



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 May 19, 2022 at 5:00 p.m. However, any member of the public who wishes to participate in the meeting remotely may do so.

Topic: Board of Commissioners Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87212975078>

Or Telephone:

US: +1 646 558 8656 or +1 301 715 8592

Webinar ID: 872 1297 5078

Persons with disability needing accommodations for this meeting should contact Sarah Mathews at 269-445-1149 or sarahm@cassco.org prior to the meeting.



CASS COUNTY BOARD OF COMMISSIONERS

REGULAR MEETING OF THE CASS COUNTY BOARD OF COMMISSIONERS

May 19, 2022

5:00 PM

CALL TO ORDER - *Chair Dyes*

INVOCATION – *Commissioner File*

PLEDGE OF ALLEGIANCE – *Commissioner Grice*

ROLL CALL - *Clerk/Register Monica McMichael*

INTRODUCTION OF VISITORS – *Chair Dyes*

PUBLIC COMMENTS (limit 3 minutes/person)

APPROVAL OF THE AGENDA – *Commissioner Jones*

RECOGNITIONS

PRESENTATIONS (Limit to 10 minutes)

PROPOSED CONSENT AGENDA - *Vice-Chair Grice*

1. **M-103-22** - Motion to approve Claims dated May 13, 2022
2. **M-104-22** - Motion to approve the May 5, 2022 Board of Commissioners Regular 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

APPOINTMENTS COMMITTEE REPORT

ADMINISTRATOR'S REPORT

FINANCE REPORT

PUBLIC SAFETY REPORT

COUNTY PARTNERS (Limit to 5 minutes)

ELECTED OFFICIALS



CASS COUNTY BOARD OF COMMISSIONERS

UNFINISHED BUSINESS

NEW BUSINESS

1. **M-105-22** - Motion to approve FY2023 Community Corrections Application and Plan – *Vice Chair Grice*
2. **M-106-22** – Motion to approve revised Board of Commissioners Rules of Procedure – *Commissioner Laylin*
3. **M-107-22** – Motion to approve Boards and Commissioners Per Diem and Mileage Policy –*Commissioner Marchetti*
4. **M-108-22** – Motion to Rescind No Smoking Policy and adopt Smoke & Vape-Free Workplace Policy – *Chair Dyes*
5. **R-109-22** – Resolution to Honor and Thank Cass County Early Childhood Care Providers – *Commissioner Marchetti*
6. **M-110-22** – Motion to approve lodging and mileage expense in the amount of \$282.10 to permit Solid Waste Planning Commission member Susan Donoho to attend Recycling Conference– *Commissioner Jones*
7. **M-111-22** – Motion to approve or not approve purchase of Zoom Webinar for BOC Meetings – *Vice-Chair Grice*
8. **M-112-22** – Motion to approve the purchase of 2 personal watercraft (jet skis) for the Sheriff's Department Marine Division in an amount not to exceed \$41,000.00 - *Commissioner Jones*
9. **M-113-22** – Motion to approve Budget Amendments as presented – *Commissioner File*
10. **M-114-22** – Motion to approve Technology & Security Services Quote from Conference Technologies in the amount of \$15,446.00 – *Commissioner Laylin*

CLOSED SESSION

1. **M-115-22** – Motion to discuss a confidential written legal opinion that is subject to attorney-client privilege and to include Clerk/Register Monica McMichael, Matthew Newton, and any other party as may be designated by the Board Chair. – *Commissioner Marchetti*

BOARD MEMBER COMMENTS/ANNOUNCEMENTS

ADJOURNMENT

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05/11/2022 04:43 PM
User: JackieT
DB: Cass County

INVOICE GL DISTRIBUTION REPORT FOR CASS COUNTY
POST DATES 05/02/2022 - 05/13/2022
JOURNALIZED
PAID

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GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 101 TREASURER							
Dept 172 ADMINISTRATION							
101-172-715.040	RETIREMENT	MERS OF MICHIGAN	VALUATION REQUEST FOR BENEFIT CHANGE	050922	05/09/22	400.00	1192324
101-172-801.000	PROFESSIONAL/CONTRACTUAL	ROSE STREET ADVISORS	L SALARY REVIEWS - CONTENT MANAGER/GI	1664/1703	05/13/22	1,150.00	1192398
101-172-801.000	PROFESSIONAL/CONTRACTUAL	ROSE STREET ADVISORS	L SALARY REVIEWS - CONTENT MANAGER/GI	1664/1703	05/13/22	200.00	1192398
Total For Dept 172 ADMINISTRATION						1,750.00	
Dept 223 CONTROLLER							
101-223-801.000	PROFESSIONAL/CONTRACTUAL	REBECCA MOORE	CONTRACTUAL ACCOUNTING SERVICES - A	04302022	05/13/22	3,710.00	20787
101-223-802.000	DUES/MEMBERSHIP/SUBSCRIPTI	GOVERNMENT FINANCE OFF	CERTIFICATE OF ACHIEVEMENT REVIEW F	11302	05/13/22	610.00	1192365
Total For Dept 223 CONTROLLER						4,320.00	
Dept 225 EQUALIZATION							
101-225-801.000	PROFESSIONAL/CONTRACTUAL	ANTHONY MEYAARD	CONTRACTUAL EQUALIZATION SERVICES A	CASS016	05/13/22	5,509.33	20756
Total For Dept 225 EQUALIZATION						5,509.33	
Dept 229 PROSECUTING ATTORNEY							
101-229-805.000	WITNESS FEES/EXPENSES	ANSON ANTIONETTE	WITNESS FEE FOR LOGAN CRAIG SHIRREL	04202022	05/13/22	8.64	1192329
101-229-805.000	WITNESS FEES/EXPENSES	ASHLEY TYLER	WITNESS FEE FOR AMELIA BURCH 21-134	04202022	05/13/22	7.68	1192331
101-229-805.000	WITNESS FEES/EXPENSES	COLLINS JESSICA	WITNESS FEE ON DAVID STARK 22-0144-	04132022	05/13/22	9.12	1192343
101-229-805.000	WITNESS FEES/EXPENSES	DEVOS SARA	WITNESS FEE ON DUSTIN POFF 21-1491-	04132022	05/13/22	8.40	1192353
101-229-805.000	WITNESS FEES/EXPENSES	JOHNSTON MELISSA	WITNESS FEE ON KEVIN HANNER 20-1028	04052022	05/13/22	54.48	1192370
101-229-805.000	WITNESS FEES/EXPENSES	KNIGHT CAROL	WITNESS FEE ON JEFFERY STRAUSS 21-1	03292022	05/13/22	16.56	1192373
101-229-805.000	WITNESS FEES/EXPENSES	KNIGHT VICTORIA	WITNESS FEE ON JEFFERY STRAUSS 21-1	03292022	05/13/22	27.12	1192374
101-229-805.000	WITNESS FEES/EXPENSES	MCNARY BRENDA	WITNESS FEE FOR DOUGLAS WOLVERTON 2	04202022	05/13/22	7.92	1192380
101-229-805.000	WITNESS FEES/EXPENSES	MILLER ALISHA	WITNESS FEE ON KEVIN HANNER 20-1028	04052022	05/13/22	62.16	1192386
101-229-805.000	WITNESS FEES/EXPENSES	MILLER ETHAN	WITNESS FEE ON KEVIN HANNER 20-1028	04052022	05/13/22	42.00	1192387
101-229-805.000	WITNESS FEES/EXPENSES	MORRIS CHRISTINE	WITNESS FOR ON CARLA PATSEY 21-1584	04132022	05/13/22	10.32	1192389
101-229-805.000	WITNESS FEES/EXPENSES	NELSON ALICIA	WITNESS FEE FOR JOSHUA SCHWEITZER 2	04132022	05/13/22	14.40	1192392
101-229-805.000	WITNESS FEES/EXPENSES	OSMER JENNIFER	WITNESS FEE ON ANTWA BACON 21-1641-	04132022	05/13/22	7.92	1192394
101-229-805.000	WITNESS FEES/EXPENSES	PARKEY TRISHA	WITNESS FEE FOR LOGEN CRAIG SHIRREL	04202022	05/13/22	8.40	1192395
101-229-805.000	WITNESS FEES/EXPENSES	STIEPEN RICHARD	WITNESS FEE ON DANIEL TRAEGER	04132022	05/13/22	10.56	1192404
101-229-805.000	WITNESS FEES/EXPENSES	WHEATON AMBER	MILEAGE FEE ON KEVIN HANNER 20-1028	04052022	05/13/22	3.84	1192418
101-229-805.000	WITNESS FEES/EXPENSES	WHEATON CHRISTIAN	WITNESS FEE ON KEVIN HANNER 20-1028	04052022	05/13/22	24.00	1192419
101-229-805.000	WITNESS FEES/EXPENSES	WORTHINGTON WINIFRED	WITNESS FEE ON DAVID STARK 22-0144-	04132022	05/13/22	6.00	1192421
101-229-805.000	WITNESS FEES/EXPENSES	JEFF SMITH	SERVICE 4/18/2022 THROUGH 5/2/2022	04182022	05/13/22	385.00	20805
101-229-805.010	EXPERT WITNESS FEES	GLORIA GILLESPIE	EXPERT TESTIMONY ON KEVIN HANNER 20	2022040169	05/13/22	905.00	20769
101-229-822.000	PATERNITY EXP. (CHILD SUP	MEADOR INVESTIGATIONS	SERVICE ON TARQUAN HARDEN	225586	05/13/22	40.00	1192381
101-229-982.000	BOOKS	WEST GROUP PAYMENT CTR	ACCT 1000700557	846287897	05/13/22	252.68	1192417
Total For Dept 229 PROSECUTING ATTORNEY						1,912.20	
Dept 230 GIS							
101-230-727.000	SUPPLIES	CREATIVE VINYL	VEHICLE MAGNETS FOR POPEY ADDRESS	46487	05/13/22	150.00	1192346
101-230-802.000	DUES/MEMBERSHIP/SUBSCRIPTI	FIRST BANKCARD	CONFERENCE REGISTRATIONS/EXCAVATOR	5584979955113558	05/11/22	100.00	1192423
101-230-861.000	CONFERENCE/MEETINGS/TRAINI	FIRST BANKCARD	CONFERENCE REGISTRATIONS/EXCAVATOR	5584979955113558	05/11/22	350.00	1192423
101-230-861.000	CONFERENCE/MEETINGS/TRAINI	FIRST BANKCARD	CONFERENCE REGISTRATIONS/EXCAVATOR	5584979955113558	05/11/22	248.81	1192423
Total For Dept 230 GIS						848.81	
Dept 231 VICTIM RIGHTS GRANT							
101-231-836.000	DIRECT VICTIM NEEDS	MARIE ANDERSON	REIMBURSEMENT	05092022	05/13/22	132.19	20755
Total For Dept 231 VICTIM RIGHTS GRANT						132.19	
Dept 233 PURCHASING							
101-233-729.131	OFFICE SUPPLY-CIRCUIT COU	GLOBAL OFFICE SOLUTION	OFFICE SUPPLIES/AC SUPPLIES/TONER C.	CSUM-103226	05/13/22	123.01	20771
101-233-729.136	OFFICE SUPPLY-DISTRICT CO	GLOBAL OFFICE SOLUTION	OFFICE SUPPLIES/AC SUPPLIES/TONER C.	CSUM-103226	05/13/22	28.34	20771

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 101 TREASURER							
Dept 233 PURCHASING							
101-233-729.149	OFFICE SUPPLY-FAMILY COURT	GLOBAL OFFICE SOLUTION	OFFICE SUPPLIES/AC SUPPLIES/TONER C.	CSUM-103226	05/13/22	438.77	20771
101-233-729.219	OFFICE SUPPLY-CLERK/FILE F	GLOBAL OFFICE SOLUTION	OFFICE SUPPLIES/AC SUPPLIES/TONER C.	CSUM-103226	05/13/22	40.30	20771
101-233-729.229	OFFICE SUPPLY-PROSECUTOR	GLOBAL OFFICE SOLUTION	OFFICE SUPPLIES/AC SUPPLIES/TONER C.	CSUM-103226	05/13/22	86.02	20771
101-233-729.253	OFFICE SUPPLY-TREASURER	GLOBAL OFFICE SOLUTION	OFFICE SUPPLIES/AC SUPPLIES/TONER C.	CSUM-103226	05/13/22	37.70	20771
101-233-729.301	OFFICE SUPPLY-SHERIFF/JAIL	GLOBAL OFFICE SOLUTION	OFFICE SUPPLIES/AC SUPPLIES/TONER C.	CSUM-103226	05/13/22	32.89	20771
101-233-730.000	POSTAGE	TMK WORLDWIDER LLC	FUNDS FOR POSTAGE PROCESSING FEES	MAY 2022	05/13/22	4,000.00	1192378
101-233-730.000	POSTAGE	UPS	UPS CHARGES	565172	05/13/22	36.00	1192412
101-233-732.000	COMPUTER SUPPLIES	GLOBAL OFFICE SOLUTION	OFFICE SUPPLIES/AC SUPPLIES/TONER C.	CSUM-103226	05/13/22	839.58	20771
101-233-829.315	SUPPORT SERVICES	RAPID SHRED	SHREDDING FEES FOR APRIL	88527	05/13/22	460.00	20809
101-233-850.000	TELEPHONE	FRONTIER	TELEPHONE (9)	042922	05/02/22	358.88	1192311
101-233-850.000	TELEPHONE	FRONTIER	TELEPHONE (9)	042922	05/02/22	106.19	1192311
101-233-850.000	TELEPHONE	FRONTIER	TELEPHONE (9)	042922	05/02/22	50.51	1192311
101-233-850.000	TELEPHONE	FRONTIER	TELEPHONE (9)	042922	05/02/22	49.91	1192311
101-233-850.000	TELEPHONE	FRONTIER	TELEPHONE (9)	042922	05/02/22	54.36	1192311
101-233-850.000	TELEPHONE	FRONTIER	TELEPHONE (9)	042922	05/02/22	26.45	1192311
101-233-850.030	TELEPHONE-MDOC	FRONTIER	TELEPHONE (9)	042922	05/02/22	100.22	1192311
Total For Dept 233 PURCHASING						6,869.13	
Dept 253 TREASURER							
101-253-801.000	PROFESSIONAL/CONTRACTUAL S	FIRST BANKCARD	CONFERENCE REGISTRATIONS/EXCAVATOR	5584979955113558	05/11/22	39.00	1192423
Total For Dept 253 TREASURER						39.00	
Dept 258 INFORMATION SYSTEMS							
101-258-861.000	CONFERENCE/MEETINGS/TRAINI	HYLAND SOFTWARE INC	ONBASE TRAINING/RECERTIFICATION - I	LE01-255880	05/13/22	3,300.00	1192366
101-258-983.000	SOFTWARE MAINT	FIRST BANKCARD	CONFERENCE REGISTRATIONS/EXCAVATOR	5584979955113558	05/11/22	(600.00)	1192423
101-258-983.000	SOFTWARE MAINT	SOLARWINDS	REMOTE SUPPORT	561292	05/13/22	177.00	1192401
101-258-988.100	EQUIPMENT & UNFORSEEN MAIN	COMMUNICATION COMPANY	UPDATE FOR CARD SYSTEM - L & C BLDG	19857	05/13/22	1,370.00	1192344
Total For Dept 258 INFORMATION SYSTEMS						4,247.00	
Dept 265 MAINTENANCE							
101-265-776.075	MAINTENANCE SUPPLIES	KSS ENTERPRISES	MAINTENANCE SUPPLIES	1379647-1	05/13/22	138.08	1192375
101-265-777.000	MOTOR FUEL/LUBRICANT	J & H OIL COMPANY	FUEL - MAINTENANCE	50126	05/13/22	116.11	20773
101-265-777.060	PROPANE - PARKS	FERRELLGAS	FEUL - LAWLESS BARN	98561698	05/13/22	1,076.04	1192361
101-265-777.070	PROPANE FUEL	MARATHON OIL COMPANY	FUEL - MAINTENANCE	80671196	05/13/22	394.25	20779
101-265-801.052	PEST CONTROL - SHERIFF/JAIL	ROSE PEST SOLUTIONS	PEST CONTROL APPLICATIONS AT CCDET	150553805	05/13/22	50.00	20800
101-265-803.004	CONTRACTUAL SVC	CUMMINS SALES AND SERV	MAINTENANCE AGREEMENTS - COURTHOUSE	Q3-2519/2520/252	05/13/22	425.24	1192347
101-265-803.004	CONTRACTUAL SVC	CUMMINS SALES AND SERV	MAINTENANCE AGREEMENTS - COURTHOUSE	Q3-2519/2520/252	05/13/22	511.95	1192347
101-265-803.004	CONTRACTUAL SVC	CUMMINS SALES AND SERV	MAINTENANCE AGREEMENTS - COURTHOUSE	Q3-2519/2520/252	05/13/22	555.83	1192347
101-265-803.005	CONTRAC - ENERGY AUD SAV	TENURGY LLC	CONTRACTUAL ENERGY AUDIT SAVINGS	CASSCO 115	05/13/22	176.58	20807
101-265-804.102	CONTRACTUAL CLEANING - L&C	THE CLEANEST CO LLC	CONTRACTUAL CLEANING - COUNTY BUILD	APRIL	05/13/22	5,146.51	20808
101-265-804.125	CONTRACTUAL CLEANING - COI	THE CLEANEST CO LLC	CONTRACTUAL CLEANING - COUNTY BUILD	APRIL	05/13/22	3,798.61	20808
101-265-804.140	CONTRACTUAL CLEANING - SHE	THE CLEANEST CO LLC	CONTRACTUAL CLEANING - COUNTY BUILD	APRIL	05/13/22	306.34	20808
101-265-804.150	CONTRACTUAL CLEANING - ANI	THE CLEANEST CO LLC	CONTRACTUAL CLEANING - COUNTY BUILD	APRIL	05/13/22	122.54	20808
101-265-804.351	CONTRACTUAL LIFT STATION	VILLAGE OF CASSOPOLIS	LIFT STATION	233	05/13/22	5,044.94	1192415
101-265-920.060	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERA	ELECTRIC (8)	MAY 2022	05/13/22	83.17	20783
101-265-920.060	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERA	ELECTRIC (8)	MAY 2022	05/13/22	39.87	20783
101-265-920.060	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERA	ELECTRIC (8)	MAY 2022	05/13/22	51.91	20783
101-265-920.060	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERA	ELECTRIC (8)	MAY 2022	05/13/22	188.76	20783
101-265-920.060	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERA	ELECTRIC (8)	MAY 2022	05/13/22	70.17	20783
101-265-920.060	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERA	ELECTRIC (8)	MAY 2022	05/13/22	28.32	20783
101-265-920.060	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERA	ELECTRIC (8)	MAY 2022	05/13/22	11.49	20783
101-265-920.060	ELECTRICITY - PARKS	MIDWEST ENERGY COOPERA	ELECTRIC (8)	MAY 2022	05/13/22	98.85	20783
101-265-930.075	GENERAL REPAIRS	CASS AUTO SUPPLY CO, I	MAINTENANCE REPAIRS	1622	05/13/22	53.73	1192339

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund 101 TREASURER							
Dept 265 MAINTENANCE							
101-265-930.075	GENERAL REPAIRS	CASS OUTDOOR POWER EQU	MAINTENANCE REPAIRS	151563	05/13/22	69.90	1192341
101-265-930.075	GENERAL REPAIRS	COMMUNITY MILLS, INC.	WEEDKILLER	00488460	05/13/22	187.50	1192345
101-265-930.075	GENERAL REPAIRS	DAVE REIFF	REIMBURSEMENT FOR MAINTENANCE REPAIR	MISC	05/13/22	33.24	1192352
101-265-930.075	GENERAL REPAIRS	DAVE REIFF	REIMBURSEMENT FOR MAINTENANCE REPAIR	MISC	05/13/22	230.13	1192352
101-265-930.075	GENERAL REPAIRS	DUNCAN SUPPLY COMPANY	MAINTENANCE REPAIRS	299447101	05/13/22	403.45	1192357
101-265-930.075	GENERAL REPAIRS	ETNA SUPPLY COMPANY	BATHROOM REPAIRS	ACCT 8979	05/13/22	537.13	1192359
101-265-930.075	GENERAL REPAIRS	GEN-X LIGHTING LLC	BULBS	2703	05/13/22	634.85	1192364
101-265-930.075	GENERAL REPAIRS	ROCKET ENTERPRISE INC.	FLAGS	169637	05/13/22	324.20	1192397
101-265-930.075	GENERAL REPAIRS	STATE OF MICHIGAN	BOILER INSPECTION FEES (3)	BLR466277	05/13/22	370.00	1192402
101-265-930.075	GENERAL REPAIRS	W. B. HAYDEN & SONS CO	MAINTENANCE REPAIRS	043022	05/13/22	408.54	1192416
101-265-930.075	GENERAL REPAIRS	R. W. LAPINE INC.	BOILER TESTING AT L&C BLDG/UNDERGRO	APRIL 2022	05/13/22	352.00	20796
101-265-930.075	GENERAL REPAIRS	R. W. LAPINE INC.	BOILER TESTING AT L&C BLDG/UNDERGRO	APRIL 2022	05/13/22	1,056.31	20796
101-265-930.075	GENERAL REPAIRS	TRANE	MAINTENANCE REPAIRS	APRIL 2022	05/13/22	941.34	20811
101-265-930.075	GENERAL REPAIRS	TRANE	MAINTENANCE REPAIRS	12102922/3126013	05/13/22	400.64	20811
101-265-930.075	GENERAL REPAIRS	TRANE	MAINTENANCE REPAIRS	12102922/3126013	05/13/22	870.50	20811
Total For Dept 265 MAINTENANCE						25,309.02	
Dept 282 COURT GRANT PROGRAMS							
101-282-727.315	SUPPLIES ADULT DRUG COURT	MICHIANA DRUG TESTING	ATC/SC DRUG TESTING FEBRUARY 2022	2152	05/13/22	798.00	20782
101-282-801.010	CONTRACTUAL	HEATHER BANGSTON	PROBLEM-SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	9.00	20757
101-282-801.010	CONTRACTUAL	PRESTON COLLETT	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	236.00	20763
101-282-801.010	CONTRACTUAL	MONIQUE DORTCH	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	150.00	20766
101-282-801.010	CONTRACTUAL	BRANDY JONES	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	82.54	20775
101-282-801.010	CONTRACTUAL	THOMAS MONDSCHIEIN	PROBLEM SOLVING COURTS 4/7/22 - 4/2	51322	05/13/22	50.55	20785
101-282-801.010	CONTRACTUAL	THOMAS MONDSCHIEIN	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	7.68	20785
101-282-801.010	CONTRACTUAL	TIFFANY MONDSCHIEIN	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	88.38	20786
101-282-801.010	CONTRACTUAL	GRACE MULLER	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	400.00	20789
101-282-801.010	CONTRACTUAL	HEATHER PAULEY	PROBLEM-SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	423.41	20792
101-282-801.010	CONTRACTUAL	KIMBERLY PEET	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	980.00	20793
101-282-801.010	CONTRACTUAL	JOHN PILLOW	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	124.28	20795
101-282-801.010	CONTRACTUAL	REDDEN TODD	PROBLEM-SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	518.69	20810
101-282-801.010	CONTRACTUAL	BRADLEY WEST	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	249.73	20813
101-282-801.020	CONTRACTUAL SWIFT & SURE	HEATHER BANGSTON	PROBLEM-SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	13.50	20757
101-282-801.020	CONTRACTUAL SWIFT & SURE	PRESTON COLLETT	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	236.00	20763
101-282-801.020	CONTRACTUAL SWIFT & SURE	BARBARA M. HOWES	PROBLEM-SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	300.00	20772
101-282-801.020	CONTRACTUAL SWIFT & SURE	CLARENCE JAMES	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	790.00	20774
101-282-801.020	CONTRACTUAL SWIFT & SURE	MICHIANA DRUG TESTING	INVOICES 2077 (SSSPP) & 2122 (FTC)	51322	05/13/22	54.00	20782
101-282-801.020	CONTRACTUAL SWIFT & SURE	THOMAS MONDSCHIEIN	PROBLEM SOLVING COURTS 4/7/22 - 4/2	51322	05/13/22	123.06	20785
101-282-801.020	CONTRACTUAL SWIFT & SURE	THOMAS MONDSCHIEIN	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	270.96	20785
101-282-801.020	CONTRACTUAL SWIFT & SURE	JONI PATZER	SWIFT AND SURE FINANCIAL	51322	05/13/22	390.00	20791
101-282-801.020	CONTRACTUAL SWIFT & SURE	KIMBERLY PEET	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	210.00	20793
101-282-801.020	CONTRACTUAL SWIFT & SURE	JOHN PILLOW	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	360.18	20795
101-282-801.020	CONTRACTUAL SWIFT & SURE	TASIA ROBERTS	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	1,000.00	20799
101-282-801.020	CONTRACTUAL SWIFT & SURE	JESSEE SCHOETZOW	PROBLEM-SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	360.00	20803
101-282-801.020	CONTRACTUAL SWIFT & SURE	BRADLEY WEST	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	323.05	20813
101-282-801.090	CONTRACTUAL BYRNE JAG GRAN	HEATHER BANGSTON	ATC/SC 4/21 THRU 5/4/22	050422	05/13/22	58.50	20757
101-282-801.090	CONTRACTUAL BYRNE JAG GRAN	BRANDY JONES	ATC/SC 4/21 THRU 5/4/22	050422	05/13/22	21.33	20775
101-282-801.090	CONTRACTUAL BYRNE JAG GRAN	CHRISTY LAPORTE	ATC/SC 4/21 THRU 5/4/22	050422	05/13/22	93.02	20776
101-282-801.090	CONTRACTUAL BYRNE JAG GRAN	MICHIANA DRUG TESTING	ATC/SC DRUG TESTING FEBRUARY 2022	2152	05/13/22	1,776.00	20782
101-282-801.090	CONTRACTUAL BYRNE JAG GRAN	THOMAS MONDSCHIEIN	ATC/SC 4/7 THRU 4/20/22	042022	05/13/22	134.40	20785
101-282-801.090	CONTRACTUAL BYRNE JAG GRAN	THOMAS MONDSCHIEIN	ATC/SC 4/21 THRU 5/4/22	050422	05/13/22	256.20	20785
101-282-801.090	CONTRACTUAL BYRNE JAG GRAN	TIFFANY MONDSCHIEIN	ATC/SC 4/21 THRU 5/4/22	050422	05/13/22	239.81	20786
101-282-801.090	CONTRACTUAL BYRNE JAG GRAN	HEATHER PAULEY	ATC/SC 4/21 THRU 5/4/22	050422	05/13/22	171.06	20792

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Fund 101 TREASURER							
Dept 282 COURT GRANT PROGRAMS							
101-282-801.090	CONTRACTUAL BYRNE	JAG GRAN	KIMBERLY PEET	ATC/SC 4/21 THRU 5/4/22	050422	05/13/22	150.00 20793
101-282-801.090	CONTRACTUAL BYRNE	JAG GRAN	JOHN PILLOW	ATC/SC 4/21 THRU 5/4/22	050422	05/13/22	584.21 20795
101-282-801.090	CONTRACTUAL BYRNE	JAG GRAN	CHELSEA SCHOETZOW	ATC/SC 4/21 THRU 5/4/22	050422	05/13/22	720.00 20802
101-282-801.090	CONTRACTUAL BYRNE	JAG GRAN	REDDEN TODD	ATC/SC 4/21 THRU 5/4/22	050422	05/13/22	254.31 20810
101-282-801.090	CONTRACTUAL BYRNE	JAG GRAN	BRADLEY WEST	ATC/SC 4/21 THRU 5/4/22	050422	05/13/22	390.00 20813
101-282-801.160	CONTRACTUAL SWIFT & SURE	CADARA BAUMAN	TRANSITIONAL HOUSING FOR MAY, 207	51322	05/13/22	300.00	20758
101-282-801.160	CONTRACTUAL SWIFT & SURE	PRESTON COLLETT	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	138.00	20763
101-282-801.160	CONTRACTUAL SWIFT & SURE	BARBARA M. HOWES	PROBLEM-SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	2,100.00	20772
101-282-801.160	CONTRACTUAL SWIFT & SURE	CLARENCE JAMES	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	592.00	20774
101-282-801.160	CONTRACTUAL SWIFT & SURE	KIMBERLY PEET	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	480.00	20793
101-282-801.315	CONTRACTUAL ADULT DRUG CO	PRESTON COLLETT	ATC/SC 4/21 THRU 5/4/22	050422	05/13/22	702.00	20763
101-282-801.315	CONTRACTUAL ADULT DRUG CO	MONIQUE DORTCH	ATC/SC 4/21 THRU 5/4/22	050422	05/13/22	604.00	20766
101-282-801.315	CONTRACTUAL ADULT DRUG CO	BARBARA M. HOWES	ATC/SC 4/21 THRU 5/4/22	050422	05/13/22	300.00	20772
101-282-801.315	CONTRACTUAL ADULT DRUG CO	CLARENCE JAMES	ATC/SC 4/21 THRU 5/4/22	050422	05/13/22	518.00	20774
101-282-801.315	CONTRACTUAL ADULT DRUG CO	KIMBERLY PEET	ATC/SC 4/21 THRU 5/4/22	050422	05/13/22	60.00	20793
101-282-801.315	CONTRACTUAL ADULT DRUG CO	TASIA ROBERTS	ATC/SC 4/21 THRU 5/4/22	050422	05/13/22	800.00	20799
Total For Dept 282 COURT GRANT PROGRAMS						19,991.85	
Dept 288 HOUSEHOLD HAZ WASTE COLLECTION							
101-288-880.000	ADVERTISING/PROMOTION	LEADER PUBLICATIONS	LL HHW/TIRE DAY ADVERTISEMENT	148270/0422	05/13/22	1,251.59	20778
Total For Dept 288 HOUSEHOLD HAZ WASTE COLLECTION						1,251.59	
Dept 301 OFFICE OF SHERIFF							
101-301-746.010	UNIFORMS	NYE UNIFORM CO.	UNIFORMS	815214	05/13/22	204.99	1192393
101-301-746.010	UNIFORMS	NYE UNIFORM CO.	UNIFORMS	814597	05/13/22	203.99	1192393
101-301-777.000	MOTOR FUEL/LUBRICANT	J & H OIL COMPANY	FUEL	CFSI-8686	05/13/22	229.84	20773
101-301-777.000	MOTOR FUEL/LUBRICANT	WRIGHT EXPRESS	FUEL 04/2022	80650471	05/13/22	6,527.72	20815
101-301-777.001	VEHICLE REPAIRS/MAINTENANCE	C. WIMBERLEY FORD-MERC	VEH MAINT	67221	05/13/22	40.20	1192338
101-301-777.001	VEHICLE REPAIRS/MAINTENANCE	C. WIMBERLEY FORD-MERC	VEH MAINT	67236	05/13/22	19.95	1192338
101-301-777.001	VEHICLE REPAIRS/MAINTENANCE	SAFELITE FULFILLMENT,	WINDSHIELD REPAIR	331230	05/13/22	102.97	1192399
101-301-777.001	VEHICLE REPAIRS/MAINTENANCE	SAFELITE FULFILLMENT,	WINDSHIELD REPAIR	331234	05/13/22	92.98	1192399
101-301-850.000	TELEPHONE	FRONTIER	TELEPHONE (9)	042922	05/02/22	102.13	1192311
101-301-850.000	TELEPHONE	FRONTIER	TELEPHONE (9)	042922	05/02/22	305.98	1192311
101-301-936.000	RECORDS MANAGEMENT SYSTEM	INTERACT PUBLIC SAFETY	CRIME COG 05/2022	CPSMN0002211	05/13/22	2,042.05	1192368
Total For Dept 301 OFFICE OF SHERIFF						9,872.80	
Dept 304 SECONDARY ROAD PATROL GRANT							
101-304-777.000	MOTOR FUEL/LUBRICANT	WRIGHT EXPRESS	FUEL 04/2022	80650471	05/13/22	150.08	20815
Total For Dept 304 SECONDARY ROAD PATROL GRANT						150.08	
Dept 306 HOWARD TOWNSHIP POLICE							
101-306-777.000	MOTOR FUEL/LUBRICANT	WRIGHT EXPRESS	FUEL 04/2022	80650471	05/13/22	319.67	20815
Total For Dept 306 HOWARD TOWNSHIP POLICE						319.67	
Dept 313 SHERIFF SMC SECURITY PROGRAM							
101-313-777.000	MOTOR FUEL/LUBRICANT	WRIGHT EXPRESS	FUEL 04/2022	80650471	05/13/22	192.94	20815
Total For Dept 313 SHERIFF SMC SECURITY PROGRAM						192.94	
Dept 331 MARINE SAFETY PROGRAM							
101-331-933.000	EQUIPMENT REPAIRS	C. WIMBERLEY	VEH MAINT	45764	05/13/22	63.91	1192337
101-331-933.000	EQUIPMENT REPAIRS	CASS AUTO SUPPLY CO, I	VEH MAINT	1-125368	05/13/22	143.67	1192339
Total For Dept 331 MARINE SAFETY PROGRAM						207.58	
Dept 351 JAIL OPERATION							

