



CASS COUNTY BOARD OF COMMISSIONERS

COMMITTEE OF THE WHOLE

May 18, 2023

5:00 PM

1. **CALL TO ORDER** – *Vice-Chair Laylin*
 2. **INVOCATION** – *Chair Jones*
 3. **PLEDGE OF ALLEGIANCE** – *Commissioner Marchetti*
 4. **ROLL CALL** - *Clerk/Register Monica McMichael*
 5. **PUBLIC COMMENT** (limit 3 minutes/person)
 6. **ADDITIONS/DELETIONS TO AGENDA**
 7. **APPROVAL OF THE AGENDA** – *Commissioner Lawrence*
 8. **PRESENTATIONS** (Limit to 10 minutes)
 - A. Broadband Mapping – *Chris Scharrer, DCS Technology Design, LLC*
 9. **APPROVAL OF APRIL 20, 2023 COMMITTEE OF THE WHOLE MEETING MINUTES** – *Commissioner Locke*
 10. **COMMITTEE REPORTS**
 11. **DISTRICT REPORTS**
 - District 1 - Commissioner Laylin
 - District 2 - Commissioner Lawrence
 - District 3 - Commissioner Locke
 - District 4 - Commissioner Jones
 - District 5 - Commissioner Howie
 - District 6 - Commissioner Barrera
 - District 7 - Commissioner Marchetti
 - District 8 – Commissioner Lee
 12. **ADMINISTRATOR'S REPORT**
 13. **FINANCE REPORT**
 14. **VETERAN'S REPORT**
 15. **COUNTY PARTNERS** (Limit to 5 minutes)
 16. **ELECTED OFFICIALS**
 17. **UNFINISHED BUSINESS**
 18. **NEW BUSINESS**
 - A. Village of Marcellus – Annexation Petition
 - B. Silver Creek – Poultry Farm
 - C. FY2024 Community Corrections Application and Plan
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CASS COUNTY BOARD OF COMMISSIONERS

- D. L-4029 Tax Rate Request
- E. Broadband Mapping Agreement
- F. Resolution Recognizing June as Reunification Month
- G. FY 23 Budget Amendments

19. BOARD MEMBER COMMENTS/ANNOUNCEMENTS

20. ADJOURNMENT

**CASS COUNTY BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE**

April 20, 2023

Vice-Chair Laylin called the meeting to order at 5:00 p.m. in the Commission Chambers on Thursday, April 20, 2023. Chair Jones offered the Invocation. Commissioner Howie led the Pledge of Allegiance to the Flag of the United States of America.

Clerk/Register Monica McMichael called roll:

COMMISSIONERS PRESENT: Ryan Laylin, James Lawrence, Joyce Locke, Jeremiah Jones, Mary Howie, Samuel Barrera, Roseann Marchetti and RJ Lee.

COMMISSIONERS ABSENT: None.

STAFF PRESENT: Administrator Matthew Newton and Finance Director Jennifer Rentfrow.

STATEMENT

Commissioner Lee shared a statement.

PUBLIC COMMENT

Public comment occurred.

ADDITIONS/DELETIONS TO THE AGENDA

Commissioner Howie moved, seconded by Commissioner Locke, to amend the agenda to add a New Business item - the purchase of a Marcellus Township Patrol Unit. Motion to amend carried by voice vote.

APPROVAL OF THE AGENDA

Commissioner Lee moved, seconded by Commissioner Marchetti, to approve the April 20, 2023, Cass County Committee of the Whole Agenda as amended. Motion to approve the agenda carried by voice vote.

PRESENTATIONS

Treasurer Hope Anderson presented the 2023 Tax Foreclosure Report.

COMMITTEE REPORTS

None.

DISTRICT REPORTS

Commissioners Laylin, Lawrence, Jones, Howie, Barrera and Marchetti provided district reports.

ADMINISTRATOR'S REPORT

Administrator Newton shared the Administrator's Report.

FINANCIAL REPORT

Financial Director Jennifer Rentfrow offered the Finance Report.

VETERAN'S REPORT

Veteran's Services Officer Karee Krause shared the Veteran's Report.

COUNTY PARTNERS

None.

ELECTED OFFICIALS

Judge Bealor announced the Law Day Ceremony would take place on Monday, May 1, 2023, at 3:00 p.m. in the Probate Court Room. Victim Advocate Marie Anderson will receive the Liberty Bell Award at the ceremony.

