F. Public Revenue:

If you plan to fund any portion of this service component with other public revenue including other Child Care Funds or Basic Grant monies, or if this component is generating revenue (i.e. third party payments) specify the following:

SOURCE	To Be Provided	Yearly Cost
	Total Public Revenue	$0.00

G. Subtract Total Public Revenue from Total Service Component Cost (E-F)

Total Cost to Basic Grant, Net Anticipated IHC Matchable Expenditure (Gross Costs Less Other Revenue)	$5,000.00

H. Program Specific Information:

1. Component Status

☑ Continued ☐ Terminated ☐ Revised ☐ New

2. Target Population(s) Served - Check all that apply.

A. Children Under Jurisdiction of Court

☑ Delinquent ☑ Neglect

B. Children NOT Under Jurisdiction of Court

☐ Written Complaint ☐ CPS Category I or II ☐ Children likely to come under Jurisdiction of the Court

3. Area(s) of Intended Impact - Check primary area(s) only.

A Reduction In:

☐ Number of Youth Petitioned

☐ Number of Adjudications

☑ Number of Days of Family Foster Care

☐ Number of Days of Out-of-Home Detention

☐ Number of Days of Shelter Care

☑ Number of Days of Residential Treatment Care

☐ Number of State Wards Committed (Act 150 & 220)

4. Service Focus - Check all that apply.

☑ Provide early intervention to treat within the child's home

☑ Effect early return from foster or institutional care

I. Program Description - Must be completed for all components, except those being terminated, each year.

Wraparound is a collaborative effort between the Cass County Family Court, and Wraparound Coordinator Bob Brooks.

The Wraparound Coordinator makes weekly face-to-face contact with families to insure all aspects of the service plan are being followed. This includes counseling, parenting, and coordinating school and medical issues, as well as working with all agencies involved with the family. Services are provided to maintain at-risk minors in their own homes, thereby avoiding costly out-of-home placements. The Wraparound coordinator works with families the court and/or DHHS has deemed at risk of having a high risk of out of home placement for their children due to abuse/neglect, or, they work with families whose children have been placed out of home and they provide services to the entire family to accelerate an early return home, or to transition the youth from a residential setting back into their home and their community. Pursuant to Basic Grant Funding requirements, these monies support youth under court jurisdiction that have at least two of the following six risk factors: (1) History of confirmed abuse and/or neglect of the youth, (2) History of school truancy, suspensions, or expulsions; (3) Youth has run away from home; (4) Use of alcohol or drugs; (5) Ineffective, inconsistent, or nonexistent parental control; (6) Negative or delinquent peer relationships.

The Wraparound Coordinator will participate in court proceedings with the families and help them access all services available to them for help. Wraparound services are intensive, and clients/families are seen on a weekly face-to-face basis with caseloads being no more than 20 per caseworker. Expenditures for Wraparound are not for judicial costs and NSP's are not for basic family needs that are available through other funding sources. A signed agreement with the family for Wraparound services is in place in each case.

The intended areas of impact of this Wraparound Program are to accelerate an early return home to reduce the days of children in foster care, reduce days of care in residential treatment care and provide early intervention to treat within the child's home to prevent removal of at risk children.

AUTHORITY: Act 87,Public Acts of 1978, as amended. COMPLETION: is Required. PENALTY: State reimbursement will be withheld from local government	Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area.

R-140-21

CASS COUNTY BOARD OF COMMISSIONERS

TIMBER SALE

WHEREAS, The County Board of Commissioners established a Real Estate Committee to review the County's Buildings and properties to determine the what may be excess to County needs; and

WHEREAS, The Committee determined there was an opportunity to harvest lumber from County owned property at the Medical Care Facility; and

WHEREAS, 5 vendors were contacted and 2 surveyed the property and offered formal purchase proposals.

NOW THEREFORE BE IT RESOLVED that the Cass County Board of Commissioners approves the sale of 287 trees at the Cass County Medical Care facility to Forest & Land Management, LLC at a price of $95,000.00 and authorizes the County Administrator to enter into an agreement with Forest & Land Management.

ADOPTED THIS _5TH DAY **OF AUGUST, 2021**

ATTEST:

_____
Monica McMichael, Clerk/Register
COUNTY OF CASS

_____
Dwight Dyes, Chair
CASS COUNTY BOARD OF COMMISSIONERS

R-141-21

CASS COUNTY BOARD OF COMMISSIONERS

SALE OF DEPARTMENT OF CORRECTIONS BUILDING

WHEREAS, The County Board of Commissioners established a Real Estate Committee to review the County's Buildings and properties to determine the what may be excess to County needs; and

WHEREAS, The County Owned Property at 201 N. M-62 Currently housing the Cass County Parole/Probation Office has been determined to be surplus to County Needs; and

WHEREAS, The Cass Family Clinic is interested in acquiring the building to expand its mission to serve the Community Health needs of Cass County,

NOW THEREFORE BE IT RESOLVED that the Cass County Board of Commissioners approves sale of the building located at 201 N. M-62 to the Cass Family Clinic for the price of $300,000.00 and authorizes the County Administrator to take all necessary steps to establish a timetable for, and transfer of, the Property and relocation of the Department of Corrections.
.