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Fund 101 TREASURER							
Dept 351 JAIL OPERATION							
101-351-727.000	TECHNICAL SUPPLIES	DASH	JAIL GLOVES	INV1262042	05/13/22	285.39	1192351
101-351-735.060	IN COUNTY INMATE MEDICAL (CORRECTIONAL RECOVERY		INMATE MEDICAL	Q3-100034357	05/13/22	11,165.21	20764
101-351-745.000	CLOTHING/BEDDING/TOILETRIES	BOB BARKER CO., INC.	JAIL SUPPLIES	INV1762407	05/13/22	935.97	1192335
101-351-745.000	CLOTHING/BEDDING/TOILETRIES	BOB BARKER CO., INC.	JAIL SUPPLIES	INV1762412	05/13/22	232.62	1192335
101-351-745.000	CLOTHING/BEDDING/TOILETRIES	BOB BARKER CO., INC.	JAIL SUPPLIES	INV1762420	05/13/22	843.10	1192335
101-351-775.000	CLEANING SUPPLIES	KSS ENTERPRISES	JAIL CLEANING/LAUNDRY	1381202	05/13/22	1,065.83	1192375
101-351-775.000	CLEANING SUPPLIES	UNIFIRST CORPORATION	RUGS	099 0330438	05/13/22	49.77	1192411
101-351-775.000	CLEANING SUPPLIES	PERFECTION COMMERCIAL	TP/PAPER TOWELS	67190	05/13/22	275.93	20794
101-351-777.000	MOTOR FUEL/LUBRICANT	WRIGHT EXPRESS	FUEL 04/2022	80650471	05/13/22	289.72	20815
101-351-813.100	LAUNDRY	KSS ENTERPRISES	JAIL CLEANING/LAUNDRY	1381202	05/13/22	175.22	1192375
101-351-814.000	PRISONER BOARD (MEALS)	CANTEEN SERVICES, INC.	INMATE MEALS WEEK OF 04/17/22-04/23	115846	05/13/22	2,626.22	20761
101-351-814.000	PRISONER BOARD (MEALS)	CANTEEN SERVICES, INC.	INMATE MEALS WEEK OF 04/24/22-04/30	116027	05/13/22	2,785.86	20761
101-351-835.010	CONTRACTUAL DOCTOR	ADVANCED CORREC HEALTH	ONSITE JAIL MEDICAL 06/2022	117207	05/13/22	25,434.89	20754
101-351-861.000	CONFERENCE/MEETINGS/TRAINING	FIRST BANKCARD	CREDIT CARD 04/2022	5584979122035171	05/11/22	459.00	1192423
101-351-936.000	RECORDS MANAGEMENT SYSTEM	INTERACT PUBLIC SAFETY	CRIME COG 05/2022	CPSMN0002211	05/13/22	2,042.05	1192368
Total For Dept 351 JAIL OPERATION						48,666.78	
Dept 426 EMERGENCY MGT/HOMELAND SECURITY							
101-426-777.000	MOTOR FUEL/LUBRICANT	WRIGHT EXPRESS	FUEL 04/2022	80650471	05/13/22	122.11	20815
Total For Dept 426 EMERGENCY MGT/HOMELAND SECURITY						122.11	
Dept 430 ANIMAL CONTROL							
101-430-727.000	TECHNICAL SUPPLIES	GLOBAL OFFICE SOLUTION	OFFICE SUPPLIES/AC SUPPLIES/TONER C.	CSUM-103226	05/13/22	278.57	20771
101-430-777.000	MOTOR FUEL/LUBRICANT	J & H OIL COMPANY	FUEL	CFSI-8690	05/13/22	344.45	20773
101-430-777.001	VEHICLE REPAIRS/MAINTENANCE	C. WIMBERLEY FORD-MERC	OIL CHANGE & AIR FILER UNIT 92	67536	05/13/22	30.40	1192338
101-430-777.001	VEHICLE REPAIRS/MAINTENANCE	C. WIMBERLEY FORD-MERC	OIL CHANGE & AIR FILTER	67518	05/13/22	73.47	1192338
101-430-777.001	VEHICLE REPAIRS/MAINTENANCE	CASS AUTO SUPPLY CO, I	WIPER BLADES UNIT 94	1-125261	05/13/22	30.20	1192339
101-430-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	FEDORE LARGE ANIMAL VE	INVESTIGATIVE EXAMS & SPAY/NEUTER	950	05/13/22	14.00	1192360
101-430-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	KELLY PHILLIPS	SPAY/NEUTER DEPOSIT REIMBURSEMENT P	12-28-2021-5	05/13/22	10.00	1192372
101-430-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	MICHELLE & SCOTT KILGO	SPAY/NEUTER DEPOSIT REIMBURSEMENT K	11-08-2021-1	05/13/22	14.00	1192383
101-430-811.200	VETERINARY SERVICES/K-9 SERVICES	FEDORE LARGE ANIMAL VE	INVESTIGATIVE EXAMS & SPAY/NEUTER	950	05/13/22	250.00	1192360
Total For Dept 430 ANIMAL CONTROL						1,045.09	
Dept 648 MEDICAL EXAMINER							
101-648-818.000	EXAMINER FEES	WMU HOMER STRYKER MD S	MEDICAL EXAMINER/AUTOPSY SERVICES -	04349	05/13/22	4,909.92	1192420
101-648-818.020	HOSPITAL AUTOPSIES FEES	WMU HOMER STRYKER MD S	MEDICAL EXAMINER/AUTOPSY SERVICES -	04349	05/13/22	10,612.00	1192420
Total For Dept 648 MEDICAL EXAMINER						15,521.92	
Dept 681 VETERANS BURIALS							
101-681-831.001	BURIAL FEES	BROWN FUNERAL HOME & C	COUNTY BURIAL - TUTTLE, W	4/1/2022	05/13/22	300.00	1192336
101-681-831.001	BURIAL FEES	CONNELLY CHAPEL WAGNER	COUNTY BURIAL - DISHMON, AFFRISE, NE	5/3/2022	05/13/22	300.00	20812
101-681-831.001	BURIAL FEES	CONNELLY CHAPEL WAGNER	COUNTY BURIAL - DISHMON, AFFRISE, NE	5/3/2022	05/13/22	300.00	20812
101-681-831.001	BURIAL FEES	CONNELLY CHAPEL WAGNER	COUNTY BURIAL - DISHMON, AFFRISE, NE	5/3/2022	05/13/22	300.00	20812
101-681-831.001	BURIAL FEES	CONNELLY CHAPEL WAGNER	COUNTY BURIAL - DISHMON, AFFRISE, NE	5/3/2022	05/13/22	300.00	20812
101-681-831.010	SETTING OF STONES	MISSION HILLS MEMORIAL	GOVT MARKER INSTALL - RONALD FAZI	5/3/2022	05/13/22	395.00	1192388
Total For Dept 681 VETERANS BURIALS						1,895.00	
Dept 682 VETERANS AFFAIRS							
101-682-729.200	SUPPLIES	D&D PRINTING	BUSINESS CARDS	75560	05/13/22	92.62	1192348
101-682-803.200	CONTRACT SVCS - DENTAL	VAN BUREN/CASS DISTRICT	DENTAL - HEILIG, MITCHELL, DAHILKE, J	5/3/2022	05/13/22	792.02	1192414
101-682-803.200	CONTRACT SVCS - DENTAL	VAN BUREN/CASS DISTRICT	VETERANS GRANT - ADD ON MARCH & APR	5/2/2022	05/13/22	2,339.45	1192414
101-682-803.200	CONTRACT SVCS - DENTAL	CASSOPOLIS DENTAL	DENTAL - MEADOWS, CONNER, CASEY	5/3/2022	05/13/22	1,317.40	20762
101-682-861.000	CONFERENCE/MEETINGS/TRAINING	FIRST BANKCARD	CONFERENCE REGISTRATIONS/EXCAVATOR	5584979955113558	05/11/22	(12.52)	1192423

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Dept 682 VETERANS AFFAIRS							
101-682-861.000	CONFERENCE/MEETINGS/TRAIN	FIRST BANKCARD	CONFERENCE REGISTRATIONS/EXCAVATOR	5584979955113558	05/11/22	313.05	1192423
101-682-880.200	MARKETING / PROMOTION	MARCELLUS NEWS	VETERAN SERVICE ADDS	1208	05/13/22	127.50	1192379
101-682-880.200	MARKETING / PROMOTION	LEADER PUBLICATIONS	LL MARKETING - VETERANS FLYERS	0422	05/13/22	1,251.59	20777
Total For Dept 682 VETERANS AFFAIRS						6,221.11	
Total For Fund 101 TREASURER						209,516.77	
Fund 208 PARKS SPECIAL REVENUE							
Dept 751 PARKS & RECREATION							
208-751-640.000	PARKS REVENUE	DOMESTIC AND SEXUAL AB	REFUND FOR PARKS RENTAL	011	05/13/22	50.00	1192354
208-751-640.000	PARKS REVENUE	JOSHUA GRIFFITH	REFUND FOR PARKS RENTAL	02	05/13/22	50.00	1192371
208-751-640.000	PARKS REVENUE	RENE DE YOUNG	REFUND FOR PARKS RENTAL	03	05/13/22	50.00	1192396
208-751-640.000	PARKS REVENUE	TAMMY WHITEHEAD	REFUND FOR PARKS RENTAL	014	05/13/22	50.00	1192407
208-751-727.000	SUPPLIES	CASS AUTO SUPPLY CO, I	MAINTENANCE REPAIRS	567	05/13/22	3.99	1192339
208-751-727.000	SUPPLIES	ELKHART BEDDING COMPAN	CABIN MATTRESS	42440	05/13/22	124.00	1192358
208-751-727.000	SUPPLIES	MENARDS - ELKHART	SUPPLIES	6785	05/13/22	112.00	1192382
208-751-727.000	SUPPLIES	W. B. HAYDEN & SONS CO	SUPPLIES	4987	05/13/22	46.91	1192416
208-751-777.000	MOTOR FUEL/LUBRICANT	J & H OIL COMPANY	FUEL	3478	05/13/22	401.97	20773
208-751-803.003	CONTRACT SVCS - PARK EVEN	OCBA	LAWLESS MASTER PLAN	52016-2	05/11/22	1,155.00	1192425
208-751-803.003	CONTRACT SVCS - PARK EVEN	SANDRA BOURDEN	FEE BOOTH WORKER	298	05/13/22	157.50	20759
208-751-930.002	EQUIPMENT REPAIRS	C. WIMBERLEY FORD-MERC	SEAL REPLACEMENT	34567	05/13/22	228.00	1192338
208-751-930.015	PARK REPAIRS	FIRST BANKCARD	CONFERENCE REGISTRATIONS/EXCAVATOR	5584979955113558	05/11/22	946.50	1192423
208-751-930.015	PARK REPAIRS	FIRST BANKCARD	CONFERENCE REGISTRATIONS/EXCAVATOR	5584979955113558	05/11/22	(946.50)	1192423
Total For Dept 751 PARKS & RECREATION						2,429.37	
Total For Fund 208 PARKS SPECIAL REVENUE						2,429.37	
Fund 216 FAMILY DRUG COURT GRANTS							
Dept 166 FAMILY DRUG COURT							
216-166-801.053	CONTRACTUAL	AREA CHURCHES TOGETHER	TRANSITIONAL HOUSE FOR CB 3/23 - 4/	51322	05/13/22	96.00	1192330
216-166-801.053	CONTRACTUAL	TARA SMITH THERAPY SER	OJP THERAPY SERVICES 4/8 - 5/4/22	51322	05/13/22	675.00	1192408
216-166-801.053	CONTRACTUAL	ADARA BAUMAN	TRANSITIONAL HOUSING FOR MAY, 207	51322	05/13/22	300.00	20758
216-166-801.053	CONTRACTUAL	PRESTON COLLETT	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	702.00	20763
216-166-801.053	CONTRACTUAL	MONIQUE DORTCH	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	801.00	20766
216-166-801.053	CONTRACTUAL	BARBARA M. HOWES	PROBLEM-SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	1,300.00	20772
216-166-801.053	CONTRACTUAL	CLARENCE JAMES	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	1,285.00	20774
216-166-801.053	CONTRACTUAL	BRANDY JONES	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	173.72	20775
216-166-801.053	CONTRACTUAL	CHRISTY LAPORTE	PROBLEM-SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	36.00	20776
216-166-801.053	CONTRACTUAL	THOMAS MONDSCHIEIN	PROBLEM SOLVING COURTS 4/7/22 - 4/2	51322	05/13/22	21.87	20785
216-166-801.053	CONTRACTUAL	TIFFANY MONDSCHIEIN	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	229.02	20786
216-166-801.053	CONTRACTUAL	GRACE MULLER	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	400.00	20789
216-166-801.053	CONTRACTUAL	HEATHER PAULEY	PROBLEM-SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	102.83	20792
216-166-801.053	CONTRACTUAL	KIMBERLY PEET	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	330.00	20793
216-166-801.053	CONTRACTUAL	JOHN PILLOW	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	184.91	20795
216-166-801.053	CONTRACTUAL	SARAH WEBB	OJP THERAPY SERVICE 4/21 - 5/4/22	51322	05/13/22	150.00	20801
216-166-801.053	CONTRACTUAL	CHELSEA SCHOETZOW	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	939.96	20802
216-166-801.053	CONTRACTUAL	JESSEE SCHOETZOW	PROBLEM-SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	795.24	20803
216-166-801.053	CONTRACTUAL	REDDEN TODD	PROBLEM-SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	286.80	20810
216-166-801.220	(SCAO) (MHSDCP) CONTRACTU	MONIQUE DORTCH	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	1,594.00	20766
216-166-801.220	(SCAO) (MHSDCP) CONTRACTU	MICHIANA DRUG TESTING	INVOICES 2077 (SSSP) & 2122 (FTC)	51322	05/13/22	358.00	20782
216-166-801.220	(SCAO) (MHSDCP) CONTRACTU	GRACE MULLER	PROBLEM SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	800.00	20789
216-166-801.220	(SCAO) (MHSDCP) CONTRACTU	HEATHER PAULEY	PROBLEM-SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	88.66	20792
216-166-801.220	(SCAO) (MHSDCP) CONTRACTU	REDDEN TODD	PROBLEM-SOLVING COURTS 4/21/22 - 5/	51322	05/13/22	334.74	20810

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Fund 216 FAMILY DRUG COURT GRANTS							
Dept 166 FAMILY DRUG COURT							
			Total For Dept 166 FAMILY DRUG COURT			11,984.75	
			Total For Fund 216 FAMILY DRUG COURT GRANTS			11,984.75	
Fund 243 ECONOMIC DEVELOPMENT CORP.							
Dept 728 ECONOMIC DEVELOPMENT							
243-728-701.012	PROFESSIONAL SVCS - REGION	MARKET VAN BUREN	ECONOMIC DEVELOPMENT SERVICES - MAR	MBV-CC-06	05/13/22	7,916.67	20780
			Total For Dept 728 ECONOMIC DEVELOPMENT			7,916.67	
			Total For Fund 243 ECONOMIC DEVELOPMENT CORP.			7,916.67	
Fund 245 PUBLIC IMPROVEMENT FUND							
Dept 244 PUBLIC IMPROVEMENT							
245-244-980.000	NEW EQUIPMENT	INTERSECT STUDIO LLC	PROGRAMMING PHASE/BUDGETING - COURT	3036	05/11/22	7,728.00	1192424
			Total For Dept 244 PUBLIC IMPROVEMENT			7,728.00	
			Total For Fund 245 PUBLIC IMPROVEMENT FUND			7,728.00	
Fund 258 MIDC (MICHIGAN INDIGENT DEFENSE COMM.)							
Dept 258 INFORMATION SYSTEMS							
258-258-807.071	COUNSEL AT FIRST ARRAIGNME	HEIDI DUNCAN	TO REPLACE ACH 20703	050222	05/02/22	4,290.00	1192310
258-258-807.167	INDIGENT DEFENSE RETAINER	HEIDI DUNCAN	TO REPLACE ACH 20703	050222	05/02/22	8,580.00	1192310
			Total For Dept 258 INFORMATION SYSTEMS			12,870.00	
			Total For Fund 258 MIDC (MICHIGAN INDIGENT DEFENSE)			12,870.00	
Fund 260 ANIMAL CONTROL DONATION FUND							
Dept 430 ANIMAL CONTROL							
260-430-801.131	SPAY/NEUTER SERVICES	DOWAGIAC ANIMAL HOSPIT	SPAY/NEUTER ASSISTANCE HENSLEE	27289	05/13/22	50.00	1192355
260-430-802.049	VETERINARY SERVICES	BERGMAN SMALL ANIMAL P	EXAMS & TREATMENTS SHELTER ANIMALS	485778	05/13/22	235.10	1192334
260-430-880.000	ADVERTISING/PROMOTION	CASS COUNTY FAIR ASSN.	FAIR BOOTH RENTAL	CI-15	05/13/22	175.00	1192340
			Total For Dept 430 ANIMAL CONTROL			460.10	
			Total For Fund 260 ANIMAL CONTROL DONATION FUND			460.10	
Fund 261 CENTRAL DISPATCH FUND							
Dept 301 OFFICE OF SHERIFF							
261-301-727.000	TECHNICAL SUPPLIES	GLOBAL OFFICE SOLUTION	OFFICE SUPPLIES/AC SUPPLIES/TONER C.	CSUM-103226	05/13/22	28.47	20771
261-301-775.000	CLEANING SUPPLIES	UNIFIRST CORPORATION	RUGS	099 0329647	05/13/22	36.48	1192411
261-301-803.075	CONTRACTUAL CLEANING	THE CLEANEST CO LLC	CONTRACTUAL CLEANING - COUNTY BUILD	APRIL	05/13/22	285.50	20808
261-301-850.000	TELEPHONE	FRONTIER	TELEPHONE (9)	042922	05/02/22	126.16	1192311
261-301-850.000	TELEPHONE	TELEGRATION	CCDET/DISPATCH FAX 04/2022	0000009953-0000	05/13/22	61.01	1192409
261-301-861.000	CONFERENCE/MEETINGS/TRAINI	WRIGHT EXPRESS	FUEL 04/2022	80650471	05/13/22	30.85	20815
			Total For Dept 301 OFFICE OF SHERIFF			568.47	
			Total For Fund 261 CENTRAL DISPATCH FUND			568.47	
Fund 269 LAW LIBRARY FUND							
Dept 145 LAW LIBRARY							
269-145-729.006	SUPPLIES & MATERIALS	WEST GROUP PAYMENT CTR	LAW LIBRARY PRINT MATERIAL CHARGES	846375610	05/13/22	295.07	1192417
269-145-802.000	DUES/MEMBERSHIP/SUBSCRIPTI	WEST GROUP PAYMENT CTR	LAW LIBRARY CHARGES FOR ONLINE CONT	846286191	05/13/22	1,300.70	1192417
			Total For Dept 145 LAW LIBRARY			1,595.77	
			Total For Fund 269 LAW LIBRARY FUND			1,595.77	

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Fund 271 C.C. DRUG ENFORCEMENT TEAM							
Dept 301 OFFICE OF SHERIFF							
271-301-727.012	DRUG TEAM SUPPLIES	GLOBAL OFFICE SOLUTION	OFFICE SUPPLIES/AC SUPPLIES/TONER C.	CSUM-103226	05/13/22	95.34	20771
271-301-777.000	MOTOR FUEL/LUBRICANT	WRIGHT EXPRESS	FUEL 04/2022	80650471	05/13/22	643.48	20815
271-301-811.200	VETERINARY SERVICES/K-9 S	FIRST BANKCARD	CREDIT CARD 04/2022	5584979122035171	05/11/22	125.86	1192423
271-301-850.000	TELEPHONE	FRONTIER	CRIME LINE 04/2022	2694458149082395	05/13/22	55.90	1192363
271-301-850.000	TELEPHONE	TELEGATION	CCDET/DISPATCH FAX 04/2022	0000009953-0000	05/13/22	61.00	1192409
271-301-850.000	TELEPHONE	TRANSUNION RISK & ALT.	TLOXP 04/2022	267082-202204-1	05/13/22	215.40	1192410
271-301-852.000	VEHICLE MAINTENANCE	C. WIMBERLEY FORD-MERC	VEH MAINT	67235	05/13/22	24.46	1192338
Total For Dept 301 OFFICE OF SHERIFF						1,221.44	
Total For Fund 271 C.C. DRUG ENFORCEMENT TEAM						1,221.44	
Fund 272 K-9 DRUG FUND							
Dept 301 OFFICE OF SHERIFF							
272-301-777.000	MOTOR FUEL/LUBRICANT	WRIGHT EXPRESS	FUEL 04/2022	80650471	05/13/22	298.06	20815
Total For Dept 301 OFFICE OF SHERIFF						298.06	
Total For Fund 272 K-9 DRUG FUND						298.06	
Fund 276 911 DISPATCH TRAINING FUND							
Dept 301 OFFICE OF SHERIFF							
276-301-701.000	EXPENDITURES	FIRST BANKCARD	CREDIT CARD 04/2022	5584979122035171	05/11/22	370.29	1192423
276-301-701.000	EXPENDITURES	MICHELLE RASMUSSEN	TRAINING	4708	05/13/22	530.00	1192405
Total For Dept 301 OFFICE OF SHERIFF						900.29	
Total For Fund 276 911 DISPATCH TRAINING FUND						900.29	
Fund 283 COMMUNITY DEVELOPMENT GRANT							
Dept 707 COMM DEVELOPMENT HOUSING GRANT							
283-707-700.050	PROGRAM INCOME EXPENDITURE	CASS COUNTY CLERK/REGI	RECORD RELEASE OF LIEN - B AND J MI	050422	05/09/22	30.00	1192320
283-707-700.050	PROGRAM INCOME EXPENDITURE	CITY OF DOWAGIAC	ELECTRICAL REPAIRS/ADMINISTRATION F	42822	05/13/22	1,897.92	1192342
283-707-700.050	PROGRAM INCOME EXPENDITURE	CITY OF DOWAGIAC	ELECTRICAL REPAIRS/ADMINISTRATION F	42822	05/13/22	341.63	1192342
283-707-700.050	PROGRAM INCOME EXPENDITURE	DIANA LOVELACE	NEW FURNACE INSTALLATION - R GROSS/I	31583	05/13/22	4,930.00	1192356
Total For Dept 707 COMM DEVELOPMENT HOUSING GRANT						7,199.55	
Total For Fund 283 COMMUNITY DEVELOPMENT GRANT						7,199.55	
Fund 292 FAMILY COURT CHILD CARE FUND							
Dept 662 CHILD CARE - FAMILY							
292-662-801.150	COURT WRAPAROUND PROGRAM	ROBERT BROOKS	WRAPAROUND SERVICES 4/22 - 5/5/22	51322	05/13/22	2,220.00	20760
292-662-801.150	COURT WRAPAROUND PROGRAM	KARA COX	WRAPAROUND SERVICES 4/25 - 5/4/22	51322	05/13/22	820.00	20765
292-662-842.007	BASIC GRANT - COUNSELING	BATTLE CREEK COUNSELIN	INVOICE 20220506; EVAL FOR BB	51322	05/13/22	500.00	1192332
292-662-842.007	BASIC GRANT - COUNSELING	RICK LEWIS	COUNSELING FOR CB AND CC	51322	05/13/22	1,300.00	1192377
Total For Dept 662 CHILD CARE - FAMILY						4,840.00	
Total For Fund 292 FAMILY COURT CHILD CARE FUND						4,840.00	
Fund 296 HISTORICAL COMMISSION FUND							
Dept 803 HISTORICAL COMMISSION							
296-803-701.000	EXPENDITURES	MIDWEST ENERGY COOPERA	ELECTRIC/PROPANE/TELEPHONE - NEWTON	MAY 2022	05/13/22	63.46	20783
296-803-701.000	EXPENDITURES	MIDWEST ENERGY COOPERA	ELECTRIC/PROPANE/TELEPHONE - NEWTON	MAY 2022	05/13/22	426.93	20783
296-803-701.000	EXPENDITURES	MIDWEST ENERGY COOPERA	ELECTRIC/PROPANE/TELEPHONE - NEWTON	MAY 2022	05/13/22	57.28	20783
Total For Dept 803 HISTORICAL COMMISSION						547.67	
Total For Fund 296 HISTORICAL COMMISSION FUND						547.67	

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INVOICE GL DISTRIBUTION REPORT FOR CASS COUNTY

POST DATES 05/02/2022 - 05/13/2022

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Fund 297 DHS CHILD CARE							
Dept 663 CHILD CARE - DHS							
297-663-842.001	PARENT AIDE	ROXANN RICE	DHHS PARENT AIDE 4/18/22 - 5/1/22	51322	05/13/22	777.00	20798
Total For Dept 663 CHILD CARE - DHS						777.00	
Total For Fund 297 DHS CHILD CARE						777.00	
Fund 595 JAIL COMMISSARY FUND							
Dept 351 JAIL OPERATION							
595-351-726.000	SUPPLIES	CANTEEN SERVICES, INC.	INMATE COMMISSARY SALES WEEK OF 04/	115736	05/13/22	1,555.99	20761
595-351-726.000	SUPPLIES	CANTEEN SERVICES, INC.	INMATE COMMISSARY SALES WEEK OF 04/	115914	05/13/22	1,773.80	20761
595-351-726.020	COMMISSARY SUPPLIES - PHON	CENTRIC GROUP LLC	INMATE PHONES 04/2022	CASMI	05/13/22	650.86	1192367
Total For Dept 351 JAIL OPERATION						3,980.65	
Total For Fund 595 JAIL COMMISSARY FUND						3,980.65	
Fund 616 TAX REVOLVING CONTROL FUND							
Dept 253 TREASURER							
616-253-089.999	CHARGEBACKS DUE FROM OTHE	THOMAS SWARTZ	DECEMBER 2020 BOARD OF REVIEW	21-121	05/11/22	115.75	1192426
616-253-275.000	OVERPAYMENT OF TAXES	PAUL BLASE	REFUND FOR OVERPAYMENT OF TAXES (RE	051122	05/11/22	125.49	1192427
Total For Dept 253 TREASURER						241.24	
Total For Fund 616 TAX REVOLVING CONTROL FUND						241.24	
Fund 639 TAX REVOLVING 2019							
Dept 253 TREASURER							
639-253-701.011	ADMINISTRATION FEES	THOMAS SWARTZ	DECEMBER 2020 BOARD OF REVIEW	21-121	05/11/22	1.53	1192426
Total For Dept 253 TREASURER						1.53	
Total For Fund 639 TAX REVOLVING 2019						1.53	
Fund 650 FITNESS CENTER							
Dept 000 TREASURER							
650-000-803.075	CONTRACTUAL CLEANING	THE CLEANEST CO LLC	CONTRACTUAL CLEANING - COUNTY BUILD	APRIL	05/13/22	285.50	20808
Total For Dept 000 TREASURER						285.50	
Total For Fund 650 FITNESS CENTER						285.50	
Fund 701 TRUST & AGENCY							
Dept 000 TREASURER							
701-000-228.010	DUE STATE - S.E.T. TAX	STATE OF MICHIGAN	STATE EDUCATION/MOBILE HOME TAX	05012022	05/11/22	261,217.37	1192429
701-000-228.030	TAX REVERTED SPECIFIC TAX	STATE OF MICHIGAN	STATE EDUCATION/MOBILE HOME TAX	05012022	05/11/22	614.21	1192429
701-000-228.046	TRAILER COACH PARK TAX (TF	STATE OF MICHIGAN	STATE EDUCATION/MOBILE HOME TAX 4-1	5122	05/11/22	1,588.00	1192428
701-000-228.046	TRAILER COACH PARK TAX (TF	STATE OF MICHIGAN	STATE EDUCATION/MOBILE HOME TAX	05012022	05/11/22	3,130.00	1192429
701-000-228.058	CIVIL FILING FEE FUND (PRC	STATE OF MICHIGAN	PROBATE COURT: FEES DUE TO THE STA	5.2.2022	05/09/22	2,250.00	1192326
701-000-228.059	STATE MINIMUM COST (FAMI	STATE OF MICHIGAN	FEE TRANSMITTAL FROM COUNTY OF CASS	5322	05/09/22	225.00	1192325
701-000-228.060	SHARED FEES (PROBATE)	STATE OF MICHIGAN	PROBATE COURT: FEES DUE TO THE STA	5.2.2022	05/09/22	2,425.95	1192326
701-000-228.063	DUE TO STATE - SEX OFFENDE	STATE OF MICHIGAN	SOR 04/2022	551-600150	05/13/22	180.00	1192403
701-000-228.065	DUE TO STATE-FINGERPRINTS	STATE OF MICHIGAN	LIVESCAN FP 04/2022	551-600372	05/13/22	129.75	1192403
701-000-228.200	CONSERVATION FEES	MICHIGAN DEPARTMENT OF	4TH DISTRICT COURT APRIL 2022 TRANSI	APRIL 2022	05/13/22	10.00	1192384
701-000-228.300	DRIVERS LIC REIN FEES-DIS	MICHIGAN DEPARTMENT OF	4TH DISTRICT COURT APRIL 2022 TRANSI	APRIL 2022	05/13/22	483.60	1192384
701-000-228.372	CRIME VICTIMS RIGHTS FEES	MICHIGAN DEPARTMENT OF	4TH DISTRICT COURT APRIL 2022 TRANSI	APRIL 2022	05/13/22	3,534.81	1192384
701-000-228.422	STATE COURT FUND (SCAO) (I	MICHIGAN DEPARTMENT OF	4TH DISTRICT COURT APRIL 2022 TRANSI	APRIL 2022	05/13/22	310.00	1192384
701-000-228.424	STATE COURT FUND (SCAO) (I	STATE OF MICHIGAN	PROBATE COURT: FEES DUE TO THE STA	5.2.2022	05/09/22	130.00	1192326
701-000-228.424	STATE COURT FUND (SCAO) (I	ATTORNEY LINDSEY PIANO	REIMBURSEMENT FOR MOTION FEE	050922	05/11/22	10.00	1192422
701-000-228.440	CRIME VICTIM ASSMT FEE (PF	STATE OF MICHIGAN	FEE TRANSMITTAL FROM COUNTY OF CASS	5322	05/09/22	101.25	1192325