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Appointments

Chair Jones explained the Appointments Committee recommended the following appointments:

- i. Appoint Alexis O'Flynn to an unexpired term on the Economic Development Corporation Board ending 09/30/2024
- ii. Appoint Douglas Dallich Jr. to the Economic Development Corporation Board for a term ending 09/30/2028

- iii. Appoint Jesse Valdez to the Veteran's Trust Fund Board for a term expiring 12/31/2024 contingent upon approval of State of Michigan Veteran's Trust Fund Board of Trustees
- iv. Reappointment of Clint Roach to the Woodlands Behavioral Healthcare Network Board to a term expiring 03/31/2026
- v. Reappointment of Richard Palmisano to the Woodlands Behavioral Healthcare Network Board to a term expiring 03/31/2026

Board members agreed to move items i. through v. to the May 4, 2023, Regular Board Meeting Agenda.

B. Resolution Expressing Opposition to Michigan Entering into National Popular Vote Interstate Compact

Commissioner Lee explained that many of his constituents disagreed with Michigan entering into the National Popular Vote Interstate Compact.

Commissioners agreed to move the resolution to the May 4, 2023 Regular Board Meeting Agenda.

C. CCIEA LOU for Juneteenth Observance – General & Court Units

County Administrator Matt Newton and Judge Carol Bealor stated that because the State Court Administrator's Office declared Juneteenth a state holiday, the CCIEA General and Court Unit Contracts needed to be ratified to recognize the holiday. Judge Bealor drafted a Letter of Understanding (LOU) recognizing Juneteenth as a County Holiday.

Commissioners agreed to move the LOU to the May 4, 2023 Regular Board Meeting Agenda.

D. Marcellus School Resource Officer

Sheriff Behnke requested that the board approve a contract to place a licensed police officer in the Marcellus Public School District. Marcellus Schools was awarded a state grant that will pay the salary of the officer during the school months while the county will be responsible for the salary throughout the summer. The goal is to have someone in position by August 1, 2023.

Board members agreed to move the item to the May 4, 2023 Regular Board Meeting Agenda.

The Vice-Chair declared a five-minute recess at 6:06 p.m. The meeting reconvened at 6:11 p.m.

E. Van Cass Intercounty Drain – Resolution Pledging Full Faith and Credit to Note or Notes

Drain Commissioner Jeff VanBelle explained that 65% of the Van Cass Intercounty Drain lied in Van Buren County while 35% fell in Cass County. In order to secure funding, both counties must approve resolutions pledging full faith and credit for their percentage. Therefore, the Cass County Board of Commissioners must pledge their full faith and credit of 35% of the \$595,000 requested for the project. The Van Buren County Board of Commissioners recently approved their portion at a Committee of the Whole Meeting. Drain Commissioner VanBelle informed commissioners that the risk to Cass County was manageable.

Commissioners agreed to move the resolution to the May 4, 2023 Regular Board Meeting Agenda.

F. Historical Commission Bylaws

Administrator Newton stated that the County Historical Commission amended their bylaws on March 9, 2023. He went on to explain the amendments and express concerns. Commissioners decided to send the item to the Policy Committee before returning the bylaws to the Committee of the Whole.

G. Resolution Accepting and Approving Blight Elimination Grant

Commissioners agreed to move the resolution to the May 4, 2023 Regular Meeting Agenda as Treasurer Anderson had previously presented details of the grant.

H. Resolution Accepting and Approving MI-HOPE Grant

Commissioners agreed to move the resolution to the May 4, 2023 Regular Meeting Agenda as Treasurer Anderson had previously presented details of the grant.

I. Resolutions of Recognition

- i. Recognize May 7-13 as National Correctional Officers Memorial Week**
- ii. Recognize May 11-17 as National Police Officers Memorial Week**

Sheriff Behnke shared that he expected to hold the Shane Britton Memorial Ceremony on May 17, 2023.

Commissioners agreed to move both items to the May 4, 2023 Regular Board Meeting Agenda.

J. Contract with Howard Township for Police Services

Sheriff Behnke requested the board to approve the renewal of a contract for police services with Howard Township. The contract remained the same other than the purchase of a new squad car.

Commissioners agreed to move the item to the May 4, 2023 Regular Board Meeting Agenda.

L. Marcellus Patrol Vehicle

Sheriff Behnke asked the board to approve the purchase of a squad car for use in Marcellus Township in the amount of \$40,533. Marcellus Township would reimburse the Motor Pool Fund for the purchase with a payment of \$13,500 each year for three years.

Board members agreed to move the item to the May 4, 2023 Regular Board Meeting Agenda.

K. Board of Commissioners Workshop

Chair Jones opened discussion on a date and time to hold a workshop. After discussion, commissioners agreed that 1:00 p.m. on a Saturday worked best for most everyone. Administrator Newton would offer dates to be approved at the next regular board meeting.

BOARD MEMBER COMMENTS/ANNOUNCEMENTS

Commissioners Marchetti, Barrera and Laylin shared comments.

ADJOURNMENT

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

The meeting adjourned at 6:38 p.m.