ADOPTED THIS _5h DAY OF AUGUST, 2021

ATTEST:

Monica McMichael, Clerk/Register
COUNTY OF CASS

Dwight Dyes, Chair
CASS COUNTY BOARD OF COMMISSIONERS

R-142-21

CASS COUNTY BOARD OF COMMISSIONERS

FACILITIES ASSESSMENT

WHEREAS, Cass County owns and operates more than 200,000 square feet of structured Buildings and Facilities; and

WHEREAS, An evaluation of the condition of the structures and systems in these facilities will help guide Capital Budgeting needs, timing of necessary repairs, upgrades and replacements; and

WHEREAS, The County conducted a formal Request for Proposals to which 2 firms responded; and

WHEREAS, The County Administrator and Facilities Director evaluated both proposals and determined that the proposal provided by Tower Pinkster Associates from Kalamazoo is in the County's best interest and is also the low bidder; and

WHEREAS, The County Administrator and Finance Director Certify Purchasing Policy Compliance and funding availability,

NOW THEREFORE BE IT RESOLVED that the Cass County Board of Commissioners approves Hiring Tower Pinkster at a project cost of $29,840.00 using funding from the County Improvement fund 245-244-980.00 and authorizes the County Administrator to enter into an agreement with Tower Pinkster. .

ADOPTED THIS 5th DAY OF AUGUST, 2021

ATTEST:

_____ _____

Monica McMichael, Clerk/Register
COUNTY OF CASS

Dwight Dyes, Chair
CASS COUNTY BOARD OF COMMISSIONERS

To: jeff Carmen, Cass County Administrator

From: David Dickey, Facility Director

Date: 7/6/21

Re: Facility Assessment

The County issued a RFP for Facility Assessment in June that was sent to multiple companies. The RFP was also posted with the Construction Association of Michigan, Builders Exchange, and our County website.

This assessment will help us project a replacement schedule as well as Capital outlay for the next 10 years. This includes carpeting, doors, electrical, HVAC.

This project includes the following facilities:

* County Building (annex only)
* e911 Center
* Sheriff Dept/Jail
* Animal Control
* Law & Courts
* Lawless rental house
* Medical Care Facility

* Dodd Park trailer

Total square footage is 186,659

Total project cost is $29,840.00

Cost per square foot is .15986371 cents per square foot

Two bids were received, Tower Pinkster and BYCE & Associate. Tower Pinkster would be the preferred vendor at $29,840. BYCE came in at $57,600.

Any questions or concerns please call.

tylerVetraSpec technologies

REPORTS

Today is: Jul. 29, 2021
Logged in: Karee Krause (karee) | Logout

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RECOVERIES

Payments
Show me 12 month projections and total one-time payments
from: Month Day Year
to: Month Day Year
☐ Show *only* payments I've entered.
Submit

PAYMENTS - FOR PERIODS: APR 01, 2021 TO JUL 31, 2021

12-MONTH PROJECTIONS	
Compensation - Direct	$1,031,821.92
Compensation - Presumptive	$256,275.24
Compensation - Secondary	$5,304.00
Compensation-IU	$71,708.76
Death pension	$18,465.00
DIC	$36,554.64
NSC pension	$95,184.00
TOTAL:	**$1,515,313.56**

TOTAL ONE-TIME PAYMENTS FROM Apr 01, 2021 TO Jul 31, 2021	
Type	**Amount**
Other	$4,343.59
Retroactive	$5,935.10
TOTAL:	**$10,278.69**

VetraSpec | www.tylertech.com | 1-877-568-7732 | Help
Use constitutes agreement of the TOS

tylerVetraSpec technologies

REPORTS

Today is: Jul. 29, 2021
Logged in: Karee Krause (karee) | Logout

HOME | SEARCH | ADD | RESOURCES | REPORTS | CALENDAR | MY TASKS | GENERAL CONTACT LOG

RECOVERIES

Total monthly awards by date

Show me total monthly awards
from: Month 2021
to: Month 2021

☐ Show *only* payments I've entered.

Submit

TOTAL MONTHLY AWARDS BY DATE - FOR PERIODS: APR 01, 2021 TO JUL 01, 2021

For month	Number of claims	Total Amount
May, 2021	3	$ 4,467.92
June, 2021	2	$ 3,783.59
July, 2021	1	$ 140.00