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Fund 701 TRUST & AGENCY							
Dept 000 TREASURER							
701-000-228.561	DUE STATE-E RECORDING FIL	STATE OF MICHIGAN	PROBATE COURT: FEES DUE TO THE STA	5.2.2022	05/09/22	350.00	1192326
701-000-228.564	DUE STATE-E RECORDING FIL	MICHIGAN DEPARTMENT OF 4TH DISTRICT COURT	APRIL 2022 TRANSI	APRIL 2022	05/13/22	995.00	1192384
701-000-228.572	CIVIL JURY DEMAND FEES (DI	MICHIGAN DEPARTMENT OF 4TH DISTRICT COURT	APRIL 2022 TRANSI	APRIL 2022	05/13/22	494.50	1192384
701-000-228.582	CIVIL FILING FEE FUND (DI	MICHIGAN DEPARTMENT OF 4TH DISTRICT COURT	APRIL 2022 TRANSI	APRIL 2022	05/13/22	3,871.00	1192384
701-000-228.592	JUSTICE SYSTEM FUND (DIST	MICHIGAN DEPARTMENT OF 4TH DISTRICT COURT	APRIL 2022 TRANSI	APRIL 2022	05/13/22	7,397.99	1192384
701-000-255.000	DEPOSIT PAYABLE-SPAY/NEUT	FEDORE LARGE ANIMAL VE	INVESTIGAVTIVE EXAMS & SPAY/NEUTER	1950	05/13/22	26.00	1192360
701-000-255.000	DEPOSIT PAYABLE-SPAY/NEUT	KELLY PHILLIPS	SPAY/NEUTER DEPOSIT REIMBURSEMENT P	12-28-2021-5	05/13/22	30.00	1192372
701-000-255.000	DEPOSIT PAYABLE-SPAY/NEUT	MICHELLE & SCOTT KILGO	SPAY/NEUTER DEPOSIT REIMBURSEMENT K	11-08-2021-1	05/13/22	26.00	1192383
701-000-285.060	DEPOSITS PAYABLE (JUVENILE	AUTO OWNERS INSURANCE	CLAIM 12J66839-11 M. NEEDHAM	5322	05/09/22	25.00	1192319
701-000-285.060	DEPOSITS PAYABLE (JUVENILE	STEVEN GLASS	RESTITUTION FOR DARIOUS HRADEL	5322	05/09/22	75.00	1192321
701-000-285.060	DEPOSITS PAYABLE (JUVENILE	HAMPSHIRE COUNTRY CLUB	RESTITUTION FROM NICK BAKER	5322	05/09/22	300.00	1192322
701-000-285.060	DEPOSITS PAYABLE (JUVENILE	MDHHS - CRIME VICTIM S	RESTITUTION FROM MICHAEL MYERS, #03	5322	05/09/22	105.00	1192323
701-000-285.060	DEPOSITS PAYABLE (JUVENILE	TOM BRADEMAS, JR.	RESTITUTION FOR ANTON ROCKETT	5322	05/09/22	25.00	1192327
701-000-285.120	DEP. PAY. - FAMILY COUNS.	SHEPARD HOUSE COUN. &	THERAPUTIC VISITATION	2015143DC 4.25.2	05/13/22	300.00	1192400
Total For Dept 000 TREASURER						290,360.43	
Total For Fund 701 TRUST & AGENCY						290,360.43	
Fund 801 DRAIN FUND							
Dept 275 DRAIN COMMISSIONER							
801-275-701.800	EXPENDITURES-DRAIN/LAKE	MIKE ROCKWELL	#60 PLEASANT LAKE DRAIN - BEAVER TR	42522	05/13/22	550.00	1192328
801-275-701.800	EXPENDITURES-DRAIN/LAKE	MARK GRISHABER	#60 PLEASANT LAKE DRAIN - DITCHING	240	05/13/22	500.00	20788
801-275-701.800	EXPENDITURES-DRAIN/LAKE	REAL PRO SOLUTIONS LLC	#28 - HAYES DRAIN MOWING	LM8295	05/13/22	200.00	20797
Total For Dept 275 DRAIN COMMISSIONER						1,250.00	
Total For Fund 801 DRAIN FUND						1,250.00	
Fund 841 LAKE LEVEL FUND							
Dept 275 DRAIN COMMISSIONER							
841-275-701.800	EXPENDITURES-DRAIN/LAKE	JAMES LEWIS MOSIER WEL	#204 TWIN LAKES DRAIN - WELL PUMP I	22-11	05/13/22	700.00	1192369
841-275-701.800	EXPENDITURES-DRAIN/LAKE	MIDWEST ENERGY COOPERA	#204 TWIN LAKES DRAIN - ELECTRIC	MAY 2022	05/13/22	107.06	20783
841-275-701.800	EXPENDITURES-DRAIN/LAKE	REAL PRO SOLUTIONS LLC	#204 TWIN LAKES DRAIN - MOWING	LM8296	05/13/22	100.00	20797
841-275-701.800	EXPENDITURES-DRAIN/LAKE	STEPHENSON & ASSOCIATE	#207 SHAVEHEAD LAKE - SURVEY MARKER	22234	05/13/22	250.00	20806
Total For Dept 275 DRAIN COMMISSIONER						1,157.06	
Total For Fund 841 LAKE LEVEL FUND						1,157.06	

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			Fund Totals:				
			Fund 101 TREASURER			209,516.77	
			Fund 208 PARKS SPECIAL REVENUE			2,429.37	
			Fund 216 FAMILY DRUG COURT GRANTS			11,984.75	
			Fund 243 ECONOMIC DEVELOPMENT CORP.			7,916.67	
			Fund 245 PUBLIC IMPROVEMENT FUND			7,728.00	
			Fund 258 MIDC (MICHIGAN INDIGENT DEFE			12,870.00	
			Fund 260 ANIMAL CONTROL DONATION FUND			460.10	
			Fund 261 CENTRAL DISPATCH FUND			568.47	
			Fund 269 LAW LIBRARY FUND			1,595.77	
			Fund 271 C.C. DRUG ENFORCEMENT TEAM			1,221.44	
			Fund 272 K-9 DRUG FUND			298.06	
			Fund 276 911 DISPATCH TRAINING FUND			900.29	
			Fund 283 COMMUNITY DEVELOPMENT GRANT			7,199.55	
			Fund 292 FAMILY COURT CHILD CARE FUND			4,840.00	
			Fund 296 HISTORICAL COMMISSION FUND			547.67	
			Fund 297 DHS CHILD CARE			777.00	
			Fund 595 JAIL COMMISSARY FUND			3,980.65	
			Fund 616 TAX REVOLVING CONTROL FUND			241.24	
			Fund 639 TAX REVOLVING 2019			1.53	
			Fund 650 FITNESS CENTER			285.50	
			Fund 701 TRUST & AGENCY			290,360.43	
			Fund 801 DRAIN FUND			1,250.00	
			Fund 841 LAKE LEVEL FUND			1,157.06	
			Total For All Funds:			568,130.32	

**CASS COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING**

May 5, 2022

The Cass County Board of Commissioners met for their Regular Meeting on Thursday, May 5, 2022, in Commissioner Chambers. Due to COVID-19 concerns, public participation was offered via Zoom.

Chair Dyes called the meeting to order at 5:00 p.m. Commissioner Marchetti provided the Invocation. Commissioner Laylin led the Pledge of Allegiance to the Flag of the United States of America.

Clerk/Register Monica McMichael called roll:

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

COMMISSIONERS ABSENT: None.

STAFF PRESENT: Deputy County Administrator Matthew Newton, Finance Director Jennifer Rentfrow and Clerk/Register Monica McMichael.

INTRODUCTION OF VISITORS

Visitors present introduced themselves.

PUBLIC COMMENT

Ontwa Township resident Norman Krupp spoke in favor of the proposed ORV ordinance; however, he stated that the fee was too high and flags should not be required. He also suggested that lights be required on all ORVs.

Mason Township resident RJ Lee relayed information from farmers that he spoke with regarding the ORV ordinance. They supported the ordinance but were strongly opposed to the fee.

Kent Clark, a resident of LaGrange Township, asked the commissioners to take into account the information provided in writing to the board.

Jefferson Township resident Merry Clark expressed concern over ORV safety on the roads.

APPROVAL OF THE AGENDA

Commissioner File moved, seconded by Commissioner Benjamin, to approve the May 5, 2022, Cass County Board of Commissioner's Agenda. Motion to approve the agenda carried by voice vote.

RECOGNITIONS

None.

PRESENTATIONS

Prosecutor Fitz introduced the winners of the Victim Rights Week Book Contest.

Treasurer Hope Anderson presented the 2022 Foreclosure Report to the board.

CONSENT AGENDA

Vice Chair Grice moved, seconded by Commissioner Marchetti, 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-95-22) A motion to approve Claims dated April 29, 2022.

(M-96-22) A motion to approve the April 21, 2022 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

Commissioners Laylin, Marchetti, Benjamin and Jones offered Committee Reports.

APPOINTMENTS COMMITTEE REPORT

Commissioner Marchetti announced an opening on the Historical Commission.

ADMINISTRATOR'S REPORT

Deputy Administrator Matthew Newton stated that the report was in the board packet.

PUBLIC SAFETY UPDATE

Undersheriff Roach shared the Public Safety Update.

COUNTY PARTNERS

None.

ELECTED OFFICIALS UPDATE

None.

UNFINISHED BUSINESS

O-01-22

Commissioner Laylin shared updates made to the ORV ordinance after the last reading.

M-97-22

Commissioner Laylin moved, seconded by Commissioner File, to approve Ordinance # 01-22 Cass County ORV Ordinance.

Commissioner Marchetti moved, seconded by Commissioner Grice, to postpone the motion. Discussion followed.

The Chair instructed the Clerk to call roll:

Yes (3): Commissioners Grice, Marchetti and Benjamin.

No (4): Commissioners File, Jones, Dyes and Laylin.

Motion to postpone failed by roll call vote.

Commissioner Marchetti questioned why proof of insurance was removed from the ordinance. She also asked that the ordinance be published in both Leader Publications and the Marcellus News. Commissioner Marchetti then requested that specific language be added to stipulate ORVs were not to trespass on farmland. Discussion followed and the language was not added to the ordinance as it already stated they were not to trespass on private land.

Chair Dyes stated that he did not support a permit fee as ORV owners already paid a fee to the State of Michigan.

Commissioner Benjamin asked how updates and messages would be relayed to ORV owners.

Commissioner Grice shared that 60% of township supervisors were against the ORV ordinance. Commissioner File stated that three of the four townships she represented had ordinances approving ORVs.

Commissioner Benjamin stated that Milton Township did not want the ORV ordinance approved for their township. He stated that the township had concerns about ORVs driving slow on busy roads with higher speed limits. He also suggested that insurance be a requirement listed in the ordinance. Commissioner Benjamin went on to request that sections 6 and 12 be eliminated and that section 7 state speed limits. He questioned a ten foot flag as he was concerned that was too tall. Finally, he asked the hours of ORV operation be limited.

Commissioner Marchetti asked that Section 15 be added to the ordinance to read, "The ordinance may be reviewed at the request of the Board of Commissioners, the Sheriff or the Clerk."

Commissioner Laylin explained that state statute required a flag to appear ten feet from the ground on farm vehicles. That is why the requirement of an ORV flag was added to the ordinance.

Commissioner Marchetti moved, seconded by Commissioner File, to remove D and G. Discussion followed. Motion failed by voice vote.

Commissioner Benjamin moved to add to section 6 M, "ORVs on county roads will be prohibited between the hours of 12:00 a.m. and 5:00 a.m." The motion died due to lack of support.

Commissioner Laylin moved, seconded by Commissioner Jones, to approve the ordinance with the addition of section 15 and removal of sections 6 and 12.

The Chair instructed the Clerk to call roll:

Yes (5): Commissioners Jones, Dyes, File, Laylin and Marchetti.

No (2): Commissioners Grice and Benjamin.

Motion M-97-22 carried by roll call vote.

Good Governance Seminar

Chair Dyes instructed anyone who wished to participate in the Good Governance Seminar to notify him before the end of the day Friday.

NEW BUSINESS

M-98-22

Vice Chair Grice moved, seconded by Commissioner Marchetti, to not approve purchase of Tax Reverted Properties. Motion carried by voice vote.

R-99-22

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

RESOLUTION TO RECOGNIZE NATIONAL CORRECTIONAL OFFICER WEEK IN CASS COUNTY

WHEREAS, the professionalism, courage, and dedication of Correctional Officers are deserving of recognition for their valuable role in supporting public safety; and

WHEREAS, in 1984, Congress, by Senate Joint Resolution 132, designated the week beginning May 6, 1984 as “National Correctional Officers Week” and authorized the President to issue an appropriate proclamation; and

WHEREAS, in 1984, President Ronald Reagan signed a proclamation creating “National Correctional Officers Week” which would fall on the first full week of May each year; and

WHEREAS, National Correctional Officers Week in the County of Cass recognizes employees of the Cass County Jail for their role in safeguarding the community by providing safe, secure, and humane incarceration to those within their custody; and

WHEREAS, the Cass County Sheriff’s Office currently employs 19 well trained, educated, and highly skilled Correctional Officers who work in a demanding environment with great responsibility in carrying out the mandates of the court, while assisting those who are experiencing incarceration in developing social and life skills to reduce recidivism.

NOW, THEREFORE, BE IT RESOLVED that the Cass County Board of Commissioners hereby proclaims the week of May 1-7, 2022 as National Correctional Officers Week in Cass County and call upon the people of Cass County to express their gratitude and appreciation for the professionalism, courage, dedication, and valuable contributions made to public safety by Cass County Correctional Officers.

The Chair instructed the Clerk to call roll:

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

No (0): None.

Resolution R-99-22 carried by roll call vote.

R-100-22

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

RESOLUTION TO RECOGNIZE NATIONAL POLICE WEEK AND TO HONOR THE SERVICE AND SACRIFICE OF THOSE LAW ENFORCEMENT OFFICERS KILLED IN THE LINE OF DUTY WHILE PROTECTING OUR COMMUNITIES AND SAFEGUARDING OUR DEMOCRACY

WHEREAS, the Congress and the President of the United States have designated May 15 as Peace Officers' Memorial Day and the week in which May 15 falls as National Police Week; and

WHEREAS, there are more than 800,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Cass County Sheriff's Office; and

WHEREAS, National Police Week will be observed May 15 - May 21, 2022, to commemorate law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established themselves an enviable and enduring reputation for preserving the rights and security of all citizens; and

WHEREAS, since the first recorded death in 1786, more than 23,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty, including one member of the Cass County Sheriff's Office; and

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, DC; and

WHEREAS, 619 new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 472 officers killed in 2021 and 147 officers killed in previous years; and

WHEREAS, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags shall be flown at half-staff; and

WHEREAS, the Cass County Sheriff's Office will hold a memorial on May 18th at 12:00 PM in memory of Deputy Shane Britton.

NOW, THEREFORE BE IT RESOLVED that the Cass County Board of Commissioners hereby designates and proclaims the week of May 15 - 21, 2022 as "National Police Week" and publicly salutes the service of all law enforcement officers in our community and in communities across the nation.

BE IT FURTHER RESOLVED to designate and proclaim May 15th as "Peace Officers Memorial Day" in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty and recognize and pay respect to the survivors of our fallen heroes.

The Chair instructed the Clerk to call roll:

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

No (0): None.

Resolution R-100-22 carried by roll call vote.

R-101-22

Commissioner File moved, seconded by Commissioner Laylin, to approve the following resolution:

RESOLUTION CASS COUNTY FAMILY DRUG COURT DEFICIT ELIMINATION PLAN

WHEREAS, Cass County's Family Drug Court Grant Fund has a \$ 953 deficit fund balance on September 30, 2021; and

WHEREAS, 1971 PA 140 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury.

NOW THEREFORE, BE IT RESOLVED, that the Cass County Board of Commissioners adopts the following as the Cass County Family Drug Court Fund Deficit Elimination Plan:

	<i>FY 2022</i>
<i>TOTAL FUND BALANCE (DEFICIT) SEPT 30, 2021</i>	(953)
<i>REVENUES</i>	
GRANT REVENUE (SCAO) (S)	73,000
OJJDP 2019-2022 (F)	266,477
<i>TOTAL REVENUES</i>	339,477
<i>EXPENDITURES</i>	
FULL TIME WAGES	10,800
FICA	800
LIFE INSURANCE	32
RETIREMENT	190
WORKERS COMPENSATION INSURANCE	22
DISABILITY INSURANCE	395
SUPPLIES	1,170
SUPPLIES (SCAO)	500
WOODLANDS	100,000
CONTRACTUAL	123,416
(SCAO) (MHSDCP) CONTRACTUAL	71,280
OJJDP TRAVEL	12,940
TRAVEL	15,728
TRAVEL (SCAO)	1,220
<i>TOTAL EXPENDITURES</i>	338,493
<i>TOTAL FUND BALANCE (DEFICIT) SEPT 30, 2022</i>	31

Explanation: An accrual was done after year-end grant reporting, debiting an expenditures and crediting accounts payable. The grant will reimburse us in the next calendar year when payment is made and will eliminate the deficit.

BE IT FURTHER RESOLVED that the Cass County Finance Director submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

Discussion followed.

The Chair instructed the Clerk to call roll:

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

No (0): None.

Resolution R-101-22 carried by roll call vote.

M-102-22

Commissioner Laylin moved, seconded by Commissioner Benjamin, to direct Capital Project Committee to investigate site and construction for County Recycling Center. Discussion followed. Motion carried by voice vote.

CLOSED SESSION

None.

BOARD MEMBER COMMENTS/ANNOUNCEMENTS

Commissioner Marchetti discussed a daycare study to be conducted by the Heritage ISD. Commissioner Marchetti moved, seconded by Commissioner Laylin, to approve the writing of a resolution honoring daycare workers. Commissioner Marchetti will write the resolution. Motion carried by voice vote.

ADJOURNMENT

Commissioner Laylin moved, seconded by Commissioner Jones, to adjourn. Motion carried by voice vote.

The meeting adjourned at 6:37 p.m.

Approved: _____
Date

Chair Skip Dyes

Monica McMichael, Clerk/Register



CASS COUNTY COUNTY ADMINISTRATOR'S OFFICE

ADMINISTRATOR'S REPORT – May 13, 2022 – CARMEN AND NEWTON

Meetings – In-Person & Virtual

- Personnel
- Veterans Affairs
- Christian Lutes, Medical Care Facility
- Personnel
- PlazaCorp
- Intersect Studios
- MERS Non-Union Employees
- Richard Behnke, Sheriff
- Clint Roach, Undersheriff
- Jennifer Robinson, 911 Dispatch Coordinator
- Intersect Studios
- Commissioner Laylin
- Policy Committee
- Jennifer Rentfrow, Finance Director
- Becky Moore, Deputy Finance Director
- Property Committee
- Personnel
- Ryan Williams, Asst. Building and Grounds Director
- Arbitration
- Attorney Butterer
- Christian Lutes, Medical Care Facility
- Roger Garmendia, Medical Care Facility
- Robert Thompson, Road Commission
- Commissioner Laylin
- Chanda Hillman, Tri-County Head Start
- Laura Burtis, Tri-County Head Start
- Intersect Studio
- Hope Anderson, Treasurer
- Monica McMichael, Clerk/Register
- Chair Dyes
- Commissioner Marchetti
- Personnel

**GENERAL FUND REVENUE BUDGET TO ACTUAL SUMMARY
AS OF 04/30/2022 (58% of Fiscal Year 2021-2022)**

	ACTUAL @ 4/30/21	2021-2022 ORIGINAL	2021-2022 AMENDED	ACTIVITY FOR APR 2022	ACTUAL @ 4/30/2022	AVAILABLE BALANCE	% BDGT USED
REVENUE SOURCES LESS GRANT/REIMBURSEMENTS:							
FEES/SERVICES/PERMITS	1,021,867	1,932,920	1,935,420	150,538	952,869	982,551	49%
INTEREST & RENTS	82,203	149,500	149,500	1,381	33,517	115,983	22%
STATE FUNDING	998,366	1,705,612	1,705,612	217,088	957,590	748,022	56%
TRANSFERS IN	263,731	320,000	320,000	0	124,750	195,250	39%
TAXES	613,375	11,475,000	11,475,000	602,578	1,751,761	9,723,239	15%
SUB TOTAL	2,979,542	15,583,032	15,585,532	971,584	3,820,486	11,765,046	25%
GRANT/REIMBURSEMENTS:							
GRANTS	923,712	2,373,920	2,350,617	77,759	689,381	1,661,236	29%
LOCAL CONTRIBUTIONS	12,769	185,088	185,088	0	59,880	125,208	32%
REIMBURSEMENTS/OTHER REVENUE	90,427	325,550	610,550	9,148	353,424	257,126	58%
FUND BALANCE ALLOCATION	0	1,232,967	1,037,467	0	0	1,037,467	0%
SUB TOTAL	1,026,907	4,117,525	4,183,722	86,907	1,102,685	3,081,037	26%
TOTAL REVENUES	4,006,449	19,700,557	19,769,254	1,058,491	4,923,171	14,846,083	25%
TOTAL EXPENSES (See Detail Below)	9,503,405	19,700,557	19,769,254	1,316,955	9,958,607	9,810,647	50%

**GENERAL FUND EXPENSE BUDGET TO ACTUAL SUMMARY
AS OF 04/30/2022 (58% of Fiscal Year 2021-2022)**

	ACTUAL @ 4/30/21	2021-2022 ORIGINAL	2021-2022 AMENDED	ACTIVITY FOR APR 2022	ACTUAL @ 4/30/2022	AVAILABLE BALANCE	% BDGT USED
101 - BOARD OF COMMISSIONERS	103,422	171,411	171,411	(28,944)	61,876	109,535	36%
131 - CIRCUIT COURT	189,392	353,975	353,975	22,801	173,481	180,494	49%
136 - DISTRICT COURT	486,643	936,575	936,575	67,092	497,776	438,799	53%
141 - FOC	618,232	1,305,949	1,305,949	89,005	687,658	618,291	53%
148 - PROBATE COURT	248,843	447,545	447,545	35,779	262,677	184,868	59%
149 - FAMILY/JUVENILE COURT	404,056	811,860	811,860	58,959	395,583	416,277	49%
172 - ADMINISTRATION	325,387	247,175	272,175	28,650	180,493	91,682	66%
191 - ELECTIONS	17,865	37,900	62,900	10,575	51,435	11,465	82%
210 - CIVIL COUNSEL	10,417	50,000	50,000	10,242	54,488	(4,488)	109%
219 - CLERK-REGISTER	294,975	653,615	653,615	46,196	298,276	355,339	46%
223 - CONTROLLER	107,334	352,305	352,305	23,615	181,401	170,904	51%
225 - EQUALIZATION	123,525	270,730	270,730	20,690	148,998	121,732	55%
229 - PROSECUTING ATTORNEY	462,144	928,772	928,772	59,535	491,376	437,396	53%
230 - GIS	74,076	424,630	424,630	18,755	175,634	248,996	41%
231 - VICTIM RIGHTS GRANT	52,846	106,618	106,618	8,243	57,015	49,603	53%
233 - PURCHASING	103,576	177,400	177,400	22,331	101,095	76,305	57%
234 - VICTIM IMPACT PANEL	0	450	450	0	0	450	0%
245 - SURVEY & REMONUMENTATION GRANT	43,837	44,600	44,600	0	37,957	6,643	85%
253 - TREASURER	171,061	438,000	438,000	38,630	228,336	209,664	52%
257 - MSU EXTENSION	48,769	121,460	121,460	24,993	79,270	42,190	65%
258 - INFORMATION SYSTEMS	264,657	817,570	817,570	117,447	407,672	409,898	50%
265 - MAINTENANCE	476,281	1,080,819	1,080,819	122,687	566,314	514,505	52%
266 - LAW & COURTS SECURITY	41,642	135,842	145,842	12,988	87,729	58,113	60%
275 - DRAIN COMMISSIONER	106,438	123,882	123,882	9,500	74,001	49,881	60%
280 - SOIL CONSERVATION	5,000	5,000	5,000	0	5,000	0	100%
282 - COURT GRANT PROGRAMS	230,496	711,452	688,149	56,943	258,146	430,003	38%
288 - HOUSEHOLD HAZ WASTE COLLECTION	0	9,500	9,500	0	8,911	589	94%
289 - SW MI SOLID WASTE CONSORTIUM	500	500	500	0	(1,973)	2,473	-395%
301 - OFFICE OF SHERIFF	1,333,166	2,683,485	2,683,485	187,744	1,348,429	1,335,056	50%
303 - MILTON TOWNSHIP PATROL	0	9,079	9,079	1,883	7,478	1,601	82%
304 - SECONDARY ROAD PATROL GRANT	53,453	100,707	100,707	8,158	58,427	42,280	58%
306 - HOWARD TOWNSHIP POLICE	54,353	100,812	100,812	8,481	63,042	37,770	63%
313 - SHERIFF SMC SECURITY PROGRAM	12,929	23,401	23,401	1,643	13,455	9,946	57%
324 - SENIOR SAFETY PROGRAM	16,580	28,248	28,248	3,764	20,006	8,242	71%

	ACTUAL @ 4/30/21	2021-2022 ORIGINAL	2021-2022 AMENDED	ACTIVITY FOR APR 2022	ACTUAL @ 4/30/2022	AVAILABLE BALANCE	% BDGT USED
331 - MARINE SAFETY PROGRAM	2,938	32,790	32,790	280	430	32,360	1%
334 - MARINE LAKE ASSOC PATROL	112	2,400	2,400	0	0	2,400	0%
335 - BULLET PROOF VEST GRANT	8,517	5,800	5,800	0	2,175	3,625	38%
351 - JAIL OPERATION	1,547,945	3,008,625	3,008,625	237,023	1,671,718	1,336,907	0%
400 - PLANNING COMMISSION	108	970	970	258	366	604	38%
401 - SW MI PLANNING COMM	16,981	4,981	4,981	0	0	4,981	0%
426 - EMERGENCY MGT/HOMELAND SECURIT	48,175	70,917	70,917	5,765	61,669	9,248	87%
430 - ANIMAL CONTROL	183,903	359,070	360,570	28,468	214,961	145,609	60%
441 - PUBLIC WORKS	209	450	950	(40)	549	401	58%
602 - HEALTH	266,253	249,566	279,566	0	266,253	13,313	95%
631 - SUBSTANCE ABUSE	0	58,721	58,721	(71,855)	(65,006)	123,727	-111%
648 - MEDICAL EXAMINER	38,280	125,500	125,500	16,522	83,172	42,328	66%
673 - MENTAL HEALTH	0	114,000	114,000	0	57,000	57,000	50%
681 - VETERANS BURIALS	7,173	12,000	12,000	415	3,162	8,838	26%
682 - VETERANS AFFAIRS	49,417	165,042	165,042	11,735	55,682	109,360	34%
851 - INSURANCE/OTHER COSTS	200,929	493,000	493,000	0	189,832	303,168	39%
965 - TRANSFERS OUT	650,570	1,285,458	1,285,458	0	335,183	950,275	26%
TOTAL EXPENDITURES	9,503,405	19,700,557	19,769,254	1,316,955	9,958,607	9,810,647	50%

FUND BALANCE ALLOCATION ANALYSIS

UNASSIGNED FUND BALANCE 9/30/15	5,126,404	PER 9/30/15 Comprehensive Financial Report
UNASSIGNED FUND BALANCE 9/30/16	5,449,774	PER 9/30/16 Comprehensive Financial Report
UNASSIGNED FUND BALANCE 9/30/17	6,011,346	PER 9/30/17 Comprehensive Financial Report
UNASSIGNED FUND BALANCE 9/30/18	5,779,269	PER 9/30/18 Comprehensive Financial Report
UNASSIGNED FUND BALANCE 9/30/19	6,073,472	PER 9/30/19 Comprehensive Financial Report
UNASSIGNED FUND BALANCE 9/30/20	7,950,059	PER 9/30/20 Comprehensive Financial Report
UNASSIGNED FUND BALANCE 9/30/21	8,704,098	PER 9/30/21 Comprehensive Financial Report

ADOPTED FUND BALANCE ALLOCATION 1,232,967 Original 2021-2022 Budget as adopted

1,232,967

EST. UNASSIGNED FUND BALANCE 9/30/22 7,471,131

CASS COUNTY

FINANCE DIRECTOR

TO: CASS COUNTY BOARD OF COMMISSIONERS
FROM: JENNIFER RENTFROW / FINANCE
DATE: APRIL 30, 2022
RE: FINANCE REPORT

GENERAL FUND BUDGET TO ACTUAL SUMMARY REPORT

Attached you will find the General Fund Budget to Actual Summary Report. The report reflects the fiscal year budget & year-to-date activity total from October 1, 2021 through April 30, 2022, (FYE 9/30/22).

**Please note this is a preliminary report and is subject to change as it continues to be reviewed in depth to prepare for closing year-end and audit preparations.*

FINANCIAL ACTIVITY

Department Budgets:

Administration – Legal Counsel bills are causing this budget variance. There are several grievances right now that are COVID related.

Civil Counsel – Legal bills are higher than budgeted.

Elections – Legal counsel due to apportionment challenge.

Emergency Management – Wages are higher than budgeted due to staffing changes and payout of benefits for employee retiring. A grant budget revision was requested for the grant funding.

Health – 100% of annual allocation has been paid. A budget adjustment was submitted for my error in mis-keying the budget.

Household Hazardous Waste Collection – Both collections have been done for the year.

Public Works – Per Diem & Mileage Reimbursement are maxing out available budget.

Soil Conservation – 100% of expenditures have been paid for the year.

Substance Abuse – A payment was posted to an expenditure line item. I will have this corrected.

Survey & Remonumentation Grant – Most of the year's expenditures have been paid at this time.

SW MI Solid Waste Consortium – Dissolution of SWMSWC resulted in us getting some money back.

OTHER

Finance has taken over MIDC (Michigan Indigent Defense Contract) starting with FY22 and has submitted the Compliance Plan for FY22-23.

The Coronavirus State & Local Fiscal Recovery Funds (ARPA) project and expenditures report due on April 30, was submitted on April 29, 2022. Projects were submitted, but no expenditures have been expended to date.

The State of Michigan required Chart of Accounts update is scheduled for May. The final pre-checks and backup of BS&A databases is expected to start on May 11 at 5:00pm. The actual live run will begin May 12 at 5:30am.

Budgets preparations will begin in May. I will be sending out a tentative schedule to all of the offices and departments after the Chart of Accounts update has been completed.

Summary of Program Services FY2023

[illegible]

IMPORTANT NOTE: AFTER YOU HAVE COMPLETED YOUR COST DESCRIPTIONS SHEET FOR A PROGRAM CODE, AND YOU CHANGE JUST ONE CHARACTER IN THE "NAME OF PROGRAM" DESCRIPTION IN THIS PROGRAM SUMMARY SHEET, YOU WILL NEED TO RESET THE PROGRAM CODE/NAME IN YOUR COST DESCRIPTIONS SHEET, USING THE DROP DOWN. IF YOU DO NOT, IT WILL NOT CARRY FORWARD TO YOUR PROPOSAL, AND YOU MAY NOT RECEIVE FUNDING.