Approved: _____
Date

Chair Jeremiah Jones

Monica McMichael, Clerk/Register



CASS COUNTY COUNTY ADMINISTRATOR'S OFFICE

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: May 12, 2023

SUBJECT: May 2023 Administrator's Report

Historical Courthouse

The SHPO review for the Historic Courthouse has finally been successfully completed. We are now moving onto the next phase of finalizing the USDA CDS Grant. There is a tribal review process that must be completed and that is underway at this time. It is anticipated that this will have a turnaround time of 30 days. Once that is complete, our application will be complete and will go to the Federal review process to be awarded. Also, please note, we will be holding an event for the Historic Courthouse that will give the community a chance to see the work thus far on May 25, 2023 from 2:00 PM to 6:00 PM.

FY 24 Budget

The budget planning process is now fully underway. Meeting have been scheduled with all departments/offices as part of our initial planning phases. Primarily, these initial meetings will focus on reviewing anticipated revenues, expenditures, and capital project needs. These meeting are critical to refining the needs of each department/office.

Interagency Facilities

We will be planning a meeting of our County Partners to review the status of our existing agreement and work to determine if the format of the services provided is meeting expectations. As part of this process, I am happy to report that we had a very positive meeting with Woodlands and they have expressed interest in joining the Interagency Facilities Program as well. We are working to facilitate that and anticipate bringing an necessary revisions to the agreement to the BOC next month.

IT Security Testing & Training

Pursuant to the recently adopted IT Security Testing and Training Policy, the County recently completed a new phishing test and has implemented the training system through KnowBe4. Jodi and I both agree that effective training is essential to ensuring the security of network infrastructure and we are confident that the new system will provide a great experience to all users and provide many new avenues for education.

Medical Care Facility – County IT Services Transition

Work continues on the Medical Care Facility IT Transition Project. Several steps were taken on the part of the MCF recently that were needed to procure the necessary equipment and provide the infrastructure that is needed. Additionally, we are working to transition to the County offering all Help Desk support to MCF staff. We anticipate the project being finalized this fall and would expect to have a final agreement ready for BOC review towards the end of summer to early fall as well.



CASS COUNTY COUNTY ADMINISTRATOR'S OFFICE

Administration Office – Cross Training Update

We continue to work towards evaluating ways to improve our AP/Claims processes and procedures. This week, we worked to facilitate training for James and Dacia to both be able to function as the backup to AP for instances when Jackie may be out of the office or if an emergency arises. Additionally, I, personally, sat with Beth to begin learning Payroll. I had some prior experience, but need to understand the specific processes and protocols used to be able to serve as a backup. I will be doing that again this upcoming week as well. I am happy to report that, at this time, based on the staffing changes over the past year and a focus on ensuring cross training took place, we have someone who is able to serve as a backup for every major function carried out in the Administration Office. This is huge in ensuring that we are able to withstand emergency situations that may arise and gives us a ton of flexibility in being able to adapt as the situation may require.

Employee Handbook

We are at a very early stage here, but I wanted to report that we are tentatively planning for a major revision of the Employee Handbook. The current handbook has not been updated since 2016. Our goal is to work with all of our County departments/elected offices on creating a unified handbook that would apply to all employees across all County operations. We would plan to have appendices that would provide office/department specific materials as may be necessary. I would note, this is a long-term project that will take time to complete. I do not have any timeline yet, but would anticipate it taking much of the next fiscal year, possibly longer. However, I mention it here because I believe it's critically important that we start working towards unified protocols wherever possible and creates an incredible opportunity for all of our departments/offices to work together in a collaborative way to produce the best possible outcome.

Respectfully Submitted,

Matthew Newton
County Administrator

CASS COUNTY

FINANCE DIRECTOR

TO: CASS COUNTY BOARD OF COMMISSIONERS
FROM: JENNIFER RENTFROW / FINANCE DIRECTOR
DATE: APRIL 30, 2023
RE: FINANCIAL 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, 2022 through April 30, 2023, (FYE 9/30/23).

**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.*

DEPARTMENT BUDGETS:

Retirement cost higher than anticipated due to legacy debt of the defined benefit plan. This information was not available when setting the budget last year, and wasn't available until after converting from the DB to the DC. Budget adjustments are in the packet for your review/approval.

Board of Commissioners – Large annual expenditures have been expended already (audit). Commissioner salaries were modified late last year after budget was already passed.

Purchasing – Postage expenses higher due to additional mailings for collections that were not being done during covid.

Survey & Remonumentation – Most expenses occur in December & January to satisfy grant requirements.

Emergency Management - Retirement cost higher than anticipated. Expenditures for motor fuel/lubricants is also higher than expected.

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

Animal Control - Retirement cost higher than anticipated.