VetraSpec | www.tylertech.com | 1-877-568-7732 | Help
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VETERANS SERVICES 2021						
DATE:	CASE #	PHONE	EMAIL	ZOOM	IN PERSON	COMMENTS
7/6	7/1-CASSCO-001				X	va 10-10 ez
7/6	7/1-CASSCO-002	X				Explain benefits
7/6	7/1-CASSCO-003	X				Status CK
7/6	7/1-CASSCO-004				X	Soldiers/Sailors Meeting
7/7	7/1-CASSCO-005	X				Regional A.L.
7/7	7/1-CASSCO-006				X	Burial & Plaque
7/7	7/1-CASSCO-007	X				Home Loan - DID COE papers
7/8	7/1-CASSCO-008	X				Cass COA
7/8	7/1-CASSCO-009				X	Rotary Club Luncheon - Speak
7/12	7/1-CASSCO-010				X	va Health Care 10-10 EZ
7/12	7/1-CASSCO-011				x	Work on Grant
7/12	7/1-CASSCO-012				X	Comp
7/12	7/1-CASSCO-013	X				Cass COA
7/12	7/1-CASSCO-014				x	VFW meeting - Cass
7/12	7/1-CASSCO-015			X		Grant info
7/12	7/1-CASSCO-016	X				Return many Calls
7/12	7/1-CASSCO-017	X				Individual wanted benefits - Basic drop
7/13	7/1-CASSCO-018				x	Meeting with Jeff
7/13	7/1-CASSCO-019				X	Add Dependents 686C
7/13	7/1-CASSCO-020				X	Dowagiac COA
7/13	7/1-CASSCO-021	X				Monument bby Design
7/13	7/1-CASSCO-022	X				Status CK
7/13	7/1-CASSCO-022		X			VA 40-1330 Headstone
7/14	7/1-CASSCO-023	X	X			Comp Claim
7/15	7/1-CASSCO-024			X		Nacvso TNG Pre
7/15	7/1-CASSCO-025				X	BOC Meeting
7/17	7/1-CASSCO-026				X	Diamond LK Triathlon
7/19	7/1-CASSCO-027			X		NACVSO
7/19	7/1-CASSCO-028				X	Take Vets to Beakfast
7/20	7/1-CASSCO-029			X		NACVSO
7/21	7/1-CASSCO-030			X		NACVSO

7/22	7/1-CASSCO-031			X		NACVSO
7/22	7/1-CASSCO-032				X	Mow vets lawn
7/26	7/1-CASSCO-033	x				Return many Calls
7/26	7/1-CASSCO-034				X	Comp Claim
7/26	7/1-CASSCO-035	X	X			SF 180
7/27	7/1-CASSCO-036	X				va 21-4138
7/27	7/1-CASSC0-037				X	VA 21-099
7/27	7/1-CASSCO-038				X	VA 21-4138
7/27	7/1-CASSCO-039				X	Wanted info and to make sure he was in the system for later
7/28	7/1-CASSCO-040		X			Sent DD 214 Request to State
7/28	7/1-CASSCO-041				X	INFO on shots
7/28	7/1-CASSCO-042				X	VA 21-22, VA 10-10EZR
7/28	7/1-CASSCO-043				X	va 21-4138 & Va 21-0781 - Trust Fund
7/29	7/1-CASSCO-044				X	Ck on Veterans Claims & Update
7/29	7/1-CASSCO-045				X	Meet Vet - help complete paperwork
7/29	7/1-CASSCO-046				X	Meet with Veterans Lunch- see what they think would help vets in the community
7/30	7/1-CASSCO-047				X	Briefing in Lansing - soldiers that are getting ready to retire - prep work on what they should be doing

NUMERS ARE LOW THIS MONTH - HAD WEEK OF TRAINING FOR NACVSO

August Meeting Dates and Times

Townships	Date	Time	How
Calvin	08/10/21	6:00 PM	In Person
Howard	08/17/21	7:00 PM	In Person
Jefferson	08/12/21	6:30 PM	In Person
LaGrange	08/16/21	7:00 PM	In Person
Marcellus	08/17/21	6:00 PM	In Person
Mason	08/10/21	7:00 PM	In Person
Milton	08/10/21	7:00 PM	In Person
Newberg	08/09/21	7:00 PM	In Person
Ontwa	08/09/21	7:00 PM	In Person
Penn	08/09/21	6:30 PM	In Person
Pokagon	08/11/21	7:00 PM	In Person
Porter	08/10/21	7:00 PM	In Person
Silver Creek	08/11/21	7:00 PM	In Person
Volinia	08/09/21	6:30 PM	In Person
Wayne	08/02/21	7:00 PM	In Person
City of Dowagiac			
	08/09/21	7:00 PM	In Person
	08/23/21	7:00 PM	In Person
Villages			
Cassopolis	08/09/21	6:30 PM	In Person
Edwardsburg	08/16/21	7:00 PM	In Person
Marcellus	08/10/21	7:00 PM	In Person
	08/24/21	7:00 PM	In Person
Vandalia	08/09/21	7:00 PM	In Person
Boards & Commissions			
Cass District Library	08/16/21	7:00 PM	In Person
Cass County Cons Dist	08/09/21	3:00 PM	Zoom
Economic Dev Corp	08/25/21	8:30 AM	In Person
Historical Commission	08/12/21	5:00 PM	In Person
Medical Care Facility	08/23/21	10:00 AM	Zoom
Parks Board	08/12/21	9:00 AM	In Person
Planning Commission	08/25/21	4:00 PM	In Person
Road Commission	08/26/21	9:00 AM	In Person
Transportation	08/09/21	8:00 AM	In Person
VanBuren/Cass Dist			
Health Dept	08/11/21	3:00 PM	In Person 260 South St., Lawrence, MI
Woodlands	08/24/21	4:00 PM	In Person