Program Cost Descriptions FY2023

Cass County

Salary & Wage Costs

Position 1

Title:	OCC Coordinator	Name of Individual:	Krista Smith		
Number of Hours Worked Per Year. (Full Time is 2,080)	2080.00	FTE Equivalent:	1.00		
Funding Sources & Cost Allocation					
Program Code/Name	CPS	Local/Other	Fee Revenue	Totals	Duties and Terms of Reimbursement
Administration	18,194	15,631		33,825	This position handles all clerical/administrative duties for the office; expenditures, budget, CCAB meeting minutes/agenda, service provider contracts, monitors program participation/completion and enrollment rates and key performance measures. Supervision of service providers and all COMPAS data entry/documentation. Completes annual funding application. OCC Coordinator is part of the Staffing Teams and Core Teams for all Problem Solving Courts in Cass County, attending weekly staffing and Court. Liaison between the Jail and the Courts and Defense Attorneys. OCC Coordinator meets monthly with Prosecutors Office and Problem Solving Court Coordinator to review Problem Solving Court referrals. Office of Sheriff provides office space, computer, phone and all necessary office supplies and equipment. Position requires approximately 15 hours per week, 780 hours per year at \$23.33 per hour. Benefits average \$11,500 annually.
F22 - Pretrial Assessment	13,500			13,500	This position Administers the PRAXIS Pre-Trial Assessment for felony offenders in the jail and prepares/provides PRAXIS scoring information and written recommendations to the Court for bond consideration and Pre-Trial release conditions. Attends Court as indicated. Also screening for Treatment
F23 - Pretrial Supervision	18,582			18,582	This position monitors defendants on Pretrial Supervision, including providing Court date reminders, regular check-in/reporting, verification of employment/education, treatment services etc. and documenting all contacts. Reviews reports from House Arrest Services to verify electronic monitoring compliance. Provides written compliance reports and completion reports to the Court and MDOC. Attends Court as required. Approximately 17 hours per week, 884 hours per year at \$21.02 per hour.
				-	
Totals	50,276	15,631	-	65,907	
Salary & Wage Totals	50,276	15,631	-	65,907	

Contractual Services

Contract 1

Name of Provider:		Preston Collett				
Services Provided:		Facilitation of weekly MRT Mens Group, and weekly attendance and monthly progress reports.				
Terms of Reimbursement:		\$150 per weekly group, minimum 3 - maximum 12 participants per group. Estimated 48 weekly group sessions per year. Required MRT books at \$25 per book				
Funding Sources & Cost Allocation						
Program Code	CPS	Local/Other	Fee Revenue	Totals		
C01 - MRT - Men	7,950			7,950		
				-		
				-		
				-		
				-		
				-		
				-		
				-		
Sub - Total	7,950	-	-	7,950		

Contract 2

Name of Provider:	Valerie Jones				
Services Provided:	Facilitation of weekly MRT Womens Group, and weekly attendance and monthly progress reports.				
Terms of Reimbursement:	All groups must have 3 or more total participants in attendance for any PA 511 reimbursement. It is noted that this group may be shared with another PA 511 funded County. Participants billable to Cass County must be determined eligible and enrolled by Cass County CCAB. Reimbursement shall be paid at a rate of \$30 per person per session, not to exceed \$150 per session (if 3 or more enrolled attendees). Estimated 48 weekly group sessions per year. Required MRT books at \$25 per book x 12 = \$300.00				
Funding Sources & Cost Allocation					
Program Code	CPS	Local/Other	Fee Revenue	Totals	
C01 - MRT - Women	4,620			4,620	
				-	
				-	
				-	
				-	
				-	

				-	
				-	
Sub - Total	4,620	-	-	4,620	

Contract 3

Name of Provider:	House Arrest Services
Services Provided:	Electronic Monitoring (SCRAM, SOBERLINK, GPS Tether) installation and monitoring
Terms of Reimbursement:	E.M. (SCRAM/SOBERLINK/GPS Tether) installation fee \$50 per defendant, 25 x \$50 + \$1,250.00. Daily monitoring fee average of \$7.75 per day x 90 days = \$697 x 25 = \$18,688.

Funding Sources & Cost Allocation

Program Code	CPS	Local/Other	Fee Revenue	Totals
F23 - Pretrial Supervision	18,688			18,688
				-
				-
				-
				-
				-
				-
				-
Sub - Total	18,688	-	-	18,688

Contract 4

Name of Provider:	
Services Provided:	
Terms of Reimbursement:	

Funding Sources & Cost Allocation

Program Code	CPS	Local/Other	Fee Revenue	Totals	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
Sub - Total	-	-	-	-	

Contract 5

Name of Provider:	
Services Provided:	
Terms of Reimbursement:	

Funding Sources & Cost Allocation

Program Code	CPS	Local/Other	Fee Revenue	Totals	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
Sub - Total	-	-	-	-	

Contract 6

Name of Provider:	
Services Provided:	
Terms of Reimbursement:	

Funding Sources & Cost Allocation

[illegible]

				-	
Sub - Total	-	-	-	-	

Contract 7

Name of Provider:	
Services Provided:	
Terms of Reimbursement:	

Funding Sources & Cost Allocation	
-----------------------------------	--

Program Code	CPS	Local/Other	Fee Revenue	Totals
				-
				-
				-
				-
				-
				-
				-
Sub - Total	-	-	-	-

Contract 8

Name of Provider:	
Services Provided:	
Terms of Reimbursement:	

Funding Sources & Cost Allocation	
-----------------------------------	--

Program Code	CPS	Local/Other	Fee Revenue	Totals
				-
				-
				-
				-
				-
				-
				-
Sub - Total	-	-	-	-

Contract 9

Name of Provider:	
Services Provided:	
Terms of Reimbursement:	

Funding Sources & Cost Allocation									
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Program Code	CPS	Local/Other	Fee Revenue	Totals
				-
				-
				-
				-
				-
				-
				-
Sub - Total	-	-	-	-

Contract 10

Name of Provider:	
Services Provided:	
Terms of Reimbursement:	

Funding Sources & Cost Allocation									
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[illegible]

Total	31,258	-	-	31,258
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Equipment	Quantity	Unit Price	Total Price
1. Computer	10	1000	10000
2. Printer	5	200	1000
3. Scanner	3	300	900
4. Network Switch	2	500	1000
5. Router	1	1000	1000
6. Firewall	1	2000	2000
7. Server	1	5000	5000
8. Storage Device	2	1500	3000
9. Backup Device	1	1000	1000
10. UPS	1	1500	1500
11. Network Cable	100	10	1000
12. Patch Panel	1	500	500
13. Rack	1	1000	1000
14. Cooling Unit	1	2000	2000
15. Power Supply	1	1000	1000
16. Security Camera	5	200	1000
17. Access Control System	1	1000	1000
18. Intercom System	1	500	500
19. Alarm System	1	1000	1000
20. Fire Alarm	1	1000	1000
21. Smoke Detector	5	200	1000
22. Carbon Monoxide Detector	2	500	1000
23. Floodlight	5	200	1000
24. Motion Sensor	5	200	1000
25. Door Lock	5	200	1000
26. Window Lock	5	200	1000
27. Alarm Bell	5	200	1000
28. Emergency Exit Sign	5	200	1000
29. Fire Extinguisher	5	200	1000
30. First Aid Kit	5	200	1000
31. Fire Drill	5	200	1000
32. Fire Alarm Control Panel	1	1000	1000
33. Fire Alarm Sounder	5	200	1000
34. Fire Alarm Call Point	5	200	1000
35. Fire Alarm Manual Call Point	5	200	1000
36. Fire Alarm Test Equipment	1	1000	1000
37. Fire Alarm Maintenance Contract	1	1000	1000
38. Fire Alarm Training Course	1	1000	1000
39. Fire Alarm Inspection Report	1	1000	1000
40. Fire Alarm Certificate	1	1000	1000
41. Fire Alarm License	1	1000	1000
42. Fire Alarm Insurance	1	1000	1000
43. Fire Alarm Warranty	1	1000	1000
44. Fire Alarm Service Agreement	1	1000	1000
45. Fire Alarm Maintenance Log	1	1000	1000
46. Fire Alarm Training Manual	1	1000	1000
47. Fire Alarm Inspection Checklist	1	1000	1000
48. Fire Alarm Certificate of Compliance	1	1000	1000
49. Fire Alarm License to Operate	1	1000	1000
50. Fire Alarm Insurance Policy	1	1000	1000
51. Fire Alarm Warranty Document	1	1000	1000
52. Fire Alarm Service Agreement	1	1000	1000
53. Fire Alarm Maintenance Log	1	1000	1000
54. Fire Alarm Training Manual	1	1000	1000
55. Fire Alarm Inspection Checklist	1	1000	1000
56. Fire Alarm Certificate of Compliance	1	1000	1000
57. Fire Alarm License to Operate	1	1000	1000
58. Fire Alarm Insurance Policy	1	1000	1000
59. Fire Alarm Warranty Document	1	1000	1000
60. Fire Alarm Service Agreement	1	1000	1000
61. Fire Alarm Maintenance Log	1	1000	1000
62. Fire Alarm Training Manual	1	1000	1000
63. Fire Alarm Inspection Checklist	1	1000	1000
64. Fire Alarm Certificate of Compliance	1	1000	1000
65. Fire Alarm License to Operate	1	1000	1000
66. Fire Alarm Insurance Policy	1	1000	1000
67. Fire Alarm Warranty Document	1	1000	1000
68. Fire Alarm Service Agreement	1	1000	1000
69. Fire Alarm Maintenance Log	1	1000	1000
70. Fire Alarm Training Manual	1	1000	1000
71. Fire Alarm Inspection Checklist	1	1000	1000
72. Fire Alarm Certificate of Compliance	1	1000	1000
73. Fire Alarm License to Operate	1	1000	1000
74. Fire Alarm Insurance Policy	1	1000	1000
75. Fire Alarm Warranty Document	1	1000	1000
76. Fire Alarm Service Agreement	1	1000	1000
77. Fire Alarm Maintenance Log	1	1000	1000
78. Fire Alarm Training Manual	1	1000	1000
79. Fire Alarm Inspection Checklist	1	1000	1000
80. Fire Alarm Certificate of Compliance	1	1000	1000
81. Fire Alarm License to Operate	1	1000	1000
82. Fire Alarm Insurance Policy	1	1000	1000
83. Fire Alarm Warranty Document	1	1000	1000
84. Fire Alarm Service Agreement	1	1000	1000
85. Fire Alarm Maintenance Log	1	1000	1000
86. Fire Alarm Training Manual	1	1000	1000
87. Fire Alarm Inspection Checklist	1	1000	1000
88. Fire Alarm Certificate of Compliance	1	1000	

Program Code	CPS	Local/Other	Fee Revenue	Totals	Description
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
Total	-	-	-	-	

Supplies

Program Code	CPS	Local/Other	Fee Revenue	Totals	Description
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
Total	-	-	-	-	

Travel

Program Code	CPS	Local/Other	Fee Revenue	Totals	Description
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
Total	-	-	-	-	

Training

Program Code	CPS	Local/Other	Fee Revenue	Totals	Description
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
Total	-	-	-	-	

Board Expenses

Program Code	CPS	Local/Other	Fee Revenue	Totals	Description
Total	-	-	-	-	

Category	Percentage
Other	1.0%

Program Code	CPS	Local/Other	Fee Revenue	Totals	Description
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
Total	-	-	-	-	

MICHIGAN DEPARTMENT OF CORRECTIONS
OFFICE OF COMMUNITY CORRECTIONS
FY 2023 FUNDING PROPOSAL

Cass County

Comprehensive Plans & Services

Program	Program Code	Funding Request	Approved Funding	Reserved Funding	Total Funding Recommendation
Group-Based Programs					
Education	B00	-			-
Employment	B15	-			-
Cognitive	C01	12,570			-
Domestic Violence	C05	-			-
Sex Offender	C06	-			-
Outpatient Services	G18	-			-
Other Group Services	G00	-			-
Sub-Total		12,570	-	-	-
Supervision Programs					
Intensive Supervision	D23	-			-
Electronic Monitoring	D08	-			-
Pretrial Supervision	F23	37,270			-
Sub-Total		37,270	-	-	-
Assessment Services					
Actuarial Assessment	I22	-			-
Pretrial Assessment	F22	13,500			-
Sub-Total		13,500	-	-	-
Case Management	I24	-			-
Substance Abuse Testing	G17	-			-
Other	Z00	-			-
5 Day Housing	Z02	-			-
Program Total		63,340	-	-	-
Administration					
Salary & Wages		18,194.00			-
Contractual Services		-			-
Equipment		-			-
Supplies		-			-
Travel		-			-
Training		-			-
Board Expenses		-			-
Other		-			-
Administration Total		18,194	-	-	-
Total Comprehensive Plans & Services		81,534	0	0	0



Program Description

Administration

FY: 2023

CCAB: Cass County

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

NOTE:

- No more than one hour may be billed for each eligibility screening under Administration.
- A **SUPPLY** has a life expectancy of less than a year (paper, toner, folders, drug testing supplies, etc.) while **EQUIPMENT** has a life expectancy of more than a year (fax machine, PBT, computer).

1. Local/other contributions to Administrative functions per fiscal year: \$ 15,631.00 <i>*this amount must be reflected in your budget documents within the OCC Funding Application.</i>
2. How frequently are CCAB meetings held? Quarterly What is included on CCAB meeting agendas? The meeting agenda includes a review of the jail population, sentencing trends, an update on program status and financial review as well as relevant information from MDOC-OCC. CCAB members have the opportunity to address current trends and observations from their various positions, this includes updates from Twin County Community Probation Center, MDOC and local substance abuse services provider.
3. Describe how expenditure reports are processed and verified then forwarded to OCC in Lansing: All monthly invoices submitted are reviewed and approved by the CCAB Manager. By the 30th of each month the CCAB Manager submits expenditures for the month to the County Clerk's Office for payment. The Manager and the County Clerk reconcile any line items as needed. The CCAB Manager prepared and submits the monthly expenditure to OCC; with a copy provided the the County Treasurer's Office.
4. When and how are utilization and expenditures monitored? Utilization and expenditures are reviewed monthly and in more detail in conjunction with the quarterly utilization report preparation.
5. As a contractual requirement, how often does the CCAB manager meet with, visit, and evaluate contracted programs? Monthly The Manager has regular contact in person and via email with contracted services providers to discuss program status, address trends follow up on referrals and evaluate program direction and offenders needs.
6. How often does the CCAB manager meet with program referral sources? (probation supervisors/agents, prosecutor, defense attorney, judges, etc.)? Weekly Explain: CCAB Coordinator has weekly contact with MDOC Probation staff through Problem Solving Courts and other collaborative meeting.
7. How often is program utilization reviewed? Explain: Utilization is reviewed monthly and in greater detail in conjunction with the Quarterly Utilization report.



Program Description

Administration

8. What actions are taken when programs are under or over-utilized? When a program is at capacity, a waiting list may be developed, with priority to probation violators. Utilization is evaluated monthly to ensure that every eligible offender has access to appropriate programming. Under/Over utilization is addressed through a review of local trends and evaluation of offenders needs.
9. Describe when and how the comprehensive corrections plan is developed: Discussions regarding FY 2022 plan have been ongoing throughout the current year with CCAB members as well as Problem Solving Court stakeholders and MDOC.
10. Describe the involvement of other stakeholders or subcommittees in data analysis or comprehensive corrections plan/program development. Core Team meetings with the Problem Solving Courts and other stakeholders are an opportunity to discuss and collaborate and coordinate resources to meet the needs of the target populations. These regular meetings are important to identify gaps in services and where new opportunities are identified and developed.
11. What is your plan to provide orientation and to educate all stakeholders? Explain: Communication is important and regular meetings with stakeholders including Judges, Prosecutor, Jail Administration and staff, MDOC Probation as well as Problem Solving Court Program Coordinator and local service providers are key to the continued success and support of MDOC-OCC initiatives, as well as local initiatives.

MICHIGAN DEPARTMENT OF CORRECTIONS

“Committed to Protect, Dedicated to Success”



Office of Community Corrections

Community Corrections Plan and Application
Fiscal Year 2023

CCAB Name: Cass County

Email the application to:

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

DUE DATE: May 1, 2022

SECTION I: COMMUNITY CORRECTIONS ADVISORY BOARD INFORMATION				
Name of CCAB: Cass County			Federal I.D. Number: 98-600004843	
A: General Contact Information:				
	CCAB Manager	CCAB Manager's Direct Supervisor	CCAB Chairperson	Agency Serving as Fiduciary of Award & Contact Person
Name:	Krista Smith	Richard Behnke	Gregory Feldman	Jennifer Rentfrow
Title:	Community Corrections Coordinator	Sheriff	Defense Attorney	Cass County Administrators Office, Finance Director
Address:	321 M-62 North	321 M-62 North	69045 M-62, Suite C	120 North Broadway
City:	Cassopolis	Cassopolis	Edwardsburg	Cassopolis
State:	MI	MI	MI	MI
Zip:	49031	49031	49112	49031
Phone:	269-445-1212	269-445-1200	269-449-0849	269-445-4420
Fax:	269-445-1254	269-445-1254	269-869-5962	
Email:	kristas@cassco.org	rickb@cassco.org	attygfeldman@gmail.com	jenniferr@cassco.org

Type of Community Corrections Board: County Advisory Board
Counties/Cities Participating in the CCAB: Cass County
Date application was approved by the local CCAB: April 28, 2022
Date application was approved by county board(s) of commissioners and/or city council: tentative May 19, 2022
Date application was submitted to OCC: April 28, 2022

B: CCAB Membership <i>(please enter "vacant" for any vacant membership position)</i>		
Representing:	Name	Email
County Sheriff:	Richard Behnke	rickb@cassco.org
Chief of Police:	vacant	
Circuit Court Judge:	Mark Herman	markh@cassco.org
District Court Judge:	Stacey Rentfrow	staceyr@cassco.org
Probate Court Judge:	Carol Montavon Bealor	carolb@cassco.org
County Commissioner(s):	Robert Benjamin	robertb@cassco.org
Service Area (Up to 3):	Bob Weber Tom Miles	bobw@woodlandsbhn.org tmiles@tccpc.comcastbiz.net
County Prosecutor:	Victor Fitz	victorf@cassco.org
Criminal Defense:	Gregory Feldman	attygfeldman@gmail.com
Business Community:	Minnie Warren	minnie@mintechllc.com
Communications Media:	vacant	
Circuit/District Probation:	Carl Butler	butlerc@michigan.gov
City Councilperson:	vacant	
Workforce Development:	vacant	

- Does your CCAB have Bylaws? Yes If yes, have they been revised within the last 2 years? **yes**
- What steps does your CCAB take to orientate new CCAB members ensuring the understanding of their roles and responsibilities? **New CCAB members are provided information regarding PA 511 and the objectives of the local CCAB. The Community Correction Coordinator also personally contacts each new CCAB member to further discuss the role of Community Corrections in Cass County.**

3. What steps are your CCAB taking to fill vacant membership positions (enter N/A if you have no vacant positions)? **There are several vacancies on the Cass County CCAB. Current CCAB members are reaching out to area stakeholders to discuss the importance of Cass County CCAB in an effort to fill vacancies on the CCAB.**

SECTION II: ANALYSES & COMPREHENSIVE CORRECTIONS PLAN

Introduction and Instructions for your Comprehensive Corrections Plan:

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

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

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

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

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

Felony Data Analyses:

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

A thorough analysis of the data should include:

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

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

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

Example #1: State Board Priority Target Population: Sentenced Felons.

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

Supportive Strategy: C01 Thinking Matters, G18 Intensive Outpatient Group, & B15 Employment Skills.

Example #2: State Board Priority Target Population: Pretrial Population

Objective: To increase the County's current Appearance Rate from 87% to 90%.

Supportive Strategy: F22 PRAXIS and F23 Pretrial Supervision Services.

Example #3: State Board Priority Target Population: Pretrial Population

Objective: To increase the County's current Public Safety Rate from 80% to 89%.

Supportive Strategy: F22 PRAXIS and F23 Pretrial Supervision Services.

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

1. Are overall felony dispositions increasing, decreasing, or stable? Decreasing
2. In the two charts below, please fill in the rates and number of dispositions for the **previous two fiscal years**. For CCABs with correctional facilities, please remove those dispositions with prisoner status (OMNI Report 3). Describe changes within Sentencing Guideline (SGL) categories identified below, including prison and non-prison dispositions, for State Board Target Populations. Any additional pertinent information necessary to establish a trend beyond 2 years must be included. If requesting programming for other specific populations (examples: OUIL-3rds, prison diversion, pretrial, etc.) then supportive data analyses for these populations must

also be included here: **Felony dispositions are much lower for FY 2021 when compared to recent years. Until FY 2020 felony dispositions has remained stable over several years. Cass County did not hold a jury trial for much of FY 2020 and continues to have a significant backlog on the criminal docket as a result, which has impacted the overall felony dispositions.**

FY 2020 State PCR:	19.2%	Group 2 Rate:	13.4%	Straddle Cell Rate:	22.9%	Group 2 Straddle Rate:	21.7%
Overall PCR:	20.4% - 48 prison dispositions out of 235 felony dispositions						
Group 1:	29.7% - 22 prison dispositions out of 74 felony dispositions						
Group 2:	16.1% - 26 prison dispositions out of 161 felony dispositions						
Straddle PCR:	9.8% - 6 prison dispositions out of 61 felony dispositions						
Group 1:	9.1% - 2 prison dispositions out of 22 felony dispositions						
Group 2:	10.3% - 4 prison dispositions out of 39 felony dispositions						
FY 2021 State PCR:	16.5%	Group 2 Rate:	11.6%	Straddle Cell Rate:	19.7%	Group 2 Straddle Rate:	18.6%
Overall PCR:	17% - 32 prison dispositions out of 188 felony dispositions						
Group 1:	37% - 21 prison dispositions out of 57 felony dispositions						
Group 2:	8% - 11 prison dispositions out of 131 felony dispositions						
Straddle PCR:	6% - 3 prison dispositions out of 50 felony dispositions						
Group 1:	15% - 2 prison dispositions out of 13 felony dispositions						
Group 2:	2.7% - 1 prison dispositions out of 37 felony dispositions						
3. Provide information regarding policies, procedures, program operations, pertinent issues or opportunities which emerged, or other factors which have positively/negatively affected the achievement of objectives--for example, local changes regarding early jail release, implementation of required program fees, stakeholders--CCAB manager or staff, judges, magistrates, prosecutor, sheriff, contractor/service providers. Briefly describe the impact and, if negative, how it was addressed. The services and programming available to offenders both in the jail and in the community provide a continuum of care building on the the tools for successful completion of probation supervision. MDOC Probation Officers are aggressive in their support and supervision of probationers and invested in providing appropriate programming and opportunities for offender success. The various Problem Solving/Treatment Courts also provide eligible offenders the support and accountability to enhance offender success in the community. 4. Cass County has two new local initiatives that will impact MDOC-OCC objectives. In late 2020 Southwest Michigan Behavioral Health presented local service provider Woodlands Behavioral Health a funding opportunity through the State Opioid Response 2 Grant to provide a Woodlands Behavioral Health employed Case Manager to the jail. The Case Manager is available to engage with individuals in the jail or recently released from jail or otherwise involved with the criminal justice system who have Opioid Use Disorder and/or Stimulant (meth) Use Disorder to assess immediate needs and connect with community-based resources as well as behavioral health services. This position was initially fund for a two-year period; funding is expected to continue into FY 2023. Cass County has also received a three-year Comprehensive Opioid, Stimulant, & Substance Abuse Site-Based Program (COSSAP) Grant. The goal is to employ collaborative and comprehensive "gap filling" approach to develop, implement, and/or expand/enhance, existing trauma-informed evidence-based programming across the criminal justice system. Identifying, responding to, treat and support those impacted by illicit opioids, stimulants, and other substances. Both of these new initiatives will enhance services across all Problem-Solving Courts as well as law enforcement overall and will support MDOC-OCC objectives. During FY 2022 Cass County Office of Sheriff and Jail Administration and Cass OCC has been working with Wayne State University to implement Medically Assisted Treatment (MAT) services in the jail setting.							

5. Cass County has a new Jail Captain/Jail Administrator with a background in community based offender programming. He is a strong supporter of Problem Solving Courts and local initiatives to impact offender success and is reviewing current jail policies in an effort better support these goals.
6. FY 2022 was another challenging year as we continued to navigate through the COVID pandemic and the resulting restrictions. Standard practices and policies were adjusted to accommodate COVID restrictions and mandates. This did impact community-based program enrollment and participation. Pretrial Supervision has been important through FY 2020 and FY 2021 to keeping the jail population at safe levels to allow for quarantine space in the facility and has seen increased utilization and increased length of stay on supervision. Communication and collaboration between all stake holders to discuss the challenges and problem solve has been important as the COVID pandemic restrictions are beginning to lift.

A-2: Using OMNI Felony Recidivism data supplied by OCC for the previous two fiscal years:

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

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

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

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

FY 2021 Recidivism Rates							
County Name	Cass						Totals for Region:
FY 2021 Probation Violation - New Sentence to Prison							
Total	2						2
FY 2021 Probation Violation – Technical to Prison							
Total	1						1
1. Are <u>overall</u> felony Probation Violations dispositions (prison and non-prison combined) increasing, decreasing, or stable? Stable							
2. Describe changes within the Probation Violation disposition data for the previous two fiscal years, including prison and non-prison dispositions. Report rates with detailed explanation: The data indicates that the total number of Probation Violations is stable, with 61 Probation Violations filed in FY 2020 and 60 in FY 2020. The overall PCR for all Probation Violations has decreased to 9.37% from 20.83% in FY 2020. FY 2021 OMNI data indicates a total of 2 prison commitments for PV New Sentence offenders for a PCR of 6.25%, a significant decrease over FY 2020. PV Technical offenders totaled 36 for FY 2021, with just one prison commitment. It is likely that COVID restrictions impacted PV filings in FY 2021.							
3. Provide information regarding policies, procedures, program operations, pertinent issues or opportunities which emerged, or other factors which have positively/negatively affected the achievement of objectives--for example, local changes regarding early jail release, implementation of required program fees, stakeholders--CCAB manager or staff, judges, magistrates, prosecutor, sheriff, contractor/service providers. Briefly describe the impact and, if negative, how it was addressed. 1. The services and programming available to offenders both in the jail and in the community provide a continuum of care building on the the tools for successful completion of probation supervision. MDOC Probation Officers are aggressive in their support							

and supervision of probationers and invested in providing appropriate programming and opportunities for offender success. The various Problem Solving/Treatment Courts also provide eligible offenders the support and accountability to enhance offender success in the community.

4. 2. Cass County has two new local initiatives that will impact MDOC-OCC objectives. In late 2020 Southwest Michigan Behavioral Health presented local service provider Woodlands Behavioral Health a funding opportunity through the State Opioid Response 2 Grant to provide a Woodlands Behavioral Health employed Case Manager to the jail. The Case Manager is available to engage with individuals in the jail or recently released from jail or otherwise involved with the criminal justice system who have Opioid Use Disorder and/or Stimulant (meth) Use Disorder to assess immediate needs and connect with community-based resources as well as behavioral health services. This position was initially fund for a two-year period; funding is expected to continue into FY 2023. Cass County has also received a three-year Comprehensive Opioid, Stimulant, & Substance Abuse Site-Based Program (COSSAP) Grant. The goal is to employ collaborative and comprehensive "gap filling" approach to develop, implement, and/or expand/enhance, existing trauma-informed evidence-based programming across the criminal justice system. Identifying, responding to, treat and support those impacted by illicit opioids, stimulants, and other substances. Both of these new initiatives will enhance services across all Problem-Solving Courts as well as law enforcement overall and will support MDOC-OCC objectives. During FY 2022 Cass County Office of Sheriff and Jail Administration and Cass OCC has been working with Wayne State University to implement Medically Assisted Treatment (MAT) services in the jail setting.
5. 3. Cass County has a new Jail Captain/Jail Administrator with a background in community based offender programming. He is a strong supporter of Problem Solving Courts and local initiatives to impact offender success and is reviewing current jail policies in an effort better support these goals.
6. FY 2022 was another challenging year as we continued to navigate through the COVID pandemic and the resulting restrictions. Standard practices and policies were adjusted to accommodate COVID restrictions and mandates. This did impact community-based program enrollment and participation. Pretrial Supervision has been important through FY 2020 and FY 2021 to keeping the jail population at safe levels to allow for quarantine space in the facility and has seen increased utilization and increased length of stay on supervision. Communication and collaboration between all stake holders to discuss the challenges and problem solve has been important as the COVID pandemic restrictions are beginning to lift.

A-3: Impacting State Board Priorities- Target Populations, Key Objectives, and Strategies

NOTE:

- Target Populations include Sentenced Felons and Pretrial Population.
- CCABs applying for funding targeting Sentenced Felons must have at least one Sentenced Felons Key Objective.
- CCABs applying for funding targeting Pretrial Population must have BOTH Pretrial Population Key Objectives (Appearance Rate and Public Safety Rate).
- CCABs may identify additional Key Objectives that support proposed programming.
- Key Objectives should be measurable and provide sufficient detail so progress can be monitored.
- Strategies are the local programs that will be used to impact your Key Objectives.
- Only proposed programs that impact at least one Key Objective will be considered for funding.

1. Key Objective #1 is intended to impact Pretrial Population

Please state the Objective: **To increase the County's current Appearance rate from 88% to 90% .**

List OCC Programs in support of Objective #1 (include CCIS Code and Local Name of Program *as they appear on the program descriptions*):

F22 Pretrial Assessment - continuation

F23 Pretrial Supervision - continuation

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

Jail Based Medically Assisted Treatment

Jail Case Management

Peer Support

2. Key Objective #2 is intended to impact Pretrial Population Please state the Objective: To maintain the County's Public Safety Rate at 95% or more.
List OCC Programs in support of Objective #2 (include CCIS Code and Local Name of Program <i>as they appear on the program descriptions</i>):
F22 Pretrial Assessment - continuation F23 Pretials Supervision - continuation
List Non-OCC funded Programs in support of Objective #2:
Jail Based Medically Assisted Treatment Jail Case Management Peer Support
3. Key Objective #3 is intended to impact Sentenced Felons Please state the Objective: To maintain the County's overall PCR at 17% or lower.
<u>List</u> OCC Programs in support of Objective #3 (include CCIS Code and Local Name of Program <i>as they appear on the program descriptions</i>):
F22 Pretrial Assessment - continuation F23 Pretials Supervision - continuation C01 MRT Mens Group - continuation C01 MRT Womens Group - continuation
List Non-OCC funded Programs in support of Objective #3:
Jail Meth Group Jail Case Management Veterans Affairs VJO Coordinator Adult treatment Court/Sobriety Court Mental Health Court Family Treatment Court Family Preservation Program Swift & Sure Sanctions Probation Program Peer Support Jail Based Medically Assisted Treatment Twin County Community Probation Center
4. Key Objective #4 is intended to impact Choose an item. Please state the Objective:
<u>List</u> OCC Programs in support of Objective #4 (include CCIS Code and Local Name of Program <i>as they appear on the program descriptions</i>):
List Non-OCC funded Programs in support of Objective #4:

B: COMPAS Criminogenic Needs Profile
1. Please list the top 3 needs scales (medium/probable and high/highly probable combined) as identified within the COMPAS Criminogenic Needs and Risk Profile for <i>all probationers</i> provided by OCC. Additionally, identify both the local and OCC strategies that will impact the identified needs scales. <i>OCC funded strategies must be identified by CCIS Code and Local Name of Program as it appears on the program descriptions:</i> 1. Information provided by OCC for FY 2021 indicate the following top needs for all probationers:
2. 1. Substance Abuse
3. 2. Criminal Personality
4. 3. Family Criminality
5.
6. OCC funded programming impacting the top probationer needs:
7. CO-1 MRT Men

8. CO-1 MRT Women
9. Other local programming impacting the top probationer needs:
10. Jail Meth Group
11. Jail Case Management
12. Veterans Affairs VJO Coordinator
13. Adult Treatment/Sobriety Court
14. Mental Health Court
15. Family Treatment Court
16. Family Preservation Program
17. Swift & Sure Sanctions Probation Program
18. Peer Support
19. COSSAP Grant initiatives
20. Provide information regarding policies, procedures, program operations, pertinent issues or opportunities which emerged, or other factors which have positively/negatively affected the achievement of objectives--for example, local changes regarding early jail release, implementation of required program fees, stakeholders--CCAB manager or staff, judges, magistrates, prosecutor, sheriff, contractor/service providers. Briefly describe the impact and, if negative, how it was addressed. **Cass County has a new Jail Captain/Jail Administrator with a background in community based offender programming. He is a strong supporter of Problem Solving Courts and local initiatives to impact offender success and is reviewing current jail policies in an effort better support these goals. The major factor impacting all standard practices has been COVID pandemic related. From the Jail to the Courts to MDOC Probation/Parole and service providers, all aspects of the Criminal Justice System worked hard to keep all processes and services in place. As COVID restrictions begin to lift Cass County stakeholders and elected officials continue to adjust and adapt.**

C: Local Practices to Address Probation Violators

Please explain in detail how the CCAB is targeting the needs of felony probation violators, both new sentence and technical. Include both local and OCC funded practices. **OCC funded Men's/Women's MRT is a response option for both technical and new offense probation violations to address criminal thinking and support offender success. Twin County Probation Center is available to provide an increased level of supervision for both technical and new offense probation violators. New offense and technical probation violators may also be referred for Problem Solving Court consideration as a response to the violation. Probation violators that are participating in a Problem-Solving Court may be referred for specific local programming to address the underlying cause of the violation.**

D: Local Vocational/Educational Practices

Please explain in detail what is being done locally to address the local vocational/employment needs of offenders. Remember to consider trade schools, community colleges or universities who offer training to our offenders. Include both local and OCC funded practices. **The Cass County Jail in cooperation with Cassopolis Schools provides educational opportunities in the jail, allowing inmates to earn either their GED or High School Diploma while in jail. MDOC staff review job opening information provided by Michigan Works on a weekly basis to support probationer employment. Many local employers are supportive and flexible with scheduling, which allows employed offenders a better opportunity to accomplish program and/or probation requirements. While employment opportunities exist in the area for probationers a significant barrier to employment in Cass County is transportation, an issue that continues to be discussed with the local county transit agency. Some local businesses are providing transportation to employees to support a consistent workforce. Offenders eligible to participate in the MRT group will gain insight and skills that will enhance their ability to gain and maintain employment. Offenders ordered to Twin County Community Probation Center will complete Job Skills and opportunities to participate in GED classes while at the Probation Center. Southwestern Michigan College is participating in the Michigan Reconnect program, providing tuition to eligible students, opening doors to higher education.**

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

1. How do defendants and offenders get screened for substance use services in your area (regardless of funding source)? **Defendants booked into the jail with drug related offenses are identified through the Pretrial Assessment and may be referred to for Problem Solving Court Consideration and screening. All defendants booked into the jail are given a Rapid Opioid Dependence Screen (RODS) to identify inmates that are currently on Medically Assisted Treatment (MAT) or may be a candidate for MAT. Jail Case Manager through Woodlands Behavioral Healthcare is instrumental in this process. Defendants in jail may be referred to Jail Math Group offered by Woodlands Behavioral Healthcare and are screened and assessed for eligibility.**
2. How do defendants and offenders get referred for a substance use assessment in your area (regardless of funding source)? **Referrals for substance use assessment come directly from MDOC probation, Problem Solving Courts to the local service provider Woodlands Behavioral Healthcare. Inmates with a positive RODS score or identified through PRAXIS are referred to Woodlands Jail Case Manager by OCC Coordinator.**
3. After screening, how do defendants and offenders get referred to appropriate ASAM level of care treatment in your area? **Following substance use assessment defendants are provided a treatment plan and referred to appropriate services through Woodlands Behavioral Healthcare.**
4. Are there any barriers or gaps in service to obtaining an assessment and treatment that your CCAB is requesting OCC funding to fill? **No** If so, please describe in detail:
5. What non-PA 511 funded services are available in your area? Be sure to include treatment court services. **Jail Meth Group**
6. **Jail Case Management**
7. **Family Treatment Court**
8. **Family Preservation Program**
9. **Adult Treatment/Sobriety Court**
10. **Mental Health Court**
11. **Swift & Sure Sanctions Probation Program**
12. **Peer Support Services**
13. **Sober Living Homes**
14. **Jail based Medically Assisted Treatment (MAT)**

F: Comprehensive Corrections Plan Summary

1. Please explain how the Comprehensive Corrections Plan, in coordination with the local practices, will impact the State Board Priorities, and ultimately offender success: The jail based programming and education provides a foundation for improved offender success under community supervision. The CCAB Manager works closely with all specialty/problem solving court staff and case managers as well as MDOC Probation Office to identify, refer and divert eligible offenders to these programs. With a few exceptions all current specialty/problem solving court participants have had the benefit of programming/treatment/education while in jail, prior to and/or following acceptance into a treatment court program. The ability to begin treatment services and provide education opportunities to offenders as early as possible followed by the structure and support and additional accountability offered through the treatment court track or traditional probation has a significant impact on offender success; reducing recidivism and contributing to the reduced Prison Commitment Rate for Cass County. The addition of Pre-Trial Assessment & Supervision for FY 2019 has enhanced existing programming by providing eligible pre-trial offenders an opportunity to maintain employment, begin programming and/or education and demonstrate their ability to be successful on probation while their criminal case is pending. With the addition of the Comprehensive Opioid, Stimulant, & Substance Abuse Site-Based Program (COSSAP) Grant Cass County will be able to employ collaborative and comprehensive “gap filling” approach to develop, implement, and/or expand/enhance, existing trauma-informed evidence-based programming across the criminal justice system. Identifying, responding to, treat and support those impacted by illicit opioids, stimulants, and other substances. Both of these new initiatives will enhance services across all Problem Solving Courts as well as law enforcement overall and will support MDOC-OCC objectives.

2. What steps will you take if you find that you are not meeting your objectives, or your strategies are not being implemented as planned? **The local CCAB and stakeholders meet regularly to review progress and identify trends and also obstacles to achieving stated objectives. Weekly communication with the MDOC probation staff and speciality/problem solving courts staff and local service providers to evaluate needs and gaps in service is important.**
3. Program eligibility overrides may be requested in writing to the assigned OCC Specialist. Please document any additional override procedures your CCAB has approved. **NA**



Program Description

Group Programming

CCAB: Cass County	FY: 2023
Local Program Name: MRT Men	
Service Provider: Preston Collett	
CCIS Service Type: C01 - Cognitive	
Total projected number of new enrollments: 30	
For Regional CCABs, projected number of new enrollments per member county:	
Program Location (select all that apply): Jail: ☐ Residential: ☐ Community: ☒	
Program status: Continuation	
If modification, describe here:	

GROUP/CLASS DELIVERED PROGRAMMING –

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

ANSWER ALL QUESTIONS USING “N/A” IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.

1. What is your target population?	
☒ Sentenced Felons	☒ Other (include eligibility criteria): Probation Violators

2. Describe the program:	
a.	What is your referral process to this program? Referrals to this program come directly from MDOC Probation. Sentencing Judge may also specifically order MRT (or other cognitive programming) as a condition of MDOC Probation. Many eligible Treatment/Speciality Court participants are referred to this program as a condition of program participation. MDOC Probation Agents forward CFJ-140 referral along with COMPAS Risk/Needs bar chart to Community Corrections for eligibility screening.
b.	What assessment is used, identify the tool: COMPAS
c.	Who completes the assessment? MDOC Probation
d.	P.A. 511 states eligibility for programming must include moderate to high risk. Please select which needs the program will impact for your target population(s).



Program Description

Group Programming

Sentenced Felons:

You must identify the number of scales required for eligibility here: 1

- | | | |
|--|--|--|
| ☐ Vocational/Education | ☐ Social Environment | ☒ Criminal Association |
| ☒ Substance Abuse | ☐ Residential Instability | |
| ☒ Cognitive Behavioral | ☒ Family Criminality | |
| ☒ Criminal Personality | ☐ Social Isolation | |
| ☐ Leisure & Recreation | ☐ Criminal Opportunity | |

Gender Responsive Scales:

- ☐ Experiences of Abuse as an Adult
☐ Experiences of Abuse as a Child
☐ Relationship Dysfunction
☐ Parental Stress

☒ **Felony Probation Violator, regardless of COMPAS Assessment Score**

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

i. Name of curriculum: **Moral Roconation Therapy - MRT**

ii. Identify what skills are taught in this program: **Moral Reconation Therapy (MRT) is a cognitive-behavioral program that leads to enhanced moral reasoning, better decision making, appropriate behaviors. The MRT treatment program moves client from hedonistic (pleasure vs. pain) reasoning levels to levels where concern for social rules and others becomes important.**

iii. Is the group open or closed? **Open**

iv. What is the minimum/maximum number of participants per group, as identified in the curriculum? **3/12**

v. Minimum number of group sessions attended for successful completion: **12 sessions**

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

f. Identify the training or credentials held by your service provider qualifying him/her to provide this service: **MRT facilitator has completed Correctional Counseling Inc. MRT facilitator training and has provided a copy of the certification.**

g. How are delivered services and individual progress and participation documented by the service provider and provided to the probation agents and/or referral source? (i.e., progress notes, case notes and/or group notes) **Each participant will sign a log sheet that is updated by the facilitator following each group session, noting MRT step progress and overall participation. Monthly participation reports and updates are provided to referral source and or MDOC Probation Agent**

h. Provide any other pertinent information you feel is necessary: **When deemed necessary to comply with State or local mandates MRT Group may meet remotely**



Program Description

Group Programming

via ZOOM video conferencing. Video participation via Zoom can be made available to participants that are unable to attend in person.

3. Evaluation is part of evidence-based principles which you **must** identify in section (a.). You are also **required** to develop **at least one key performance measure** for this program in section (b.). Be sure to include the data source, how its tracked and measured. **NOTE:** Successful completion of programming, if listed as the only key performance measure, is not sufficient.

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

1. **Assess Actuarial Risk/Needs** – Program eligibility is based on COMPAS risk/needs assessment
2. **Enhance Intrinsic Motivation** – Program encourages setting sort and long term goals
3. **Target Interventions (indicate all that apply)**
 - a. **Risk Principle:** Prioritize supervision and treatment resources for higher risk offenders -
 - b. **Need Principle:** Target interventions to criminogenic needs – Curriculum targets Felony Probation Violators regardless of COMPAS score.
 - c. **Responsivity Principle:** Be responsive to temperament, learning style, motivation, culture, and gender when assigning programs -
 - d. **Dosage:** Structure 40-70% of high-risk offenders' time for 3-9 months -
 - e. **Treatment Principle:** Integrate treatment into the full sentence/sanction requirements -
4. **Skill Train with Directed Practice** – Program is facilitated by trained serves providers utilizing cognitive behavioral techniques and designed to support willfull participation through group work, home work and peer feedback.
5. **Increase Positive Reinforcement** – Program utilizes step progression for successful completion of each of the 12 steps, with completion certificate presented upon successful completion.
6. **Engage Ongoing Support in Natural Communities** – Program encourages and supports participants to engage in appropriate community pro-social activities.
7. **Measure Relevant Processes/Practices** – Data is tracked regarding group participation and completion as well as successful probation termination rates for participants completing the program successfully.
8. **Provide Measurement Feedback** – Local CCAB and other stakeholders are provided data regarding the successful completion rates of group participants.

b. Program Key Performance Measure (required) – 90% of offenders who successfully complete MRT will not have any probation violations or new criminal charges within one year of program completion.

Data Element (required) – MRT program completion rates, successful participants with PV/new charges within 12 months

Tracking Source (required) – CCM, AS400, local/area jail booking records



Program Description

Group Programming

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

Additional Program Key Performance Measure -

Data Element -

Tracking Source -



Program Description

Group Programming

CCAB: Cass County	FY: 2023
Local Program Name: MRT Women	
Service Provider: Valerie Jones	
CCIS Service Type: C01 - Cognitive	
Total projected number of new enrollments: 12	
For Regional CCABs, projected number of new enrollments per member county:	
Program Location (select all that apply): Jail: ☐ Residential: ☐ Community: ☒	
Program status: Continuation	
If modification, describe here:	

GROUP/CLASS DELIVERED PROGRAMMING –

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

ANSWER ALL QUESTIONS USING “N/A” IF NOT APPLICABLE TO THIS PARTICULAR PROGRAM.

1. What is your target population?
☒ Sentenced Felons ☒ Other (include eligibility criteria): Probation Violators

2. Describe the program:
a. What is your referral process to this program? Referrals to this program come directly from MDOC Probation. Sentencing Judge may also specifically order MRT (or other cognitive programming) as a condition of MDOC Probation. Many eligible Treatment/Speciality Court participants are referred to this program as a condition of program participation. MDOC Probation Agents forward CFJ-140 referral along with COMPAS Risk/Needs bar chart to Community Corrections for eligibility screening.
b. What assessment is used, identify the tool: COMPAS
c. Who completes the assessment? MDOC Probation
d. P.A. 511 states eligibility for programming must include moderate to high risk. Please select which needs the program will impact for your target population(s).



Program Description

Group Programming

Sentenced Felons:

You must identify the number of scales required for eligibility here: 1

- | | | |
|--|--|---|
| ☐ Vocational/Education | ☐ Social Environment | ☐ Criminal Association |
| ☒ Substance Abuse | ☐ Residential Instability | |
| ☒ Cognitive Behavioral | ☒ Family Criminality | |
| ☒ Criminal Personality | ☐ Social Isolation | |
| ☐ Leisure & Recreation | ☐ Criminal Opportunity | |

Gender Responsive Scales:

- ☐ Experiences of Abuse as an Adult
- ☐ Experiences of Abuse as a Child
- ☐ Relationship Dysfunction
- ☐ Parental Stress

☒ **Felony Probation Violator, regardless of COMPAS Assessment Score**

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

i. Name of curriculum: **Moral Roconation Therapy - MRT**

ii. Identify what skills are taught in this program: **Moral Reconation Therapy (MRT) is a cognitive-behavioral program that leads to enhanced moral reasoning, better decision making, appropriate behaviors. The MRT treatment program moves client from hedonistic (pleasure vs. pain) reasoning levels to levels where concern for social rules and others becomes important.**

iii. Is the group open or closed? **Open**

iv. What is the minimum/maximum number of participants per group, as identified in the curriculum? **3/12**

v. Minimum number of group sessions attended for successful completion: **12 weekly sessions**

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

f. Identify the training or credentials held by your service provider qualifying him/her to provide this service: **MRT facilitator has completed Correctional Counseling Inc. MRT facilitator training and has provided a copy of the certification.**

g. How are delivered services and individual progress and participation documented by the service provider and provided to the probation agents and/or referral source? (i.e., progress notes, case notes and/or group notes) **Program service provider will document/verify each participant participation via ZOOM for each group session, if attending in person a sign-in sheet is complete. Attendance verification will include MRT step progress and overall participation. Monthly participation reports and updates are provided to referral source and or MDOC Probation Agent.**



Program Description

Group Programming

- h. Provide any other pertinent information you feel is necessary: **For FY 2023 MRT service provider will be contracted and providing Women's MRT Group programming to eligible referrals from both Cass County and St. Joseph County OCC. This will support increased and steady enrollment in Women's MRT Group and allow for continued and much needed programming for female offenders in both Cass and St. Joseph Counties.**

3. Evaluation is part of evidence-based principles which you **must** identify in section (a.). You are also **required** to develop **at least one key performance measure** for this program in section (b.). Be sure to include the data source, how its tracked and measured. **NOTE:** Successful completion of programming, if listed as the only key performance measure, is not sufficient.

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

1. **Assess Actuarial Risk/Needs** – Program eligibility is based on COMPAS risk/needs assessment.
2. **Enhance Intrinsic Motivation** – Program encourages setting short and long term foals.
3. **Target Interventions (indicate all that apply)**
 - a. **Risk Principle:** Prioritize supervision and treatment resources for higher risk offenders -
 - b. **Need Principle:** Target interventions to criminogenic needs -Program targets Felony Probation Violators regardless of COMPAS score.
 - c. **Responsivity Principle:** Be responsive to temperament, learning style, motivation, culture, and gender when assigning programs -
 - d. **Dosage:** Structure 40-70% of high-risk offenders' time for 3-9 months -
 - e. **Treatment Principle:** Integrate treatment into the full sentence/sanction requirements -
4. **Skill Train with Directed Practice** – Program is facilitated by trained service provider utilizing cognitive behacioral techniques and designed to support willfull participation through group work, home work and peer feedback.
5. **Increase Positive Reinforcement** – Curriculum utilizes step progression for successgul completion of each of the 12 steps, with completion certificate presented upon successful completion of the program.
6. **Engage Ongoing Support in Natural Communities** – Program encourages and supports participants to engage in appropriate community pro-social activities.
7. **Measure Relevant Processes/Practices** – Data tracked regarding group participation and completion as well as successful probation termination rates for participants completing the program successfully.
8. **Provide Measurement Feedback** – Local CCAb and other stakeholders are provided data regarding the successful completion rata of group participants.



Program Description

Group Programming

b. Program Key Performance Measure (required) – 90% of offender who successfully complete Women's MRT will not have any probation violations or new criminal charges within one year of program completion.

Data Element (required) – Program completion rates, PV/new criminal charges within one year of group completion

Tracking Source (required) – CCM, local/area jail booking records, AS400

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

Additional Program Key Performance Measure -

Data Element -

Tracking Source -



Program Description

Pretrial Risk Assessment Services

CCAB: Cass County	FY: 2023
Local Program Name: Pretrial Assessment	
Service Provider: Krista Smith	
CCIS Service Type: F22 - Pretrial Assessment	
Total Projected Number of New Assessments (enrollment): 130	
For Regional CCABs, total projected number of new assessments by member county:	
Program Location (select all that apply): Jail: ☒ Community: ☐	
Program Status: Continuation	
If modification, describe here:	

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

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

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

1. Based on your objective(s), what is your target population?
☒ Pretrial

2. Describe the program:
a. Describe eligibility criteria, including exclusionary criteria, for an assessment: Eligibility criteria limits all Pretrial Assessment enrollments to pre-trial felons only, excluding active probationer, active parolee.
b. What programs (PA511 and/or locally funded) require this assessment to determine eligibility? Pretrial Supervision and MRT as well as locally /otherwise funded programming including Adult Drug Court, Sobriety Court, Mental Health Court, Family Treatment Court and Jail Meth Group and Jail Case Management all rely on this assessment.
c. What assessment instrument is proposed? PRAXIS Pretrial Risk Assessment
d. Is the assessment completed through an interview with the defendant or would the defendant fill out a questionnaire for later scoring? Assessment is complete through an interview with the defendant.
e. Is the assessment completed prior to arraignment? No
f. Describe the training, certification process, or credentials of the person(s) doing the assessment(s) which qualify him/her to do them – include dates of training/certification and who conducted the training: CC Manager completes the Pretrial Assessment and is LEIN Certified and has a BA in Criminal Justice and 30 + years on the Criminal Justice field.



Program Description

Pretrial Risk Assessment Services

g.	How much time is anticipated to score one pretrial risk assessment (not including subsequent development of a recommendation or plan)? 10 minutes
h.	How much time is estimated to interview the defendant? 30 minutes Explain your response. Defendants are interviewed in person (when possible) at the jail, this involves gaining access to the interview area and having defendant escorted to the interview area, completing the assessment interview, and review and signing of release of information document. When in person interviews are restricted, the interview process is completed through ZOOM or phone.
i.	How much time is estimated to complete a criminal history investigation on the defendant? 20 minutes Explain your response. Each assessed defendant is run through LEIN and also through Indiana MY Case Search as Cass County is on the Indiana border.
j.	How much time is estimated to verify interview information? 10 minutes Explain your response. This may involve email/phone calls to verify employment and/or living arrangements. Also contact with District Court Probation or MDOC if defendant has been on supervision in the past.
k.	How much time is estimated to complete the subsequent report, including the presentation at arraignment/court? 20 minutes Explain your response. The information gathered from the defendant during the Pretrial Assessment, the criminal history information and other sources is compiled along with a written recommendation. This is forwarded to the Court, Prosecuting Attorney, and Defense Attorney for review via email or FAX.
l.	What is the total amount of time required to complete the assessment process? (add the time responses to questions i. through m.) 90 minutes
m.	Is subsequent verification of information attempted prior to making a recommendation or determining eligibility? Yes
n.	Is the recommendation written? Yes
o.	For defendants who do not gain release, does your County utilize a review process (sequential review)? Choose an item. Explain: Offenders assessed and deemed eligible for Pretrial Supervision Services that remain in jail are reviewed for bond modifications at each Court appearance or upon Motion to reduce Bond filed by Defense Attorney.
p.	Is information about the number of completed assessments entered in COMPAS Case Manager and tracked for CCIS purposes? Yes
q.	Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: PRAXIS assessment information is beneficial in identifying problem solving court referrals and referrals to Jail Case Management.
3.	Evaluation is part of evidence-based principles which you must identify in section (a). Required key performance measures for this program are identified in section (b). You may include additional key performance measures as well. Be sure to include the data source, how its tracked and measured. NOTE: Successful completion of programming, if listed as the only key performance measure, is not sufficient.
a.	Describe how this program meets each of the following Evidence Based Principles:



Program Description

Pretrial Risk Assessment Services

1. **Assess Actuarial Risk/Needs** – Bond/release/supervision conditions are based on risk assessed through utilization of the PRAXIS
 2. **Enhance Intrinsic Motivation** – Through support/use of the PRAXIS the least restrictive means of supervision encourages willfull participation/compliance.
 3. **Target Interventions (indicate all that apply)**
 - a. **Risk Principle:** Prioritize supervision and treatment resources for higher risk offenders -Through use/support of the PRAXIS Pretrial Supervision employs Court reminder calls to increase compliance and appearance.
 - b. **Need Principle:** Target interventions to criminogenic needs -
 - c. **Responsivity Principle:** Be responsive to temperament, learning style, motivation, culture, and gender when assigning programs -
 - d. **Dosage:** Structure 40-70% of high-risk offenders' time for 3-9 months -
 - e. **Treatment Principle:** Integrate treatment into the full sentence/sanction requirements -
 4. **Skill Train with Directed Practice** – Through supprt/use of the PRAXIS Pretrial Supervision supports participants to comply with pretrial release order in the least restrictive environment while honoring due process.
 5. **Increase Positive Reinforcement** – Through support/use of the PRAXIS Pretrial consistent compliance with supervision conditions results in reduced requirements when indicated
 6. **Engage Ongoing Support in Natural Communities** – Through support/use of the PAXIS Pretrial SUPervision utilizes participants available resources to refer participants to relevant/beneficial community support when indicated.
 7. **Measure Relevant Processes/Practices** – Through support/use fo the PRAXIS Pretrial Supervision captures data regarding supervision process, public safety rate, appearance rate, electronic monitoring compliance and overall success rates.
 8. **Provide Measurement Feedback** – Through use/support of the PRAXIS the Locat CCAB and other stakeholders are provided data regarding the supervision process effectiveness of interventions.
- b. **Program Key Performance Measure – Concurrence Rate (required) – 75%**
Data Element (required) – Number of defendants screened
Tracking Source (required) – Number of defendants granted/denied pretrial release.
- Program Key Performance Measure – Release Rate (required) -**
Data Element (required) -
Tracking Source (required) -
- Additional Program Key Performance Measure -**



Program Description

Pretrial Risk Assessment Services

Data Element -
Tracking Source -

Additional Program Key Performance Measure -
Data Element -
Tracking Source -



Program Description

Pretrial Supervision Services

CCAB: Cass County	FY: 2023
Local Program Name: Pretrial Supervision	
Service Provider: Krista Smith / House Arrest Services	
CCIS Service Type: F23 – Pretrial Supervision Services	
Total Projected New Enrollment: 70 with 30 EM	
For Regional CCABs, total projected new enrollment by member county:	
Projected Length of Stay in Days: 120	
Program Location (select all that apply): Jail: ☐ Residential: ☐ Community: ☒	
Program Status: Continuation	
If modification, describe here:	

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

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

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

1. Based on your objective(s), what is your target population?
☒ Pretrial

2. Describe the program:
a. A Pretrial risk assessment is mandatory for pretrial supervision services. What are your eligibility criteria based on the assessed risk levels? Be sure to include assessment scores. Eligibility criteria limits all enrollments to pre-trial felons only, excluding active probationer, active parolee. For Pretrial Supervision only (no electronic monitoring) – Pretrial defendant who score moderate to high on PRAXIS are eligible.
b. For electronic monitoring, defendant must be: 1) Charged with OUIL -3rd, OR - 2) Have a victim case, - OR 3) non-violent felony with a PRAXIS score of 6 or higher – OR violent felony with a PRAXIS score of 3 or higher.
c. If using electronic monitoring (GPS and/or SCRAM) answer and clearly explain the following questions (use NA if not applicable to your program): **Refer to the first page for information on pretrial EM eligibility information.



Program Description

Pretrial Supervision Services

i.	What kind of equipment/system: GPS tether/ SCRAM/SoberLink
ii.	Vendor for equipment/service: House Arrest Services
iii.	Cost assessed by the vendor per unit/defendant/day (clearly describe): House Arrest Services daily user fee is \$8.25 for a SCRAM unit and \$7.50 per day for GPS unit. Both units require a \$50.00 hookup/installation/activation fee. SoberLink Alcohol monitor is \$5.75 per day with a \$25 installation/activation fee.
iv.	Who does the equipment installation/retrieval? House Arrest Services or Krista Smith
v.	Who sets up schedules and/or monitors compliance? CCAB Manager establishes a curfew if indicated as well as exclusions zones as indicated. House Arrest Services Monitoring Center monitors compliance and provides daily email reports to local OCC.
d.	What are your supervision reporting requirements, i.e. frequency and type of reporting? Defendants on Pretrial Supervision are required to report by phone or TEXT weekly or bi-weekly, and to report immediately any address/phone/employment changes or contact with police. In person reporting may be required as indicated by PRAXIS score and on a case by case basis in place of phone reporting.
e.	What is your average daily caseload per full time equivalent position (FTE) for pretrial supervision? 40
f.	What happens during a typical "check-in" and how long is it estimated to take? Court date reminder: ☒ Verification of address: ☒ New criminal contact: ☒ Verification of bond conditions: ☒ Referrals to programs: ☒ Other (describe): Employment and or education status. Provide ZOOM information for access to Court hearings. Time per check in (including the time to complete compliance report documentation) 20 minutes per enrollee
g.	Does the program design include collateral contacts with family, employer, school, treatment provider, etc.? Yes
h.	This program does not use PA-511 funds for drug/alcohol testing. <i>If you select "uses PA-511 funds" then you are required to complete a G17 Substance Abuse Testing program description.</i>
i.	Pretrial release conditions which include drug/alcohol testing should be limited. Describe the County's plan should a defendant test positive for a controlled substance. What interventions are available and presented to the court and/or defendant: NA
j.	How is the County's plan mentioned in (h.) documented per defendant? NA
k.	Are compliance reports shared with MDOC PSI writers? Pretrial Supervision Status Reports and Discharge Reports are shared with MDOC PSI writers and Supervising Agents.
l.	Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: Over the



Program Description

Pretrial Supervision Services

last several years the population of the Cass County Jail has seen a shift with an increasing number of unsentenced felony inmates awaiting trial, unable to post bond. Pre-Trial Supervision is intended to balance the rights of the accused with the need to protect the community and assure court appearances by providing supervision and support services to pretrial defendants.

3. Provide the following information:

(For CCABs requesting a new initiative, provide the expected or current appearance and public safety rates as defined below)

a. **What is the appearance rate? 81.25% (The percentage of released defendants on OCC-funded supervision who attend all scheduled court appearances.)**

b. **What is the public safety rate? 97% (The percentage of released defendants on OCC-funded supervision who are not charged with a new criminal offense before adjudication.)**

c. **What is the success/compliance rate? 70% (The percentage of released defendants on OCC-funded supervision who appear for all scheduled court appearances and remain arrest-free.)**

4. Evaluation is part of evidence-based principles which you **must** identify in section (a). Required key performance measures for this program are identified in section (b). You may identify additional key performance measures as well. Be sure to include the data source, how its tracked and measured.

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

- 1. Assess Actuarial Risk/Needs** – Bond/release/supervision conditions are based on risk assessed through utilization of the PRAXIS.
- 2. Enhance Intrinsic Motivation** – Least restrictive means of supervision encourages willfull participation/compliance
- 3. Target Interventions (indicate all that apply)**
 - a. **Risk Principle:** Prioritize supervision and treatment resources for higher risk offenders -Employ Court reminder calls to increase compliance and appearance.
 - b. **Need Principle:** Target interventions to criminogenic needs -
 - c. **Responsivity Principle:** Be responsive to temperament, learning style, motivation, culture, and gender when assigning programs -
 - d. **Dosage:** Structure 40-70% of high-risk offenders' time for 3-9 months -
 - e. **Treatment Principle:** Integrate treatment into the full sentence/sanction requirements -
- 4. Skill Train with Directed Practice** – Supports participant to comply with pretrial release order in least restrictive environment while honoring due process.
- 5. Increase Positive Reinforcement** – Consistent compliance with supervision conditions results in reduced requirements when indicated.
- 6. Engage Ongoing Support in Natural Communities** – Utilizes participants available resources to referr participants to relevent/beneficial community support when indicated.



Program Description

Pretrial Supervision Services

7. Measure Relevant Processes/Practices – Captures data regarding supervision process, public safety rate, appearance rate, electronic monitoring compliance and overall success rate.

8. Provide Measurement Feedback – Local CCAB and other stakeholders are provided data regarding the supervision process and effectiveness of interventions.

b. Program Key Performance Measure – *Appearance Rate* (required) – 95% of defendants on electronic monitoring (GPS tether, SCRAM, SoberLink) will attend all Court appearances and complete supervision successfully.

Data Element (required) – Number of defendants placed on electronic monitoring /number attending all court and completing successfully.

Tracking Source (required) – Court records and EM compliance reports

Program Key Performance Measure – *Public Safety Rate* (required) -

Data Element (required) -

Tracking Source (required) -

Program Key Performance Measure – *Success/Compliance Rate* (required) -

Data Element (required) -

Tracking Source (required) -

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

**BOARD OF COMMISSIONER
RULES OF PROCEDURE
CASS COUNTY, MICHIGAN**

May 19, 2022

1. AUTHORITY

These rules are adopted by the Board of Commissioners of Cass County pursuant to Section 46.11 of the Compiled Laws of Michigan, as amended.

2. MEETINGS

2.1 Organizational Meeting

The first meeting in each calendar year shall be the organizational meeting. At each such meeting, the County Clerk shall preside. As the first item of business the County Clerk shall administer the oath of office to the Commissioners if the oath has not previously been administered.

The second item of business shall be the election of the Chairperson of the Board. The Clerk shall call for nominations for the office of Chairperson and when nominations are closed by majority vote or no other nominations are forthcoming, the Clerk may receive written ballots from the members. If the Commissioners present shall not cast a majority for one nominee, the County Clerk shall continue to preside until a majority of the Commissioners elects one of its members to serve as Chairperson.

The newly elected Chairperson shall assume the Chair and proceed with the election to the office of Vice-Chairperson, which shall be conducted by roll call vote. The election of Chairperson and Vice-Chairperson shall be on a yearly basis.

The Board of Commissioners may proceed onto other agenda matters as they shall decide.

2.2 Regular Meetings

At its first meeting in each calendar year, the Board of Commissioners shall establish its schedule of regular meetings for the current year. The Board of Commissioners shall meet on the first and third Thursday of each month. If a regularly scheduled meeting falls on one of the county's legal holidays, then the Board shall, by majority vote, agree to reschedule the meeting to another day or agree by majority vote to cancel the meeting.

2.3 Special Meetings

The Board of Commissioners shall meet in special session by the call of the Chair or upon the written petition filed with the County Clerk and signed by one-third or more of the members. The petition for a special meeting shall specify the time, date, place, and purpose of the meeting. Notice shall be given as provided in Rule 3.3.

2.4 Emergency Meetings

Emergency meetings of the Board of Commissioners may be held only with the approval of two-thirds of the members of the Board. Also, an emergency meeting may be called only if delay would threaten severe and

imminent danger to the health, safety, and welfare of the public. A meeting is defined as an emergency meeting only if it must be held before public notice, as provided in the Open Meetings Act.

2.5 Place of Meetings

Meetings of the Board of Commissioners shall be held in the chambers of the County Commissioners unless public notice of the meeting states a different location. Whenever the regular meeting place of the Board of Commissioners shall appear inadequate for members of the public to attend, the Chairperson may change the meeting location to a larger facility in the county. A notice of such change of the regular meeting shall be prominently posted at the designated posting site of each of the County Buildings and on the County website of the regular meeting place. The Clerk shall also give notice of the change in the meeting place if time permits.

2.6 Time of Regular Meetings

The time of the meetings shall be determined by the Board of Commissioners.

2.7 Change in Schedule

Change in the regular meeting schedule shall not be made except upon the approval of a majority of the members. In the event the Board shall meet, and a quorum is not present, the Board, with the approval of those present, may adjourn the meeting to a later day and time provided that proper notice is given to members and the public.

2.8 Open Meetings Act

The business, which the County Board of Commissioners may perform, shall be conducted at a public meeting of the Board, held in compliance with Act. No. 267 of the Public Acts of 1976, as amended, being sections 15.261 to 15.275 of the Michigan Compiled Laws (M.S.A. 4.1800(11) – 4.1800(25)) and Public Act No. 528 of 2012.

3. PUBLIC NOTICE OF MEETINGS

The County Clerk shall provide the proper notice for all meetings of the Board of Commissioners. Such notice shall include, but not necessarily be limited to, the following:

3.1 Regular Meetings

Posting a notice within 10 days after the first meeting of the County Board in each calendar year indicating the date, time, and place of the Board's regularly scheduled meeting. Notice of regular meetings shall be posted on the Cass County website.

3.2 Schedule Change

Whenever the Board shall change its regular schedule of meetings, a posting of notice of the change within three days following the meeting in which the change was made shall be posted at the County Building, the Law and Courts Building, and the Sheriff's Office the County website.

3.3 Special and Emergency Meetings

If the Board shall schedule a special meeting under Rule 2.3 or an emergency meeting under Rule 2.4, notice of such meeting shall be posted immediately and delivery of the notice to the residence of each Commissioner by personal delivery, facsimile transmission, email, or telephone. In the case of a special meeting, notification must

take place at least eighteen (18) hours prior to the time of the meeting. However, if a public body holds an emergency public meeting that does not comply with the 18-hour posted notice requirement, it shall make paper copies of the public notice for the emergency meeting available to the public at that meeting. The notice shall include an explanation of the reasons that the public body cannot comply with the 18-hour posted notice requirement.

3.4 Notification to Media and Others

The Administrator shall notify, without charge, any newspaper or radio or television station of the Board's meeting schedule, schedule changes, or special or emergency meetings whenever such newspaper or radio or television station has filed with the Administrator a written request for such notice. The Administrator shall also notify other individuals or organizations of regular meeting schedules, changes in the schedule, or special and emergency meetings, but only upon their written request and agreement to reimburse the county for printing and postage expenses. With written consent of the persons or agencies requesting notification, notice may be provided by facsimile transmission or email. In the absence of such consent, notices shall be made by personal delivery and/or telephone.

3.5 Notification on County Web Site

Public notice stating the date, time, and place of any regular, or special meeting shall be posted at least 18 hours before the meeting and on the official County website that is fully accessible to the public. Public notice stating the date, time, place, and explanation of the reasons that the public body cannot comply with the 18-hour posted notice requirement of any emergency meeting shall be posted on the official county website as quickly as possible.

4. QUORUM, ATTENDANCE, CALL OF THE COUNTY BOARD

4.1 Quorum

A majority of Commissioners of the Board, elected and serving, shall constitute a quorum for the transaction of ordinary business of the Board.

5. AGENDA

5.1 AGENDA FOR REGULAR MEETINGS

The Administrator, after first reviewing pending matters and requests, shall prepare a draft of the agenda of business for all regularly scheduled commission meetings. The Chairperson of the Board or Administrator shall review and add items, as he/she considers proper. Any Commissioner, County Elected Official, or Chairperson of a committee, board, or other commission of the County, desiring to place a matter on the agenda, shall notify the Administrator of such item by ~~12:00 P.M. Friday~~ **5:00 PM on Thursday** of the week preceding the next regular meeting of the Board. The Administrator, at his or her discretion, may add an item to the agenda after the stated deadline.

5.2 Agenda for Special Meetings

Whenever the board is called into session pursuant to Rule 2.3, the agenda shall be included in the notice of the meeting and no other matter shall be considered except when all members are present, and a majority concurs.

5.3 Distribution of Agenda and Materials

Upon the completion of the agenda, the Administrator shall immediately distribute copies of the agenda together with copies of reports, explanations, etc., (Board Packets) which relate to the matters of business on the agenda. Commissioners shall be entitled to receive such materials not later than the Friday prior to the day

of the meeting, at 5:00 p.m. The Agenda and Board Packet should also be posted on the County website by Friday, prior to the day of the meeting at 5:00 p.m.

5.4 Order of Business

The agenda shall be arranged in the following order:

1. Call to Order
2. ~~Invocation~~
3. Pledge of Allegiance
4. Roll Call
5. Introduction of Visitors
6. Approval of the Agenda
7. Public Comment – Limit to 3 minutes/person
8. Recognitions
9. Presentations – Limit to 10 minutes
10. Consent Agenda
11. Committee Reports
12. Administrator's Report
13. Financial Report
14. Public Safety Report
15. County Partners – Limit to 5 minutes
16. Elected Officials
17. Unfinished Business
18. New Business
19. ~~Public Comment~~
20. Closed Session, **if needed**
21. Board Member Comments/Announcements
22. Adjournment

5.5 Public Comment

During Public Comment, an opportunity shall be afforded to any member of the general public in attendance to deliver his/her comments to the Board of Commissioners. These comments will be limited to a maximum of three minutes unless extended by the Chair of the Board. Comments should be made directly to the Board. Discussions within the audience during the public comment section of the agenda are expressly forbidden unless solicited by the Chair.

5.6 Consent Agenda

The consent agenda shall consist of those matters that the Commission has determined to be "routine" and usually matters about which the Board commonly concurs.

At a meeting of the Board of Commissioners where a consent agenda has been prepared, the Board upon the motion of a Commissioner, shall vote on the approval of the matters included under the consent agenda. Before putting the question to the Commissioners, the Chair shall permit the Commissioners to remove from the consent agenda those items on which they have questions or wish to debate. The Chair shall then direct the Clerk to remove such matters and place them in their usual place on the meeting's agenda. A vote shall not be required to remove a matter from the consent agenda.

6. CONDUCT OF MEETINGS

6.1 Chairperson

The person elected Chairperson by the Board of Commissioners shall preside at all meetings of the Board. In the absence of the Chairperson, the person elected Vice-Chairperson shall preside. If neither the Chairperson nor the Vice-Chairperson is present, the Clerk shall preside until the Commissioners present elect a Commissioner to preside during the absence of the Chair and Vice-Chair.

6.2 Authorization Authority

The Chair of the Board of Commissioners is the designated signatory of the County. However, if the Chairperson is unable to do so because of illness or other exigency, which, in the opinion of the Board, prevents the Chairperson from performing the function of the office, the Vice-Chairperson will then become the designated signatory of the County.

6.3 Duties of the Chair

The Chairperson shall have, in addition to any duties elsewhere herein contained, the following duties:

- a. The Chairperson shall be the agent for the Board of Commissioners in the signing of contracts, orders, resolutions, determinations, and minutes of the Board, and in the certification of the tax rolls
- b. The Chairperson shall serve in such capacities and make appointments as the law shall require
- c. The Chairperson, for the purposes of representing the County in various functional or ceremonial capacities, shall be considered as the Chief Elected Official of the County
- d. The Chairperson, when appropriate, shall refer matters coming before the Board to one of the committees of the Board. The Chairperson shall arbitrate all jurisdictional disputes between the committees
- e. The Chairperson and Vice-Chairperson shall oversee the preparation of the agenda. In their absence the Chairperson shall designate the responsibility to another board member or the Administrator.

6.4 Form of Address

Board members wishing to speak shall first obtain the approval of the Chairperson and each person who speaks shall address the Chairperson. Other persons at the meeting shall not speak unless recognized by the Chairperson.

6.5 Disorderly Conduct

The Chairperson shall call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, by failing to be germane, by speaking longer than the allotted time, or by speaking vulgarities. Such person shall thereupon be seated until the Chairperson shall have determined whether the person is in order. If a person so engaged in presentation shall be ruled out of order, he or she shall not be permitted to speak further at the same meeting except upon special leave by the Board of Commissioners. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

7. RECORD OF MEETINGS

7.1 Minutes and Official Records

The County Clerk shall be clerk of the Board and shall be responsible for maintaining the official record and minutes of each meeting of the Board. The minutes shall include all the actions and decisions of the Board with respect to all motions. The minutes shall include the names of the mover and seconder and the vote of the commissioners. The record shall also state whether the vote was by voice or by roll call; when by roll call, the record shall show how each member voted. The Clerk shall maintain, in the office of the Clerk, copies of each resolution and ordinance or other matter acted upon by the Board. The official minutes, however, may refer to those matters by an identifying number and the descriptive title of the ordinance, resolution, or other matter.

7.2 Taped Proceedings

Recorded proceedings of meetings shall be maintained for 30 days following the date of the meeting. At that time the recordings shall be destroyed.

7.3 Record of Discussion

The Clerk shall not be responsible for maintaining a written record or summary of the discussion or comments of the Board members nor of the comments made by members of the public.

7.4 Request for Remarks to Be Included

Any Commissioner may have his or her comments printed as part of the official record by requesting, and receiving, consent of the Board. Comments to be included in the record shall be provided in writing by the member.

7.5 Public Access to Meeting Records

The Clerk shall make available to members of the public, the records, and minutes of the Board meetings in accordance with the Freedom of Information Act. Board minutes, prepared but not approved by the Board, shall be available for public inspection not more than eight business days following the meeting. Minutes approved by the Board shall be available within five business days of the meeting at which they were approved. The Board shall also promptly mail copies of minutes to persons who have subscribed and paid the fee therefore as determined by the Board of Commissioners.

8. COMMITTEES

8.1 Appointment

Each year, following the election of the Board Chairperson, the Chairperson with the advice of the Vice-Chairperson shall appoint all Committees of the Board of the Commissioners and shall name members of the committees.

8.2 Standing Committees and Responsibilities

The Board of Commissioners reserves the right to add, delete, and amend the existence of any committee of the Board. Public notice of committee meetings shall be given in accordance with the Open Meetings Act. Each committee shall thoroughly investigate any matter referred to it by the Board or Board Chairperson and shall require the committee chair to report the committees' recommendation to the full Board during his/her commissioner report. Upon the motion of any Board member, and approval by a majority of the Board, the Board may discharge a committee from further consideration of any matter.

8.3 Committee Meetings

A majority of the members of a committee shall constitute a quorum. Each committee shall comply with the provisions of the Michigan Open Meetings Act and the Freedom of Information Act.

8.4 Exercise of Governmental Function

A committee shall not exercise a governmental function as defined by the Open Meetings Act in a meeting not open to the public unless the open meetings act permits the action to be considered in closed session closed to the public. The responsibility of each committee is to make recommendations to the Board of Commissioners and to report matters considered and rejected as well as those considered and recommended.

8.5 Work Sessions

Whenever the Board shall meet in "work sessions" the Board shall meet as a committee of the whole.

Work sessions shall conform to the requirements of the Open Meetings Act with respect to public notice except when the Board shall devolve into a workshop meeting at one of its regular meetings. The rules of the Board of

Commissioners shall be observed in work sessions as far as they are applicable, except with respect to limiting debate, moving to vote immediately, and taking a roll call vote.

9. CLOSED SESSIONS

9.1 Motion for Closed Session

The vote to hold a closed session shall be recorded in the minutes of the meeting at which the decision was made.

9.2 Two-thirds Vote

The Board of Commissioners may meet in closed session, closed to members of the public, upon the motion of any member and roll call approval by two-thirds of the members for the following purposes:

- To consider the purchase or lease of real property, until an option to purchase or lease that property is obtained.
- To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the county Board.
- To meet with an attorney to consider the attorney's written opinion.
- To review the specific contents of an application for employment to a county position and the applicant requests that the application remain confidential. Whenever the Board meets to interview an applicant, the meeting shall be open to the public.

9.3 Other Reasons

The Board may also meet in closed session for the following reasons without the requirement of a two-thirds vote:

- To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, staff member, or individual agent if the named person requests a closed hearing. If the person rescinds his/her request for a closed hearing the matter at issue shall thereafter be considered only in open public meeting.
- To consider strategy connected with the negotiation of a collective bargaining agreement.

9.4 Minutes, Closed Session

For each closed session, the Clerk shall make a separate record of the topics discussed. This record shall not be disclosed to the public except upon the order of a court. The Clerk will destroy the minutes one year and one day after the meeting at which the Board voted to hold the closed session.

9.5 Attendance of Closed Sessions

The Board of Commissioners reserves the right to request the attendance of any person(s) that, the Board may believe, could contribute to the purpose of the Closed session.

10. MOTIONS AND RESOLUTIONS

10.1 Statement by Chairperson, Motions, and Resolutions

All motions, except procedural motions and resolutions, may be required to be in writing upon the demand of any member. A request to recess for the purpose of writing out a motion or resolution shall be in order.

10.2 Rank of Motions

The order of precedence of motions shall be:

- a. Privileged Motions
- b. Fix the time to which to adjourn (or set the time for next meeting)
- c. Adjourn
- d. Recess
- e. Raise a question of privilege
- f. Call for orders of the day

10.3 Subsidiary Motions

- a. Lay on the table
- b. Call the previous question (immediately to close debate and making of subsidiary motions except lay on the table.)
- c. Limit or extend the limits of debate
- d. Postpone to a certain time (postpone definitely)
- e. Refer to a committee
- f. Amend the main motion
- g. Postpone indefinitely
- h. Clear the floor of all motions

10.3.1 Main Motion

Commentary: The rank of these motions conforms to the general standards of parliamentary procedure. The presiding officer must honor motions of a higher rank first. For example, the motion to adjourn, when properly made, outranks the motion to vote immediately and would have to be handled first. Note that simply making the motion to adjourn does not make adjournment automatic. The motion must be voted on.

10.3.2 Non-debatable Motions

The motions to fix the time of the next meeting, adjourn, recess, point of privilege, call for orders of the day, to table, vote immediately, limit or extend debate shall be ordered and voted upon without debate.

10.4 Procedural Motions

10.4.1 Motion to reconsider

The motion to reconsider shall be in order on any question that the Board has decided, but no question shall be reconsidered more than once. The motion to reconsider shall be in order on the same day as the vote to be reconsidered was taken. The motion to reconsider shall be made only by a member who voted with the prevailing side. A motion to reconsider a motion to amend shall not be in order if the main question has been voted upon. If the Board has adopted a motion to reconsider, however, motions to amend shall be in order.

10.4.2 Motion to clear the floor

The motion to clear the floor may be made by the Chairperson or a member, whenever procedural matters have become sufficiently confused. If the motion to clear the floor has been adopted, it shall clear the floor of all motions as though they have been withdrawn. The motion shall not be subject to debate nor, if adopted, to reconsideration at that meeting.

10.4.3 Temporary suspension of the rules

These rules may be suspended temporarily at any time by vote of two-thirds of the members elected and serving to achieve any legal objective of the Board in a legal manner.

10.4.4 Appeal rulings of the chairperson

Any commissioner may appeal the ruling of the Chairperson. On all appeals receiving a second, the question shall be "Shall the decision of the Chairperson stand as the decision of the county Board of Commissioners?"

11. VOTING

11.1 Abstaining from voting

Whenever the Chairperson puts a question to the members, every Commissioner present shall vote on the question. No member present shall abstain from voting "yes" or "no", without first declaring a relevant conflict and receiving permission from the Board to abstain.

11.2 Roll call votes

The names and votes of Commissioners shall be recorded on Board actions to adopt final measures such as ordinances, resolutions, funding issues, appointment, or election of officers, etc. ~~The election of the Board Chairperson may be by secret ballot with the approval of a majority of Commissioners present. Upon the request of the Chairperson or the demand of one fifth of the Commissioners, a roll call vote shall be taken on other motions and actions.~~ Upon the request of any member of the Board of Commissioners, a roll call vote shall be taken on other motions and actions.

11.3 Voting via voice

When in the judgment of the Chairperson, the Board of Commissioners will cast a unanimous vote on the question on the floor. The Chairperson may put the questions to the members by stating: "Without objection, the Chairperson will direct the Clerk to enter a unanimous affirmative (or negative) vote on the question. Is there any objection? Hearing none, the Clerk is directed to enter a unanimous affirmative (or negative) vote on the question." At this point, the Clerk shall enter an affirmative (or negative) vote for each of the members present. If any member objects, he or she should do so aloud. In this event, the Chairperson shall direct the Clerk to call the roll.

11.4 Votes Required

Procedural and other questions arising at a meeting of the Commissioners, except for those decisions required by statute to have a higher majority, shall be decided by a majority of the members present. A majority of the members elected and serving shall be required for final passage or adoption of a measure, resolution, or the allowance of a claim.

12. PARLIAMENTARY AUTHORITY

Robert's Rules of Order (Newly Revised) shall govern all questions of procedure not otherwise provided by these rules or by state or federal law. The legal counsel to the Board or other person so designated by the Board shall serve as the Board's Parliamentarian and shall advise the presiding officer regarding rules of procedure.

13. ADOPTION AND AMENDMENT OF BOARD RULES OF PROCEDURE

These rules, having been adopted by not less than a majority of all the members of the Cass County Board of Commissioners elected and serving, may be amended, or rescinded by a majority vote of all the Commissioners elected and serving. They shall remain in effect until amended or rescinded. Any proposed amendment to these rules, properly presented to the Board of Commissioners, shall take immediate effect when adopted, unless the Board, at the time of adoption, stipulates otherwise. These rules also shall be reviewed at the beginning of each calendar year.

ADOPTED: October 3, 2019 M-175-19

AMENDED: _____

Boards & Commissions Per Diem and Mileage

Members of all boards, commissions, and authorities appointed by the Board of Commissioners shall be compensated for their attendance at meetings in accordance with the following policy:

I. Board, Commission, and Authority Members Other Than County Commissioners

- a. Members of all boards, commissions, and authorities subject to appointment by the Board of Commissioners, other than members of the Board of Commissioners, shall be entitled to the approved per diem in accordance with an approved per diem schedule, and, in all cases, shall be entitled to mileage to and from any meeting at the standard rate mileage rate set by the Internal Revenue Service.
- b. For the purposes of this Policy, a meeting is limited to any regular or special meeting as defined in the by-laws or a meeting called by the chairman of the board, commission, or authority at the regular location of the board, commission, or authority.
- c. Per diem shall be equivalent to the currently approved rate adopted pursuant to the Commissioner Per Diem and Mileage Policy.

II. Exclusion from Compensation, Employees, Other County Officials

- a. County officials, other than members of the Board of Commissioners, and County employees who serve on a board, commission, or authority established by the Board of Commissioners are entitled to mileage and necessary expenses for attending the meetings of the board, commission, or authority. However, no per diem shall be allowed for such attendance unless required by law or approved by the Board of Commissioners.

III. Application of Policy

- a. To receive per diem and/or mileage, the chair of each applicable board, commission, or authority shall submit an attendance sheet to the County Administration Office following each applicable meeting that indicates which members were present and eligible to receive said per diem and/or mileage.
- b. This policy is not intended to affect in any way the compensation of members of the Board of Commissioners.

ADOPTED: _____

AMENDED: _____

Smoke and Vape-Free Workplace

Purpose

Cass County is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees and members of the public who use government facilities. As such, the following policy has been adopted and applies to all employees, contractors, and visitors to county-owned or operated facilities.

Policy

It is the policy of Cass County to prohibit smoking and vaping indoors or within 50 feet of all county-owned or operated buildings to provide a safe and healthy work environment for all employees and members of the public. Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs, and e-cigars.

Scope

This policy applies to:

- All areas of buildings occupied by Cass County employees.
- All vehicles owned or leased by the county.
- All county employees.
- All visitors to county-owned or operated buildings.
- All contractors and consultants and/or their employees working in county-owned or operated buildings.
- All temporary employees.
- All student interns.

Procedures

Employees who violate this policy will be subject to disciplinary action up to and including immediate discharge.

A process is in place for resolving complaints about the smoke- and vape-free policy:

- Complaints about the application of this policy should be brought to the attention of the County Administrator for resolution.
- The complaint should be submitted in writing and should identify specific objections.
- Cass County will investigate the complaint and resolve it in accordance with the policy.

No employee shall suffer any form of retaliation for raising a complaint or asking a question about this policy.

ADOPTED: _____

NO SMOKING

R-65-92

SMOKING IN COUNTY COURTHOUSE, ANNEX, AND COOPERATIVE EXTENSION BUILDING

PROPOSED TO BE RESCINDED & REPLACED WITH SMOKE & VAPE-FREE WORKPLACE

WHEREAS, the U.S. Surgeon General has found, after careful examination of the available evidence, that involuntary smoking (i.e., the exposure of nonsmokers to environmental tobacco smoke) is a cause of disease, including lung cancer, in healthy nonsmokers; and

WHEREAS, the U.S. Surgeon General has also concluded that simple separation of smokers and nonsmokers within shared airspace may reduce, but does not eliminate, exposure of nonsmokers to environmental tobacco smoke; and

WHEREAS, the National Institute for Occupational Safety and Health has determined that environmental tobacco smoke is potentially carcinogenic to occupationally exposed workers; and

WHEREAS, the National Institute for Occupational Safety and Health has recommended that employers minimize occupational exposure to environmental tobacco smoke by using all available preventive means; and

WHEREAS, the U.S. Environmental Protection Agency has recognized that exposure to environmental tobacco smoke is "one of the most widespread and harmful indoor air pollutants," and

WHEREAS, a study recently published by the American Heart Association estimates that more than 50,000 nonsmokers are killed each year in the United States by environmental tobacco smoke; and

WHEREAS, the U.S. Environmental Protection Agency has concluded that total removal of tobacco smoke through ventilation is both technically and economically impractical; and

WHEREAS, the U.S. Environmental Protection Agency has concluded that one of the most effective ways to eliminate involuntary exposure of nonsmokers to environmental tobacco smoke is to eliminate smoking in buildings entirely; and

WHEREAS, the County of Cass has a responsibility to protect the health and safety of its employees and of the general public who use government facilities; and

NOW THEREFORE BE IT RESOLVED by the Cass County Board of Commissioners that elected officials, department heads and agency directors shall prohibit smoking in the Cass County Courthouse, Annex, Cooperative Extension Building and Animal Shelter effective June 15, 1992. This prohibition shall include but is not limited to, private enclosed offices, open space offices, meeting rooms, conference rooms, eating areas, including break rooms, lounges, restrooms, hallways, stairways, and enclosed entrances; and

BE IT FURTHER RESOLVED that the County Board's December 1986 Resolution on the Clean Indoor Air Act is hereby rescinded; and

BE IT FURTHER RESOLVED that Elected Officials, department heads and agency directors shall be responsible for ensuring that their facilities are properly posted in accordance with this resolution and the Michigan Clean Indoor Air Act; and

BE IT FURTHER RESOLVED that Elected Officials, department heads and agency directors shall be responsible for familiarizing employees with this resolution and for enforcing compliance within the scope of their authority.

ADOPTED: 05/14/1992

CASS COUNTY BOARD OF COMMISSIONERS

R-109-22

RESOLUTION TO HONOR AND THANK CASS COUNTY
EARLY CHILDHOOD CARE PROVIDERS

WHEREAS, Cass County has many early childhood care providers who care for infants, and toddlers; and

WHEREAS, early childhood care providers are important members of our community who offer a safe environment, and loving care to children and give assistance to families who need their help; and

WHEREAS, early childhood care providers in Cass County make an awesome contribution which providing social, emotional, and educational support to the children in their care; and

WHEREAS, on July 7, 2022 a Child Care Provider Appreciation Event will be held at Southwest Michigan College from 6:00 to 7:30 pm in honor of our Cass County Early Childhood Care Providers.

NOW, THEREFORE BE IT RESOLVED THAT THE Cass County Board of Commissioners hereby offers appreciation for their valuable service and applauds our County's early childhood care providers for their efforts.

ADOPTED THIS 19TH DAY OF MAY 2022

ATTEST:

Monica McMichael, Clerk/Register
County of Cass

Dwight Dyes, Chairperson
Cass County Board of Commissioners



CASS COUNTY COUNTY ADMINISTRATOR'S OFFICE

TO: Board of Commissioners
FROM: Matthew Newton, Deputy Administrator
DATE: May 13, 2022
RE: Zoom Webinar Suite Agenda Item

REQUEST:

This request is to review the use of the Zoom Webinar Suite and determine if a renewal should be completed to continue with hosting Zoom Webinars for future BOC Meetings.

BACKGROUND:

The Zoom Webinar Suite licenses were purchased in May 2020 to provide a means for Board of Commissioner meetings to be held remotely during the mandatory shut down and related requirements due to COVID-19. The Zoom component has been included for all BOC meetings since that time. The additional webinar costs are necessary to control the meeting content and ensure a smooth experience. As of January, of this year, all public bodies were required to resume in-person meetings and participation by elected officials via Zoom was also excluded under the resumption of standard OMA requirements.

As such, while the Zoom component of meetings has continued, its sole function at this time is to enable remote attendance by members of the public. During discussions last fall, it was conveyed that the Zoom component of meetings would be continued for the length of the current license. At the end of this month, the service will be required to be renewed.

RECOMMENDATION:

Discuss whether the Board of Commissioners desires to continue with the use of Zoom software to enable remote participation by the General Public or return to the normal meeting format. Alternatives do exist for the purpose of broadcasting meetings if there is a desire to explore that avenue. For example, a meeting can be broadcast via YouTube without any license fees. In that scenario, there would not be a remote participation element, but it could allow for remote viewing and could serve as a video archive of meetings as well.

FINANCIAL IMPACT:

The cost to renew the necessary Zoom Webinar licenses would be \$1,149.00.



CASS COUNTY OFFICE OF SHERIFF

321 M-62 North, Cassopolis, MI 49031 ♦ www.ccsso.info ♦ Administration: (269) 445-8644 ♦ Dispatch (269) 445-1560

RICHARD J. BEHNKE, Sheriff

CLINTON D. ROACH, Undersheriff

May 13, 2022

Cass County Board of Commissioners,

The Cass County Sheriff's Office Marine Unit is requesting that the Board of Commissioners grant the Marine Unit the ability to purchase two personal watercrafts (jet ski). While we do not have a quote for this purchase, we would like to have the commissioners approve a "not to exceed" amount of \$41,000.00 for two new personal watercrafts. Like many items, Personal watercrafts are hard to find so we need the ability to purchase as soon as they become available and not have to wait for a meeting of the board.

In the past the Cass County Sheriff's Office Marine Unit has leased personal watercrafts from the manufacturer at little to no cost to the county. The past two years we have not been able to secure these leasing programs due to the lack of availability. We have been told that the leasing programs are not going to be returning for the foreseeable future.

While we have boats for patrol and rescue, personal watercrafts are a needed tool in both areas as well. Personal watercrafts can respond faster to emergencies from lake to lake and they are able to catch violators on similar vessels better than boats.

We have received a quote for two new personal watercrafts from a local dealer at just over \$40,000.00. They do not have the personal watercrafts in stock and would not be able to promise delivery by any certain time. This "not to exceed" price will allow us to find some personal watercrafts for use this summer and purchase them upon receipt. We have been looking at the used personal watercrafts market as well but have not found anything suitable for our needs.

Please advise if you have any questions or concerns

Sincerely,

Richard J. Behnke
Sheriff

RJB:rdb

The Cass County Sheriff's Office, recognizing its commitment of service to all citizens, will provide professional law enforcement and crime prevention in accordance with the highest possible standards of integrity and fairness.

Adjustments Requiring BOC Approval - Month End:

Apr-22

	Account #	Fund / Dept	Account Name	Cause	R = Revenue E = Expense	Inc	Dec
1	282-301-944.010	Sheriff - Golf	Scholarships	Wants to increase amount of the scholarships	E	4,500.00	
2	282-301-699.999	Sheriff - Golf	Fund Balance Allocation	Scholarship difference to come from Fund Balance	R	4,500.00	
3	101-301-983.000	Sheriff	Software Maintenance	PACE Scheduling already approved by BOC	E	6,350.00	
4	101-301-801.000	Sheriff	Professional Services	Lexipol approved last year - annual fee not budgeted	E	11,400.00	
5	To Be Determined	Silver Creek Township	Multiple - see Breakout on next page	Expenditures for Silver Creek Township Contract	E	120,792.00	
6	To Be Determined	Silver Creek Township	Multiple - see Breakout on next page	Revenue for Silver Creek Township Contract	R	120,792.00	

Silver Creek Township
April 1, 2022 - March 31, 2023

40 hours
w/benefits

Wages	\$	62,590.00
Administration Fees	\$	1,000.00
Overtime	\$	1,000.00
ETO	\$	1,300.00
Holiday	\$	2,000.00
FICA	\$	4,850.00
Health Insurance	\$	19,200.00
Life Insurance	\$	54.00
Retirement	\$	7,573.00
Workers Comp.	\$	1,420.00
Disability	\$	405.00
Dental	\$	500.00
Technical Supplies	\$	500.00
Uniforms	\$	500.00
Fuel	\$	4,000.00
Drug Testing	\$	600.00
Uniform Cleaning	\$	200.00
Telephone	\$	600.00
Vehicle Maintenance	\$	1,500.00
Equipment	\$	2,000.00
Vehicle Lease	\$	9,000.00
Total	\$	120,792.00

Cass County Administration Offices
Technology & Security Services RFP

BID FORM

Date: 5/11/2022
Property Owner: Cass County
Project: Administrative Offices - Technology and Security
Name of Consultant: Conference Technologies
Consultant Address: 3883 Linden Ave SE, Suite A&B Grand Rapids MI, 49548
Contact Person: Charlie Yerkes
Phone Number: 810-869-4979
Email Address: Charlie.Yerkes@CTI.com

The undersigned agrees to execute the services necessary to complete the work described in and in accordance with all applicable laws of the State of Michigan and in accordance to all specified requirements as defined with this request and their proposal for the project.

TOTAL CONTRACT PRICE

of: Fifteen Thousand Four Hundred and Sixty Six dollars (\$ 15,446.00)

The undersigned is prepared to initiate the Services on: Apon Award
The undersigned expects to complete the DD level services by: July, 11 2022

The undersigned acknowledges the right of the Owner to accept any proposals, to reject any or all proposals, or to waive any formalities in the bidding. In connection with the project for which this Bid is entered, the undersigned certifies that: 1) they are familiar with the contents of the Request for Proposals; 2) they have examined the necessary requirements as defined; and 3) they are fully informed of the facilities involved. The undersigned certifies that they are qualified and trained in the consulting and design aspects requested for this project.

The undersigned further agrees:

- To hold this Bid open for ninety (90) days after the day of Bid Opening.
- To enter into and execute a Contract.

Name of Company: Conference Technologies

Signature of Corporate Principal: Charles Yerkes Date: 5/11/2022

Title of Corporate Principal: Design Consultant



PROPOSAL

County of Cass

Cass County Administration Offices
Technology & Security Consulting Services

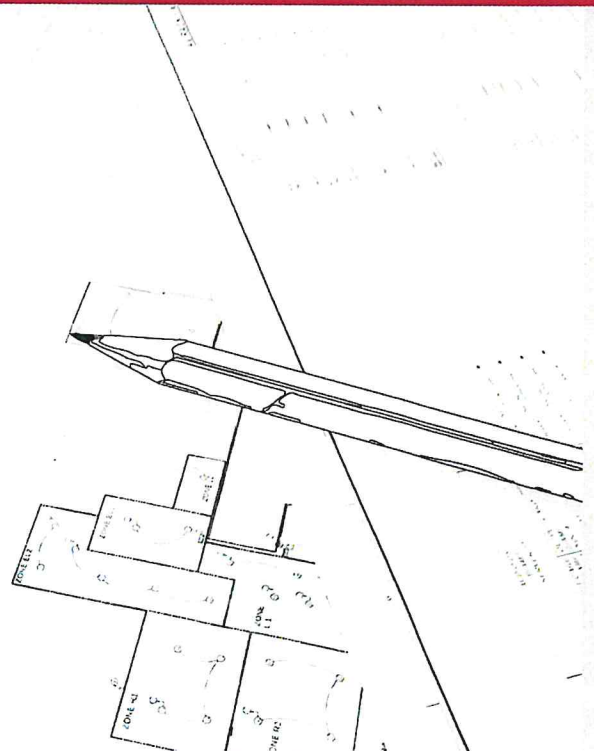
DATE

Wednesday, May 1, 2022

PREPARED BY

Charlie Yerkes
Design Consultant

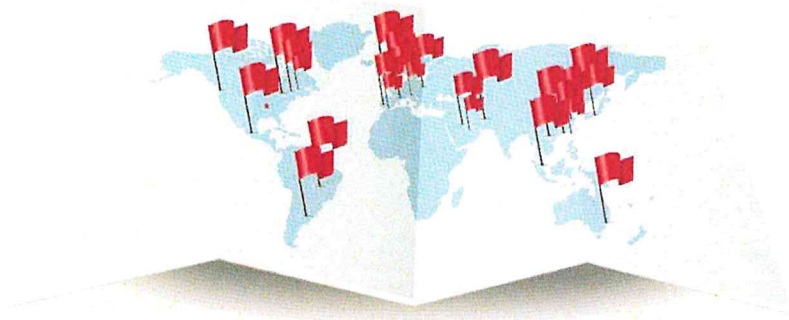
Todd Allinger
Director of Technology and Design Services



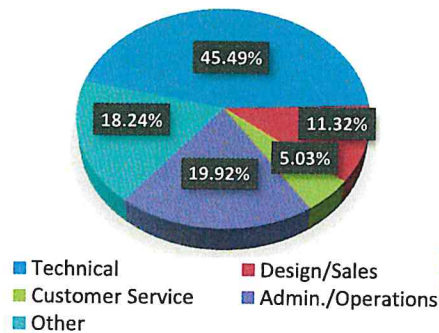
PROFILE AT A GLANCE

Corporate Name:	Conference Technologies, Inc.®
Date of Establishment:	October 11, 1988
Type of Organization:	Privately Held Corporation (S-Corp)
Headquarter Address:	11653 Adie Road, Maryland Heights, MO 63043
Website:	www.conferencetech.com
Locations:	27
Number of Employees:	480+ full and part-time
Armed Forces Veterans:	35+
Founder(s):	Jane & Dennis Woodhouse (1988-2011)
Owner(s):	Mary Laughlin (51%) / John Laughlin (49%) (2011-Present)
Industry:	Audiovisual/Technology/Telecommunications/B2B
NAICS	334290
CSI:	Division 27 (10,11,13,15,40,41,42,51) — Communications Division 28 — Electronic Safety and Security
Contracts Vehicles Approved:	GSA (GS-03F-0124Y)/NAICS

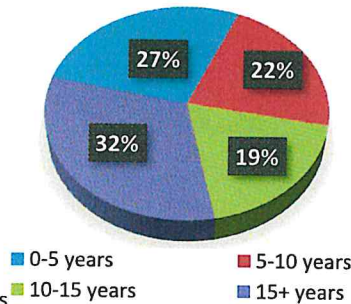
	Completed more than 2,000 projects in 2020.
	Completed more than 11,000 Projects Worldwide
	Average Contract for 2020 \$73,196
	2020 Largest Contract \$4,258,825
	Supporting more than 1,500 Service Contracts
	Completed projects in over 25 different countries.



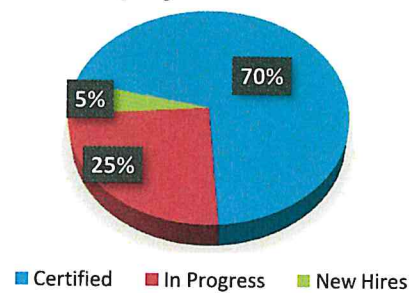
Employee Breakdown



Employees Experience



Employees Certified



SECTION 1: COMPANY OVERVIEW

ABOUT US

IT IS ALL ABOUT OUR PEOPLE.

Since we began in 1988, our goal has been to provide custom, superior technology services. These include design, engineering, training, and support for professional audio, video, visual, and control systems. Our model has also evolved to develop IP network design, video conferencing, web casting, collaborative systems, and unified communications as technology continues to advance.

Our executive leaders are committed to the relationships they have formed throughout the industry with vendors, clients, and trade partners. Everyone in the Conference Technologies, Inc. team understands that they are a network of professionals whose purpose is to provide AV solutions while utilizing the experience and training from their respective backgrounds. The result is a diverse team with rich knowledge from all aspects of technology in engineering design, IT, media, and installation, located all over the country.

WHY CHOOSE US?

We are specialists who ensure our technology, processes, and staff are the most knowledgeable and efficient resource to serve you. We have a pulse on the present and an outlook to the future. We are not content to be idle and react to the industry trends, but are driven to steer the direction of AV-IT convergence and embrace the vast changes ahead in the field. As you will see from our solutions and services in this guide, we are a comprehensive provider for all of your AV, IT, and Communication needs.

OUR PEOPLE

WE ELEVATE INDUSTRY TALENT AND PLEDGE TO BE YOUR AV AUTHORITY

At Conference Technologies, Inc., we take great pride in our commitment and investment in our people. As an APEx certified company, we are proud to stand behind AVIXA standards for the audiovisual industry. These standards, for system design and coordination, and system verification, show that our company can facilitate communication on all levels of a project, and most importantly, deliver a verified system that meets the client needs. Our specialists are bound not only to the technical proficiency of these certifications but a code of ethics, professionalism, and practice, to the highest standards. Our technical personnel also earn multiple manufacturer certifications through AMX, Crestron, Polycom, and Biamp to name a few, and maintains continuous career training to remain highly ranked in our advancing field. We value the importance of professional development and invest heavily in our employees to empower them for success as top-notch solutions providers to you.

OUR PURPOSE

Our goal is to be the AV specialist you trust. We are dedicated to building on our experience and providing you the most skilled engineers, integrators, and advisors. We invest in quality resources and planning because you do too. We are worldwide AV experts that you can count on.

OUR PROMISE

Your investment in technology is significant and analyzed with diligence at Conference Technologies, Inc. We will guide your plan with thoughtful, innovative action. We work to know your systems inside and out and will be here to help them evolve for years to come.

PROFESSIONAL ASSOCIATIONS

AMERICAN INSTITUTE OF ARCHITECTS (AIA)

The American Institute of Architects is a professional organization for architects in the United States. Headquartered in Washington, D.C., the AIA offers education, government advocacy, community redevelopment, and public outreach to support the architecture profession and improve its public image. The AIA also works with other members of the design and construction team to help coordinate the building industry. As a registered CES provider with the American Institute of Architects, we offer a course for architects to earn credits toward their AIA certification and are recorded with AIA.



AVIXA

AVIXA™ is the Audiovisual and Integrated Experience Association, producer of InfoComm trade shows around the world, co-owner of Integrated Systems Europe, and the international trade association representing the audiovisual industry. Established in 1939, AVIXA has more than 5,400 members, including manufacturers, systems integrators, dealers and distributors, consultants, programmers, rental and staging companies, technology managers, IT professionals, content producers, and multimedia professionals from more than 80 countries.



AVIXA - APEX

As an APEX Company we are proud to stand behind AVIXA standards for the audiovisual industry. These standards, for system design and coordination, and system verification, show that our company can facilitate communication on all levels of a project, and most importantly, deliver a verified system that meets the client needs.



INTERNATIONAL FACILITY MANAGEMENT ASSOCIATION (IFMA)

IFMA certifies facility managers, conducts research, provides educational programs, recognizes facility management certificate programs, and produces the world's largest facility management conference and exposition.



MEETING PROFESSIONALS INTERNATIONAL (MPI)

Meeting Professionals International (MPI) is the largest meeting and event industry association worldwide. Founded in 1972, MPI provides innovative and relevant education, networking opportunities and business exchanges, and acts as a prominent voice for the promotion and growth of the industry. MPI has a global community of 60,000 meeting and event professionals including more than 17,000 engaged members and its Plan Your Meetings audience. It has more than 90 chapters and clubs in 19 countries.



NATIONAL SYSTEMS CONTRACTORS ASSOCIATION (NSCA)

NSCA is the leading not-for-profit association representing the commercial electronic systems industry. The NSCA is a powerful advocate of all who work within the low-voltage industry, including systems contractors/integrators, product manufacturers, consultants, sales representatives, architects, specifying engineers, and other allied professionals.



CHAMBER OF COMMERCE/CONVENTION VISITORS BUREAU

All our offices are members and participate in the local chamber of commerce, while some also participate in the local convention and visitor's bureau.

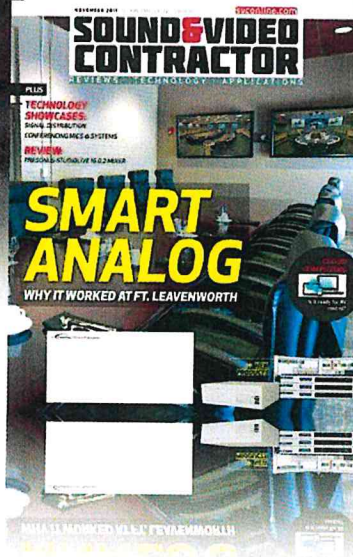
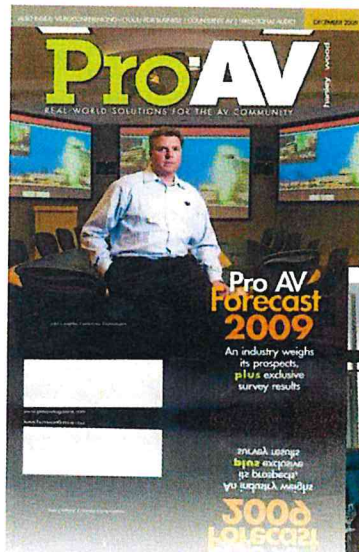
PUBLISHED WORKS

One way Conference Technologies, Inc. establishes itself as an expert in the audiovisual industry is sharing our expertise through different types of media. Over the years, we have published projects, articles, and advice in several national magazines and/or websites that print about audiovisual technologies.

Below is the short list of companies that have published materials from Conference Technologies, Inc.:

PUBLISHERS

AVTechnology	Kansas City Business Journal	Saint Louis Business Journal
Church Production	Kansas City Star	Sound & Communications
Commercial Integrator	Keywest	Sound & Video Contractor
Crestron	LifeSize	Sports Video Group
CRN	Midlands Business Journal	System Contractors News
Extron	ProAV	Washington Business Journal
InAVate	Profile Magazine	Wichita Business Journal
InfoComm International/Avixa	Rental & Staging	Wichita Eagle



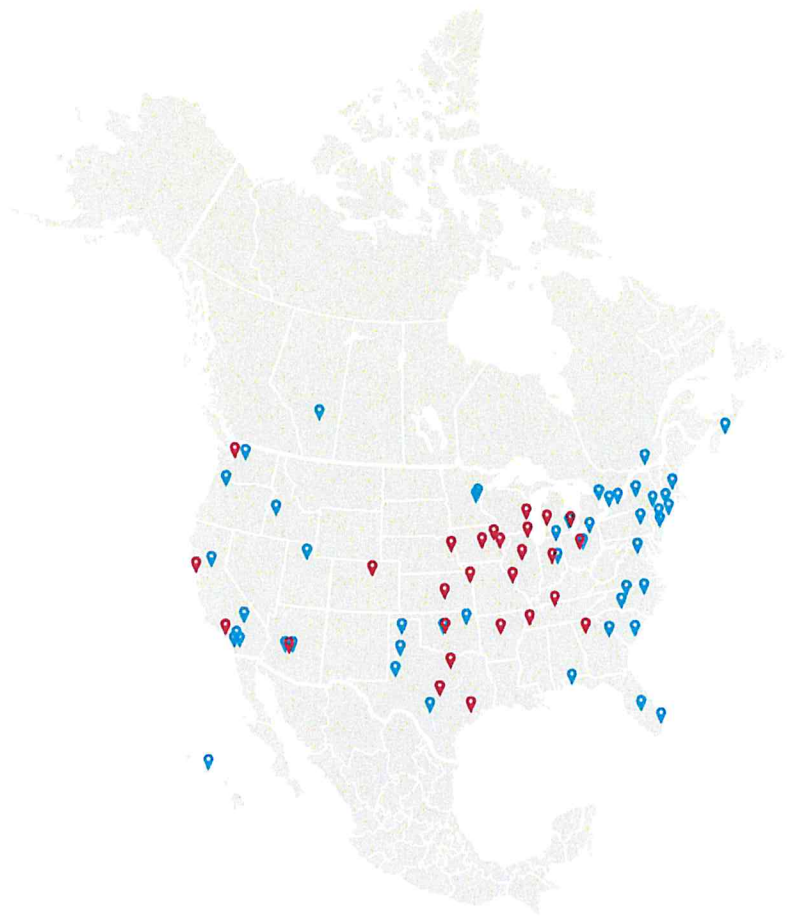
NETWORK & PARTNERSHIPS



PSNI NETWORK

Founded in 1986, Professional Systems Network International (PSNI) is the leading organization of independent audiovisual and broadcast communications systems integrators. Conference Technologies, Inc. is a proven resource and member of PSNI with access to forward thinking education, collaboration and support that benefits our clients and raises the integrity of the industry through our partnerships.

PSNI is a one-of-a-kind solution network comprised of a select group of award-winning technology companies throughout North America. Collectively, the members of PSNI are supported by over 1,900 employees nationwide. This ensures a highly qualified cooperative that is skilled in the design, integration, programming, service, and repair of AV-IT systems.



GLOBAL AV PARTNERSHIP

Global communications and networks are essential in today's marketplace and Conference Technologies, Inc. is your leading resource for international AV-IT exchange. Through our partnerships abroad, we can provide consistent, high-level solutions that are reliable and maintain quality, certified international standards.

When you work with your local Conference Technologies, Inc. specialist and need global deployment of any AV or IT system you will experience agile, trusted expertise and a direct connection to our established network and consortium on an international level to ensure your solutions converge with a qualified resource.

Our relationships with global AV-IT integrators ensure your systems speak a universal language of design, installation, programming, and support. Work directly with your local experts and gain access to international resources for integration, maintenance services, or event deployment through Worldwide AV.

SOLUTIONS

Conference Technologies, Inc. offers a variety of great audiovisual solutions for several different industries. Below is a list of our solutions we offer.

AUDITORIUM & THEATERS

Big spaces need big sounds. Auditoriums present a unique set of requirements, including sound systems, lighting setups, video screens, projectors and more. In addition to equipment design, our team will analyze acoustics, sound pressure, and reverberation.



COLLABORATION SYSTEMS

With the combination of software applications, video conferencing, documents, and workflow management, we can design and implement work systems for value chains, organization networks, web-based and cross-functional teams with information and communication technology.



FURNITURE

We have partnered with leading furniture manufacturers to ensure your AV/IT hardware is incorporated into precisely configured cabinets, multi-media carts, conference tables, podiums, lecterns, and digital signage display stands.



NETWORK OPERATION CENTERS

With a NOC you can monitor environments, provide alerts, and detect device issues, ensuring any negative impact is identified and minimized quickly. We have the knowledge for design, hardware requirements, and support tools to keep threats at bay and keep your systems running smoothly.



PROFESSIONAL VIDEO

With Conference Technologies, Inc., you get complete system design with fully integrated HD production, multichannel automation, and server-based technologies. We examine your production workflow to account for master control, tech support, and ensure efficiencies are maximized.



STRUCTURED CABLING

Structured cabling provides the critical backbone of a communication system. We can design, install and service a structured cabling system for you.



STADIUM SOUND

Sports fans want the ability to hear what's going on no matter where they are in the stadium. Technology makes that easier than ever and we can show you how.



TRAINING ROOMS

Our team of designers, and technicians can create an effective media conference system to connect workers by video and audio, to fast-track productivity and communication on meetings, conferences, team updates, and brainstorming.



UNIFIED COMMUNICATIONS

Complex communications become unified with the integration of a single enterprise solution. For a consistent collaborative experience, put the power of our partners together.



SERVICES

Conference Technologies, Inc. offers a wide range of audiovisual services related to professional audio, video communication applications, computer and video display systems, video projection, integrated control systems, acoustics, sound reinforcement, theatrical lighting, broadcast, and video conferencing.

CONSULTING AND NEEDS ANALYSIS

We realize that planning for technology improvements can be a challenge when faced with the complex options available. We can help explain these solutions. We will perform a thorough analysis of the system requirements and work with you to define your project goals.



CREATIVE SERVICES

Whether it's a press event, product roll-out, corporate retreat, or training, your audience will feel the impact through coordinated visuals, interactive displays, and immersive technology with the help of our team of experienced event planners and technicians.



DIGITAL COMMUNICATION

We have the experience and skill to merge your digital media and information systems and help your IT department integrate the next generation of network communication



ENGINEERING

We design, integrate, and support collaborative systems that can simplify teamwork and provide your organization resources for productivity.



INSTALLATION AND INTEGRATION

Conference Technologies, Inc. specializes in programming intuitive touch panel interfaces that simplify the interaction between the user and a complex AV or IT system.



MAINTENANCE AND SERVICE

We enhance virtual meetings with room rentals, concierge services, 24/7 bridging, recording, testing, and monitoring services for a custom communication solution.



PROCUREMENT AND ADMIN SUPPORT

Digital signage is an interactive visual display that delivers adaptable content to maximize user engagement and heighten experiences in your facility in a custom, timely application.



SOUND REINFORCEMENT

Sound reinforcement can amplify and distribute audio that spans to large or distant groups and improve overall sound quality.



TRAINING

We have the experience and skill to merge your digital media and information systems and help your IT department integrate the next generation of network communication.



CREDENTIALS/CERTIFICATIONS

Conference Technologies, Inc. technical staff has a variety of certifications and designations that set us apart as one of the most qualified audio-visual integration partners available. Some of our designations include:

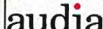
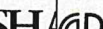
CERTIFICATION	QUALIFICATIONS/INDUSTRY CERTIFICATIONS/MANUFACTURER CERTIFICATIONS
AVIXA	Apex / Certified Technology Specialist / Design / Install (CTS, CTS-D, CTS-I)
IT	MCITP, MCTS, CompTIA A+, CompTIA Network+
PROJECT MANAGEMENT	NSCA PM
CONTROL SYSTEMS	Crestron, Harman (AMX), Extron
VTC SYSTEMS	Cisco, Polycom, LifeSize, Vaddio
AUDIO DSP	Biamp, BSS, ClearOne, Crown, Peavey, Gentner
CAD	AutoCAD, Autodesk, Revit
SOUND MODELING	SynAudCon

NUMBER OF EMPLOYEES CERTIFIED

CRESTRON CERTIFICATION									
MASTER	CCP	DMC-D	DMC-E	DMC-S	DMC-D 4K	DMC-E 4K	DMC-T 4K	FUSION	CTI-SG
									
3	9	15	6	2	13	3	3	3	1

HARMAN/AMX CERTIFICATION									
HCCA-D	HCCP-D	HCCA-C	HCCP-C	HCCA-P	HCCP-P	HCNP-D	HCNP-C	HCAP-P	HCAA-P
									
CONTROL ASSOCIATE DESIGN	CONTROL PROFESSIONAL DESIGN	CONTROL ASSOCIATE COMMISSIONING	CONTROL PROFESSIONAL COMMISSIONING	CONTROL ASSOCIATE PROGRAMMING	CONTROL PROFESSIONAL PROGRAMMING	NETWORKED AV PROFESSIONAL DESIGN	NETWORKED AV PROFESSIONAL COMMISSIONING	AUDIO PROFESSIONAL PROGRAMMING	AUDIO ASSOCIATE PROGRAMMING
2	3	1	5	2	4	0	5	1	1

EXTRON CERTIFICATION						MISC	
GENERAL	EAVA	ECS	ECP	EAP	XTPSE	AQAV-CQD AV9000	SDVoE
							
100	4	5	4	1	2	1	1

INDUSTRY CERTIFICATION				BIAMP CERTIFICATION				MISC.			
CTS	CTS-D	CTS-I	AUDIA	TESIRA	TESIRA FORTE	TESIRA LUX	VOCIA	BICSI	OSHA10	OSHA30	DANTE
											
60	10	4	5	2	15	2	2	5	64	1	3

PROJECT TEAM

TODD ALLINGER
DIRECTOR OF TECHNOLOGY AND DESIGN SERVICES
SENIOR DESIGN CONSULTANT, TEAM LEAD

Todd has more than 36 years of experience in audio-visual design and consulting. As the Director of Consulting Services, Todd brings a unique blend of design experience and product knowledge to its A/V consulting service offerings. He has achieved the highest-level of A/V planning and system design certifications recognized by Avixa, the A/V communications leading non-profit association. Todd has conducted numerous technology courses throughout his career including topics on design standards, workflow, and technology trends. His experience and keen insight into current and future trends help him and his team deliver highly customized and tailored solutions for unique and highly immersive technology requirements and experiences.



CONTACT INFORMATION

Office: Corporate
Address: 11653 Adie Rd.
Maryland Heights, MO 63043

Phone: (404) 689-0547
Email: Todd.Allinger@cti.com



AV EXPERIENCE

36+ years
CTI Member since 2022



EDUCATION

Texas A&M University
Aerospace Engineering



CERTIFICATIONS

AVIXA CTS-D
Extron AV Associate
Crestron DMC-E



RELEVANT PROJECT EXPERIENCE

City of Alpharetta, Administration and City Council Chambers, Alpharetta, GA
Dimensional Fund Advisors (DFA), Austin, TX
Newell Brands Headquarters, Atlanta, Newark
IBM Global Sales Centers, Atlanta, Cairo, Dublin, Bratislava, Stuttgart, Sao Paulo
NCR Headquarters, Atlanta, GA
Lowe's Tech Hub (HQ), Charlotte, NC
Cox Enterprises Corporate Campus, Atlanta, GA
Intercontinental Exchange (ICE), Atlanta, GA
Intuitive Surgical, Sunnyvale, Tokyo
Macys.com, San Francisco, CA
Microsoft Data Center, Singapore
Carter's Headquarters, Atlanta, GA
Andrews AFB, Washington, DC

BRIAN HEIDGERKEN
DESIGN CONSULTANT



TESIRA
FORTE



Brian has been with Conference Technologies, Inc. since 2015. He brings over 19 years of audio-visual experience numerous certifications to CTI and has more than eight years of radio broadcasting experience. Brian is responsible for engineering in Davenport/Quad Cities but is also utilized as an additional team resource for nationwide projects.



CONTACT INFORMATION

Office: Quad Cities
Address: 3513 Vine Court
Davenport, IA 52806

Phone: (563) 359-1825
Email: brian.heidgerken@cti.com



AV EXPERIENCE

19+ years
CTI Member since 2015



EDUCATION

Bachelor of Science
Augustana College, Rock Island



CERTIFICATIONS

Avixa CTS
AMX Programmer 1
Biamp TesiraFORTE
ClearOne
Crestron DMC-D 4K
Extron
Harman HCCA-D



RELEVANT PROJECT EXPERIENCE

Alexandria Real Estate Equities
Arconic
Blizzard
FCA Group
Google
IL 14th Judicial District Circuit
John Deere
KONE Corporation
LinkedIn
Per Mar Security
Rockwell Collins
University of Iowa Hospital and Clinics
US Army 1st Army
US Army Corp. of Engineers

JEFFREY FRANCK

AV DESIGN ENGINEER



Jeffrey's career has been ever evolving. He served in the Marine Corps as a Ground Radio Repairman, a Director of Engineering & Information Technology for iHeartRadio, Broadcast and AV Engineer in Higher Education, and currently serves in an AV Design Engineering role for Conference Technologies, Inc. Based in Wichita, he provides engineering support companywide including design of audio/visual distribution and control systems, building automation and environmental controls, security and access control, lighting, IT/network, AVoIP, and UC/VTC solutions for commercial, residential, broadcast, house of worship, education, and government applications. He also assists in commissioning of projects.



CONTACT INFORMATION

Office: Wichita
Address: 248 North Cleveland Road
Wichita, KS 67214

Phone: (316) 247-9690
Email: jefferey.franck@cti.com



AV EXPERIENCE

17+ years
CTI Member since 2021



EDUCATION

Marine Corps Communication and Electronic School – Twentynine Palms, CA



CERTIFICATIONS

AMX Programmer Level I	Crestron CTI-SG
Audinate Dante Level 3	Crestron DMC-D-4K
Avixa CTS	Crestron DMC-E-4K
Biamp TesiraFORTE	Crestron DMC-T-4K
Crestron Certified Audio Tech	Crestron DM-NVX-N
Crestron Certified Sales Associate	Crestron Fusion Programmer (CTI-Fusion-P)
Crestron Certified Shade Tech	Extron ECS
Crestron Certified Systems Designer	Master Certificate in Project Management
Crestron Certified Tech/Field Eng.	OSHA 10
Crestron CTI-P301	QSC Q-SYS - Level I



PROJECT EXPERIENCE

Autry Technology Center	Larksfield Place	Risk Theory
Blue Valley Schools	Lennox International	Salina Family Healthcare Ctr
C-III Capital Partners	Liquid Environmental Solutions	Sauk Valley Comm. College
City of Dubuque	Maverick Natural Solutions	Skillman Church of Christ
City of Ft. Worth	McConnell Air Force Base	Spirit Aero Systems
City of Wichita	NABCO	Sprint
CoServ Electric	National Credit Adjusters	Stella and Chewy's
Darling Ingredients	NetApp	Texas A&M University
Data Center Inc	Nexstar Media Group	Textron Aviation
GE Aviation	PGP Title	Tyson Foods
Integrated Solutions Group	Prairie Du Chein S.D.	Wichita State University

REFERENCES

Karen McCallum, ASID LEED AP
Senior Director Design
CBRE Design Collective
3550 Lenox Road NE Atlanta, GA 30326
C +1 731 267 1553

Carey M. Poole
Cushman Wakefield
Managing Director
Project and Development Services
Direct: 813-424-3214
Mobile: 770-595-7771
Fax: 813-221-9166

Ralph C. Nelson
Project Executive
NewGround
p: 636.898.8158
m: 314.575.9233

Project Scope of work

Provide professional consulting services for the Technology Infrastructure, Audio Visual Systems, Security Systems Access Control, and other building related technologies for Cass County's Admin Offices located at 120 North Broadway Street in Cassopolis MI. Services include requirements detailed in Cass County's Request Technology & Security Services RFP with an approximate 21,000 sf of offices, public services counters, meeting rooms, County Board of Commissioners Chambers, and related support spaces.

Services Include the Following:

- 1) Audio Visual systems: Meeting spaces, public communications/ kiosk, Commissioners Chambers for people in attendance, Commissioner interaction, recording, and public broadcast.
- 2) Network cabling and infrastructure.
- 3) Sound Masking/PA system.
- 4) Access Control systems.
- 5) Security systems: Active and passive; Cameras, panic buttons, recording, detection, etc.
- 6) Security Consulting: Provide guidance to the client and design team for measures that can prevent and deter crime and provide safety and security through physical building elements, design, and technology.
- 7) Budgeting: Discuss magnitude of cost of options during the design/ selection phase and provide a formalized budget for all components and systems based on a Design Development set of documents.

CTI's AV, Security and Access Control Design Consulting Services are described in the following sections.

Professional Technology and Design Services Scope of Work and Deliverables

CTI's proven design process follows the same Research, Define and document process defined by American Institute of Architects (AIA).

Design Development (DD), Phase 1 to be completed by July 11, 2022

CTI's first step in the design process is to listen, gather and assimilate information. We want to learn as much about Cass County's established technology standards, needs and technology goals. This information is organized into a Program document which, at a high level, will describe room types, specific qualities and features our clients are seeking. Programming also includes a historical investigation to understand where technology has failed to provide the user experience or anticipated return on investment. Cass County's appointed stakeholders should be prepared to candidly discuss both successes and failures with previous experience, workflows and solutions. Open collaboration allows us to better understand workflow, technology and use-case goals for each space allowing better definition of technology and services required to meet these goals.

CTI will then translate information gather into an efficient technology design. We begin exploring technology concepts, testing options for various technology solutions. The DD phase will include meetings with Intersect Studio and Cass County where options will be presented and discussed. We will also begin conversations with tangible stakeholders (i.e., Inter-disciplines like IT/Network, Creative Content Designers, HR, etc.). Our job is to listen and observe reactions, then refine ideas according to feedback we receive until an agreed to design philosophy is reached for the next phase.

Expected Deliverables from DD

- Basis of Design (BOD) Narratives with Stated goals
- Initial Budget for approval
- Inter-discipline Design Framework
- Utilization of Existing Equipment (if applicable)
- Target technology and solutions to meet BOD

Construction Documents (CD) – Phase 2 to be completed TBD, Summer 2022

Construction Documents phase yields a precise set of drawings with supporting details and documents CTI will prepare and coordinate with the Intersect Studio's design team. These documents include specific details to convey both architectural and technical details to procure and accurately build the technology systems along with criteria for testing and validating performance.

During CD, CTI works closely with manufacturers to forecast product and equipment delivery for an on-time arrival to meet the construction schedule. This includes both products needed during construction (i.e., back boxes for displays) but also for technology that will be needed after physical construction of a space is complete. Due to supply chain disruptions and unique procurement procedures, CTI cannot guarantee there will not be any delays with product arrival. However, years of experience has proven our process will minimize this type of delay.

Expected Deliverables from CD

- Detailed budget with equipment and labor estimates
- Detailed Inter-discipline design narrative and coordination plan
- Detailed architectural infrastructure drawings for AV, Security and Access Control requirements
 - BIM360, Revit, AutoCAD per Architectural preference
 - Architectural border or CTI border per Architectural preference
 - Architectural, National CAD or CTI Revit/CAD standard observed per Architectural preference
 - Table of Contents, Legend, detail Keynotes specific to project
 - Table of responsibilities (who provides, who installs)
 - Equipment Plan Drawings
 - Floor Plans
 - Reflected Ceiling Plans (RCP)
 - Enlarged plans when applicable and needed for additional detail
 - Infrastructure Requirements, floor, walls and ceiling
 - Electrical Requirements specific to and supplementing technology
 - Data requirements specific to and supplementing technology
 - Junction Boxes (J-Box), conduit, raceway, etc. to support technology
 - Wall Elevations and Sections
 - Specific details about device requirements (i.e., wall mount for specific display)
 - Horizontal and vertical dimensions for accurate location of all devices
 - Weight load requirements
 - Niche insets and requirements for ADA compliance
 - Cooling requirements, when applicable
 - Conduit Riser Diagram

- Complete system drawings detailing technology requirements
 - Audio, Video, Security and Control one-line drawings
 - Rack Elevations
 - Plate Details
- Final Documents for Open Invitation Bid Event including the following:
 - Detailed Scope of Work
 - Detailed Equipment Bill of Materials bid form (in Excel)
 - Functional Diagrams for all audio, video, security, and control systems
 - Final draft of Division 27 (AV) and Division 28 (Security) Specifications

Contract and Construction Administration (CA) – Beginning Summer 2022

Each opportunity can be uniquely different and to round out CTI's Design and Consultation offering, we have included both Contract and Construction Administration services.

Contract Administration

Based on Intersect Studio and Cass County preference, CTI can include some or all the following:

- Identifying qualified vendors to procure, install and commission solutions defined in design documents
- In coordination with client, CTI will prepare and tender solicitation to qualified vendors
- Review and respond to Request for Information (RFI) and Request for Clarification (RFC)
- Evaluate responses
 - Short list vendors
 - Interview vendors
 - Recommend vendor with supporting documentation on selection.
- Review submittals and technology shop drawings (record build drawings)
- Program Management
 - Monitor and manage vendor contractual compliance with system specifications and design documents
 - Monitor and confirm vendor's work is compliance with industry standards, design documents and system specifications
 - Review progress reports to ensure alignment with progress payments requisitions
- Evaluate and validate final testing and commissioning stating corrective actions when needed
- Assist with training, proof of performance and final acceptance
- Review As-built documentation package as prepared by vendor
 - Confirm documentation is in compliance with contract documents
 - Comment on any items not in compliance and review further submittals if needed for compliance
- Attend final acceptance and prepare sign-off and acceptance documents for final payment

Construction Administration

CTI will act as the Cass County's advocate during the construction phase of the project. Our team will work closely with the GC and EC to monitor onsite activities related to AV, Security and Access Control requirements, answer questions and confirm details. These include but are not limited to the following activities:

- Review shop drawings and equipment submittals provided by the GC for conformance to specified products in design documents.
- Responses to GC RFC and RFI
- QAQC visits - kick off, intermediate, commissioning
 - Prepare and distribute punch list when remediation is required
 - Prepare and distribute site progress reports with any concerns
- Attend (virtual) construction and coordination meetings as stipulated or requested by GC
- Proactively work with the GC to resolve onsite conflicts with field conditions and technology requirements

Fee Schedule

Item	Description of Services & Deliverables	Price
1	Design Development (DD)	\$3,432.00
2	Construction Documents (CD)	\$8,142.00
3	Construction / Contract Administration (CA)	\$2,632.00
Design Services Subtotal:		\$14,206.00
Estimated Reimbursables (*):		\$ 1,250.00
Design Service with Estimated Travel (**):		\$15,456.00

Hourly Schedule

	Senior Design Consultant	Associate Design Consultant	CAD/Revit Architect	Technical Writer
HOURLY RATES	165	130	103	103
Phase	# Hours	# Hours	# Hours	# Hours
DD Phase	12	0	4	0
CD Phase	6	16	16	8
CA Phase	4	8	2	2
TOTAL HOURS	22	24	22	10
TOTAL COST	\$3,630.00	\$7,280.00	\$2,266.00	\$1,030.00
Reimbursables	\$1,250.00			

Total: **\$15,466.00 (*) (**)**

(*) Reimbursables include travel which is billed actual and will be in accordance and in compliance with project travel and other Cass County or Intersect Studio reimbursable policies

(**) Plus applicable tax

Terms

Billing, AIA Progressive, Terms are NET 30 with approved credit. Payments made by credit card are subject to a 3.0% fee.

All applicable taxes are the responsibility of the purchaser and will be added to the final invoice. Any cancelled orders or returns are subject to manufacturer acceptance; shipping and restocking fees may apply. This proposal is valid for fourteen (14) days.

Statement

This system proposal is the property of Conference Technologies, Inc. and is delivered with the sole intent of being viewed by management of Intersect Studio and Cass County for evaluation purposes only. This proposal or any part of this proposal is not to be presented to, or viewed by any other party, vendor or Conference Technologies, Inc. competitor without the written consent of Conference Technologies, Inc. Any effort to do so will be considered a violation of copyright law.

Next Steps

1. Upon Notice to Proceed, Conference Technologies, Inc. will begin executing the project plan with an internal handoff of the project to our operations team.
2. If you have questions about the process as we move forward, please contact me at charlie.yerkes@cti.com or,
3. You will be contacted by a Conference Technologies, Inc. Project Manager to schedule a project kickoff meeting to review the project scope and schedule.

Total

J22230086 - \$15,466 (*) ()**

Customer Signature

CTI Signature

Printed Name

Printed Name

Title

Title

Date

Date



Cass County Administration

Administration Offices - Technology and Security

May 11, 2022

Submitted by:
Roger Ferworn
rferworn@aetech.design
269.203.2442

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GENERAL INFORMATION

AE Tech Design, LLC
251 N Rose Street, Suite 200
Kalamazoo, MI 49007
Phone: 269-203-2444
Contact: Roger Ferworn

ORGANIZATION

Firm Overview

Company History

In 1987, Software Services Group was incorporated and built a client base needing more than just software. The company was subsequently re-branded as Secant Technologies, a name without limits as to the type of technology services the company provided. In 2000, Secant was asked by a long-standing K-12 school customer to design the systems that would be installed in a building construction project. This marked the beginning of Secant Technologies Design and Consulting department. In 2018, the original owners looked to begin a new chapter in their lives, the result being the separate sale of Secant's three departments. With the support of the original four owners and former department director, March 1, 2019 marked the Design and Consulting department's rebirth as a new independent company - AE Tech Design. AE Tech Design (AETD) now operates as an LLC, led by Roger Ferworn. The previous Secant leadership and Roger act as co-owners.

Company Team

- Roger Ferworn, Account Manager and Senior Designer
- Evan Cain, Design & Construction Project Manager
- Clayton Ballett, Lead Designer

Client Services

- Technology Consulting
- Technology Assessment
- Technology Design
- Bid Process Management
- Technology Construction Management
- Project Management
- Bond Application Assistance
- Technology Owner Representative
- Technology Training
- Technology Commissioning
- Professional Services

Completed Projects of Similar Scope

Project Name: Ocean County, New Jersey - Development & Construction Of The Social Services Complex

Size and Dollar Amount: \$43,558,705

Year Completed: Ongoing, currently under construction (90% complete)

Architect: Mott Macdonald & Smith Group

Construction Manager: Epic Builders

Scope:

- Voice, Data, Video cabling
- Tech Closet power and cooling coordination
- Tech Closet equipment layout
- Parallel Network design
- Network Electronics
- Wireless Network Electronics
- Meeting AV Presentation Systems (projectors, flat panels, control systems, sound amplification)
- Digital Signage
- VoIP Phone System
- File Servers and related equipment
- Surveillance Cameras and Access Control
- Duress Alarms

Project Name: County of Ottawa - VoIP and Network

Size and Dollar Amount: \$720,173 Full Technology

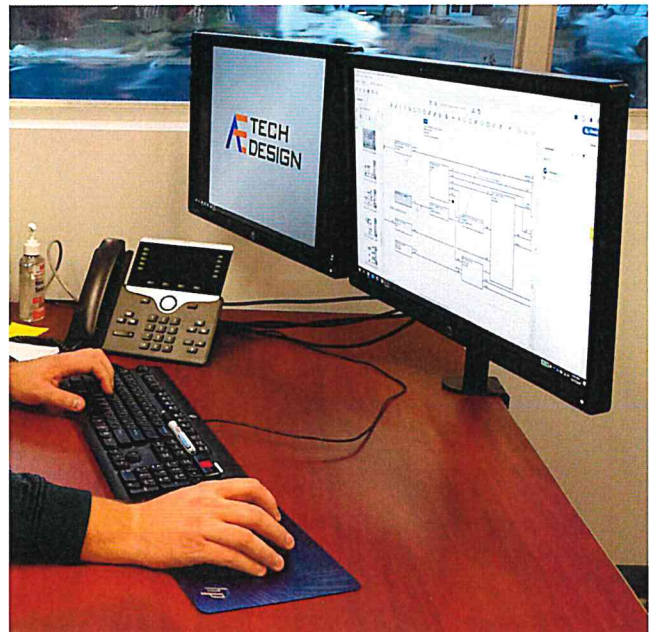
Year Completed: 2018

Architect: N/A

Construction Manager: N/A

Scope:

- Structured Cabling
- VoIP Phone System
- Tech Closet power and cooling coordination
- Tech Closet equipment layout
- Network Electronics
- Professional Services



Completed Projects of Similar Scope (Cont.)

Project Name: State of Michigan - Emergency Operation Center

Size and Dollar Amount: \$19,834,512

Year Completed: 2017

Architect: Partners In Architecture

Construction Manager: Christman Company & Daniels Building Co.

Scope:

- Tier II Data Center
- Network Electronics
- Wireless Networking Equipment
- File Server and SAN Infrastructure
- Audio/Visual Systems
- Paging
- Sound Masking
- Access Control
- Surveillance Cameras
- VoIP Phone System
- Voice, data, video cabling
- Digital Signage

Summary Of Relevant Experience

We have performed technology design services for many office spaces, be it commercial, municipal/governmental, educational, or non-profit. This vast experience allows us to mesh the ideas and concepts we've learned across the different industries, and design reliable, long standing solutions. We take the time required to properly coordinate with our surrounding disciplines, so architecture and technology can cohesively merge together, allowing for a seamless end user experience. Data protection strategies are of paramount importance, and will always remain at the forefront of design decisions. We have experience in designing solutions all the way from mission critical applications for law enforcement, to making sure the infrastructure for a local governments network is secured end to end. By understanding the different needs of many organizations, we are able to quickly and efficiently design solutions that are up to modern standards, and maximize the organizations capabilities.

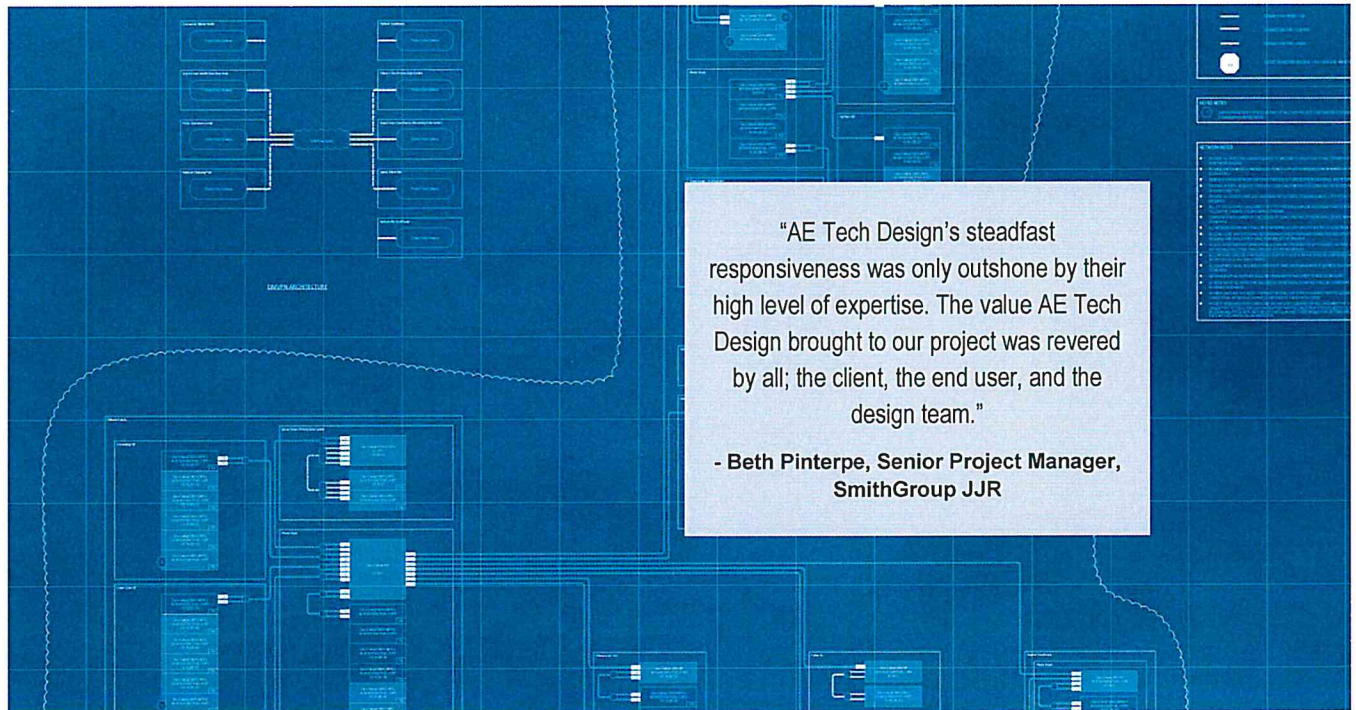


References

Dr. Bill DeFrance - Superintendent, Eaton Rapids Public Schools
wdefrance@erpsk12.org
(517) 663-8155

Dale Haney - Principal Project Manager, Mott MacDonald
dale.haney@mottmac.com
(201) 499-1090

Dr. Jeff Thoenes - Superintendent, Comstock Public Schools
jeff.thoenes@comstockps.org
(269) 250-8906



PROJECT APPROACH

Services By Phase

Programming

AE Tech Design will meet with key stakeholders to collect and organize qualitative data, which we then use to define the requirements of this project. We will perform interviews and assessments, lead forums, and conduct any other type of study that's needed to fully understand our clients needs. Complete team involvement is crucial at this phase, so we can confidently move forward knowing we are representing our clients needs to the best of our ability.

Schematic Design

AE Tech Design will create top-level design of all systems along with cost estimates. This design is the result of meeting with the client, Architect, and construction manager to understand the overall project scope, budget, sequence of work, and the related projects that will be occurring. Our completed Schematic Technology Design will be used to make decisions about which systems will be included, expanded, or scaled-down.

Design Development

The decisions made during schematic design allow for a detailed design of the projects to be generated. The design detail product is a written specification, drawings, and estimate. While developing this design, we closely coordinate with the Architect on technology rough-ins, power requirements, cutting and patching, HVAC requirements, and physical locations. It is critical for the technology consultant and architect to closely coordinate, thereby minimizing changes during construction.

Contract Documents

Upon completion of the design, contract documents are generated which consist of building floor plans and details, technical specifications, detailed bid forms, and project schedules. We update the budget to provide a perspective of what the client may anticipate on bid day. We create a bidding timeline showing important dates for project and final bid document using client specific front end. We distribute bid documents to AETD and owner's prospective bidder list. When needed, we assist in posting to construction news services and the State of Michigan website. We conduct pre-bid meetings and walk-throughs and issue addenda as needed. We evaluate bid responses, interview bidders, and provide technical recommendations. We track bid results against project budgets. On request, we create AIA contracts with awarded contractors.

Construction

We continually review and update the project timeline and milestones with vendor(s) and owner's construction manager. We conduct project kick-off meetings and establish schedules for periodic project meetings with vendors, CM's, Architects and the owner. We manage the technology/low-voltage contractor's work onsite. We conduct site inspections and issue periodic project status reports. We request and review change orders (if applicable), and obtain owner approval for changes, while tracking their impacts on the budget, as well as reviewing and processing pay applications.

Project Close-Out

We create punch lists during onsite inspections ,and if issues arise, we track them until resolution. We coordinate training, and review all final project documentation, test data, warranty information, and as-built drawings.

Additional Services

Additional Services (such as Commissioning or Training) are available.

Services by Phase (Cont.)

Sample Cass County Administration Offices Schedule

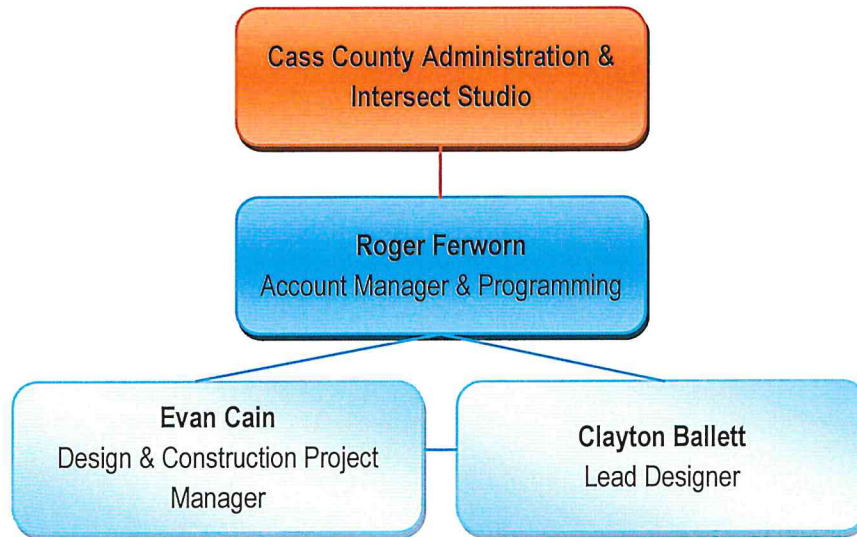
This schedule was developed based upon limited information and assumptions. Its purpose is only to illustrate the schedule of services and understanding of phases typically provided in a Project managed by AE Tech Design. This schedule will be updated once the entire team (including the Construction Manager) is engaged, and the complete technology scope and construction schedule of the project is known.

May 2022	Contract Award and team kick-off. Develop Program of services and begin Preliminary Design; explore the owners plan for technology implementation, construction schedule, building needs, and technology visions. These meetings should include owner, owner reps, stakeholders, and select technology users or leads from the organization.
June 2022	Plan one (1) site visit to tour facilities for the purpose of identifying and determining conditions of existing systems as needed. Field verify any existing technology infrastructure and systems in relation to the connection needed from the Annex building.
June - July 2022	Establish Design Standards to be used throughout the facilities (Audio-Visual, Access Control, Surveillance, Panic Buttons, Copper & Fiber Structured Cabling, Network Electronics, Sound Masking, Paging, etc.). Begin Preliminary design for required spaces and coordinate bid package release dates in line with Construction Schedule over the course of the work/schedule. Create Design Development (DD) narrative by 7/11 and review with owner and owner's rep. Coordinate designs with Architect and design team.
July 2022	Finalize Design Development (DD) documents, drawings, and a comprehensive budget. Review with owner and owner's rep. Coordinate designs with Architect and design team.
July - August 2022	Create Construction Documents (CDs), and review with owner and owner's rep. Coordinate documents with Architect and design team. Conduct Page Turn with Architect and design team. Revise drawings as needed. Review final CD package with owner and owner's rep. Revise as needed for bid release.
August 2022	Assist as needed in release of bid package to owner approved list of contractors, provide AETD's distribution list of trusted area technology contractors. Conduct pre-bid meeting, field contractor questions, release addenda.
September 2022 - Completion*	Manage technology installation and contractors, attend construction meetings, conduct contractor weekly progress meetings. Perform site visits, create documentation, and address issues. <i>*This duration is an assumption until we can coordinate the schedule with the construction manager.</i>
TBD	Perform final punch visit. Ensure contractors have provided all close out and as-built materials as requested. Project completion. Owner Training

Project Team

All proposed staff for this project have a clean criminal background check and are not listed on any sex offender registry.

The following diagram represents the intended communication channels and project positions for our team:



Personnel Information

Resumes for each proposed person responsible for the services of this project have been attached as part of this response.

FEE PROPOSAL

The provided bid form has been filled out and included with this response for all services requested in the RFP.

Additional Services

For Construction Administration & Management which includes but is not limited to: RFI Response, Submittal Response, Bid Evaluation, Post-bid Interviews, Award Recommendation, Site Visit & Field Reports, OACM Meetings, Punch List / Substantial Completion Inspection, services will be offered at **\$180/hour** for a total amount not to exceed **\$3600**.

We believe most technology bid categories would be bid out for installation. As the hopeful to-be designer on this project we would not intend to bid on any categories to offer installation services unless asked to do so. We do provide the following installation services: Network, Server, Cloud Services, Environment Integration.

Reimbursables

Travel shall be reimbursed not to exceed **\$450**.

Drawings sets to be printed shall be reimbursed not to exceed **\$250**.

CLARIFICATION OF PROPOSAL

AE Tech Design takes no exceptions to the RFP; including the budget, schedule, and workload. We look forward to the opportunity to work with the Cass County administration, and Intersect Studio. We believe that we bring the right skills and experience to provide exceptional value. Should there be any questions related to this proposal, please contact: Roger Ferworn, (269) 203-2444, rferworn@aetech.design.

Cass County Administration Offices
Technology & Security Services RFP

BID FORM

Date: 5/9/2022
Property Owner: Cass County
Project: Administrative Offices - Technology and Security
Name of Consultant: AE Tech Design
Consultant Address: 251 North Rose Street, Suite 200, Kalamazoo, MI 49007
Contact Person: Roger Ferworn
Phone Number: (269) 203-2444
Email Address: rferworn@aetech.design

The undersigned agrees to execute the services necessary to complete the work described in and in accordance with all applicable laws of the State of Michigan and in accordance to all specified requirements as defined with this request and their proposal for the project.

TOTAL CONTRACT PRICE

of: Twenty Five Thousand Nine Hundred Eighty Eight & 0/100 dollars(\$ 25,988.00)

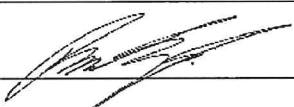
The undersigned is prepared to initiate the Services on: Immediately upon award
The undersigned expects to complete the DD level services by: 7/15 for DD Narrative & Drawings
7/31 for DD Budget

The undersigned acknowledges the right of the Owner to accept any proposals, to reject any or all proposals, or to waive any formalities in the bidding. In connection with the project for which this Bid is entered, the undersigned certifies that: 1) they are familiar with the contents of the Request for Proposals; 2) they have examined the necessary requirements as defined; and 3) they are fully informed of the facilities involved. The undersigned certifies that they are qualified and trained in the consulting and design aspects requested for this project.

The undersigned further agrees:

- To hold this Bid open for ninety (90) days after the day of Bid Opening.
- To enter into and execute a Contract.

Name of Company: AE Tech Design

Signature of Corporate Principal:  Date: 5/9/2022

Title of Corporate Principal: Roger Ferworn - President

Roger W. Ferworn

PRESIDENT



Roger is the President of AE Tech Design and his role in projects varies from Account Manager to Senior Designer. His fifteen years of technology professional experience spans from designing, estimating, and managing the installation of physical technology systems such as A/V and security, to operational technologies including server virtualization, SAN storage, network routing and switching, cabling, wireless, network security, and managing technology designers and engineers. His previous experience as a technology director for a large non-profit's tech-rich environment, places his focus on end-user functionality and budget responsibility. His video surveillance, access control and safety expertise stems from experience as a Reserve Sheriff's Deputy.

EDUCATION

Western Michigan University
-Bachelor of Science in
Aviation Maintenance
Technology and
Engineering
Kalamazoo County Police
Academy

TRAINING

-Veeam Backup &
Replication
-Cisco ASA Secure
Implementation
-Cisco IOS Switching &
Routing

CERTIFICATIONS

-Cisco Certified Entry
Networking Technician
-Axis Certified Professional

LECTURES/ PUBLICATIONS

-National Church IT
Roundtable
*Secure and Reliable
Network Design for Large
Churches*
-National Church IT
Roundtable
*Implementing Cisco ASAs in
Multi-site Environments*

FUN FACT:

Roger is slowly building his own
metal shop and loves to build
various things in his free time.

SKILLS

Assessments
Programming
Design
Commissioning

Network Design

- Data Center Infrastructure
- Structured Cabling
- Cable Tray Systems
- Category 6/6a
- Fiber Optic LAN & WAN
- Server/Storage Infrastructure
- Network Equipment
- Operating Systems

- Storage Technology
- Server Virtualization
- Backup Technologies

A/V System Design

- Office Spaces
- K-12 Spaces
- Higher Education

Security Design

- Access Controls
- Emergency Notification
- Surveillance Cameras
- Duress Alarms

Distribution Systems

EXPERIENCE

- Stryker Instruments Division, Portage, MI
New office and laboratory facility
- Arbor Research Collaborative, Ann Arbor, MI
New office and data center
- Kalamazoo County, Kalamazoo, MI
New Courthouse Planning
- Michigan State Police, Dimondale, MI
New State Emergency Operations Center
- Ottawa County, West Olive, MI
VoIP Replacement
- Western Michigan University, Kalamazoo, MI
Esports Arena
- Eastern Michigan University, Ypsilanti, MI
New Medical Office Building
- University of Michigan, Ann Arbor, MI
School of Literature, Science and Arts new atrium
- Veterans Affairs Hospital, Saginaw, MI
Renovation of multiple existing facilities
- Oakland University, Rochester, MI
East Campus IT Hub & fiber network
- Greenville Public Schools, Greenville, MI
*District-Wide Technology Assessment
AV and network design for multiple buildings*
- Eaton Rapids Public Schools, Eaton Rapids, MI
AV and network design for multiple buildings
- Berrien Springs Public Schools, Berrien Springs, MI
*Arts and Athletic Center addition to existing HS
New Indoor Athletic /Performing Arts Complex*
- Comstock Public Schools, Comstock, MI
AV and network design for multiple buildings



Evan Cain

PROJECT MANAGER

Evan supports the project management process beginning at the team kick-off and wrapping-up when the client is completely satisfied. He is instrumental in the planning and management of a project, able to predict challenges and avoid obstacles. He understands the 'big picture' project process and gives due attention to the fine details that make each a success. He moves easily between leadership, support, and 'hands on' roles, seamlessly transitioning between documenting existing conditions, designing solutions, and defining clear deliverables, while ensuring proper installation is achieved.

EDUCATION

Western Michigan University
-Bachelor of Science in Electrical Engineering –Fall 2023

Kalamazoo Valley Community College
-Associates of Applied Science in Mechanical Engineering

CERTIFICATIONS

-Automotive Service Excellence
-BICSI CEC: Synchronized Clock Systems
-Atlona Technology Specialist

FUN FACT:

Evan has been a skier since 1st grade, and his favorite place to ski is Keystone, in Colorado.

SKILLS

Network Design

- Wired Networks
- Wireless Access Points
- Telecommunications Rooms

A/V System Design

- Conference Rooms
- Offices
- Auditoriums
- Gymnasiums
- Classrooms
- Digital Signage
- Video Walls
- Lobbies

Security Design

- Access Control
- Surveillance Cameras
- Emergency Notification
- Duress Alarms

Distributed Systems Design

- Paging
- Sound-masking
- Clock and Bell Systems

Project Management

Construction Management

EXPERIENCE

- Forman Glass, Galesburg, MI
New manufacturing and office facility
- West Ottawa Public Schools, West Ottawa, MI
New WAN Fiber
- Ocean County, Toms River, NJ
New multi-story office building
- Eaton Rapids Public Schools, Eaton Rapids, MI
AV and network design for multiple buildings
- Oakland University, Rochester, MI
East Campus IT Hub & fiber network
- Climax Scotts Community Schools, Climax, MI
Building wide AV, Access Control, Paging
- Kalamazoo County, Kalamazoo, MI
New Courthouse Planning
- Greenville Public Schools, Greenville, MI
AV and network design for multiple buildings
- Tire Wholesalers Inc, Troy, MI
Wireless network design for existing facility
- Dearborn Heights School District No. 7, Dearborn Heights, MI
Video surveillance, paging, and gymnasium AV for multiple buildings.
- Comstock Public Schools, Comstock, MI
AV and network design for multiple buildings
- Battle Creek Public Schools, Battle Creek, MI
Healthcare simulation lab

Clayton Ballett

DESIGNER



Clayton exhibits a unique eagerness to learn in the technical design field. As technology is the most quickly evolving industry, he continually seeks to increase the depth of his knowledge. He allows our clients to experience the benefits of technology by assuring it works with the corresponding mechanics around it. His knowledge gained from Autodesk professional development is applied to design and construction documents. Clayton's inquisitiveness and ability to retain and apply information to the next situation brings value to each project and the entire team.

EDUCATION

Kalamazoo Valley
Community College
Associate of Applied Science in
Engineering Technology

TRAINING

DBEI Building Content Summit
HID Academy
Atlona Academy

CERTIFICATIONS

KVCC CAD Specialist
Extron AV Associate

FUN FACT:

Plays the bass guitar and collects
vinyl records in his spare time.

SKILLS

Network Design

- Wired Networks
- Wireless Access Points
- Telecommunications Rooms

A/V System Design

- Conference Rooms
- Control Rooms
- Private Offices
- Training Rooms
- Classrooms
- Digital Signage
- Room Schedulers

Security Design

- Access Controls
- Surveillance Cameras
- Emergency Notification
- Duress Alarms

Distributed Systems Design

- Paging
- Sound-masking
- Clock and Bell Systems

EXPERIENCE

- Flowserve Corporation
New and renovated office, shop floor, and laboratory spaces in multiple buildings.
- Ocean County, Toms River, NJ
New multi-story office building
- Kalamazoo County, Kalamazoo, MI
New Courthouse Planning
- Greenville Public Schools, Greenville, MI
AV and network design for multiple buildings
- Eaton Rapids Public Schools, Eaton Rapids, MI
AV and network design for multiple buildings
- Berrien Springs Public Schools, Berrien Springs, MI
Arts and Athletic Center addition to existing HS
- Comstock Public Schools, Comstock, MI
AV and network design for multiple buildings
- Oakland University, Rochester, MI
East Campus IT Hub & fiber network
- Dearborn Heights School District No. 7, Dearborn Heights, MI
Video surveillance and paging design for multiple buildings
- West Ottawa Public Schools, Holland, MI
Fiber-optic layout for multiple buildings
- Saint Joseph Public Schools, Saint Joseph, MI
AV design for existing HS classroom upgrade



May Meeting Dates

Townships	Date	Time	How
Calvin	05/10/22	6:00 PM	In Person
Howard	05/17/22	7:00 PM	In Person
Jefferson	05/12/22	6:30 PM	In Person
LaGrange	05/16/22	7:00 PM	In Person
Marcellus	05/17/22	6:00 PM	In Person
Mason	05/10/22	7:00 PM	In Person
Milton	05/10/22	7:00 PM	In Person
Newberg	05/09/22	7:00 PM	In Person
Ontwa	05/09/22	7:00 PM	In Person
Penn	05/09/22	6:30 PM	In Person
Pokagon	05/11/22	7:00 PM	In Person
Porter	05/10/22	7:00 PM	In Person
Silver Creek	05/11/22	7:00 PM	In Person
Volinia	05/09/22	6:30 PM	In Person
Wayne	05/02/22	7:00 PM	In Person
City of Dowagiac			
	05/09/22	7:00 PM	In Person
	05/23/22	7:00 PM	In Person
Villages			
Cassopolis	05/09/22	6:30 PM	In Person
Edwardsburg	05/16/22	7:00 PM	In Person
Marcellus	05/10/22	7:00 PM	In Person
	05/23/22	7:00 PM	In Person
Vandalia	05/09/22	7:00 PM	In Person
Boards & Commissions			
Cass District Library	05/16/22	6:00 PM	In Person
Cass County Cons Dist	05/09/22	3:00 PM	In Person at Council on Aging, Decatur Rd.
Economic Dev Corp	NONE	8:30 AM	In Person
Historical Commission	05/12/22	5:00 PM	In Person
Medical Care Facility	05/23/22	10:00 AM	Zoom
Parks Board	05/12/22	4:00 PM	In Person
Planning Commission	05/25/22	4:00 PM	In Person
Road Commission	05/19/22	9:00 AM	In Person
Transportation	05/09/22	8:00 AM	In Person
VanBuren/Cass Dist			
Health Dept	05/11/22	3:00 PM	302 s. Front St. Dowagiac
Woodlands	05/24/22	5:00 PM	In Person