Medical Examiner – As Sheriff discussed previously, there have been a lot of autopsies so far this fiscal year.

**GENERAL FUND REVENUE BUDGET TO ACTUAL SUMMARY
AS OF 04/30/2023 (58% of Fiscal Year 2022-2023)**

	ACTUAL @ 04/30/2022	2022-2023 ORIGINAL	2022-2023 AMENDED	ACTIVITY FOR APR 2023	ACTUAL @ 04/30/2023	AVAILABLE BALANCE	% BDGT USED
REVENUE SOURCES LESS GRANT/REIMBURSEMENTS:							
FEES/SERVICES/PERMITS	957,026	2,100,572	2,100,572	146,154	895,608	1,204,964	42.64%
INTEREST & RENTS	48,897	143,500	143,500	52,325	187,305	(43,805)	130.53%
STATE FUNDING	1,187,204	2,690,504	2,952,995	356,707	1,389,796	1,563,199	47.06%
TRANSFERS IN	256,000	498,775	498,775	0	181,000	317,775	36.29%
TAXES	1,751,761	12,179,118	12,179,118	425,924	1,293,219	10,885,899	10.62%
SUB TOTAL	4,200,888	17,612,469	17,874,960	981,110	3,946,928	13,928,032	22.08%
GRANT/REIMBURSEMENTS:							
GRANTS	474,738	1,674,901	1,700,001	169,465	618,916	1,081,085	36.41%
LOCAL CONTRIBUTIONS	152,415	423,475	498,475	17,287	142,176	356,299	28.52%
REIMBURSEMENTS/OTHER REVENUE	327,244	230,300	230,300	2,150	36,645	193,655	15.91%
FUND BALANCE ALLOCATION	0	1,849,469	1,863,469	0	0	1,863,469	0.00%
SUB TOTAL	954,397	4,178,145	4,292,245	188,902	797,737	3,494,508	18.59%
TOTAL REVENUES	5,155,285	21,790,614	22,167,205	1,170,012	4,744,664	17,422,541	21.40%
TOTAL EXPENSES (See Detail Below)	10,389,735	21,790,614	22,167,205	1,481,633	11,452,321	10,714,884	51.66%

**GENERAL FUND EXPENSE BUDGET TO ACTUAL SUMMARY
AS OF 04/30/2023 (58% of Fiscal Year 2022-2023)**

	ACTUAL @ 04/30/2022	2022-2023 ORIGINAL	2022-2023 AMENDED	ACTIVITY FOR APR 2023	ACTUAL @ 04/30/2023	AVAILABLE BALANCE	% BDGT USED
101 - BOARD OF COMMISSIONERS	61,876	202,033	202,033	17,590	144,446	57,587	71.50%
172 - ADMINISTRATOR	180,493	327,515	411,678	26,584	185,756	225,923	45.12%
191 - ACCOUNTING DEPT	181,401	466,112	466,112	37,416	247,301	218,811	53.06%
215 - CLERK/ROD	298,276	664,525	664,525	42,119	336,638	327,887	50.66%
228 - INFORMATION TECHNOLOGY	425,473	1,035,902	956,839	97,998	506,515	450,324	52.94%
233 - PURCHASING	83,293	155,000	155,000	6,809	113,498	41,502	73.22%
243 - PROPERTY DESCRIPTION DEPT	175,634	438,341	438,341	29,988	201,787	236,554	46.03%
245 - COUNTY SURVEY & REMONUMENTATION	37,957	46,917	54,079	0	45,614	8,465	84.35%
253 - TREASURER	228,336	433,265	433,265	46,156	265,202	168,063	61.21%
257 - ASSESSOR / EQUALIZATION DEPT	148,998	281,518	281,518	26,588	163,333	118,185	58.02%
262 - ELECTIONS	51,435	114,300	114,300	12,607	56,071	58,229	49.06%
265 - BUILDINGS & GROUNDS	566,314	1,118,886	1,118,886	82,759	636,581	482,305	56.89%
266 - ATTORNEY / CORP COUNSEL	54,488	100,000	100,000	2,516	31,278	68,722	31.28%
271 - INSURANCE / TAXES	189,832	531,147	531,147	0	208,985	322,162	39.35%
276 - COURT GRANTS	273,117	699,143	719,143	47,783	345,201	373,942	48.00%
279 - FAMILY / JUVENILE COURT	395,583	904,870	904,870	66,562	489,291	415,579	54.07%
283 - CIRCUIT COURT	173,481	340,800	340,800	27,659	182,942	157,858	53.68%
286 - DISTRICT COURT	497,776	997,021	997,021	78,383	528,881	468,140	53.05%
289 - FRIEND OF THE COURT	687,658	1,314,428	1,314,428	94,350	700,657	613,771	53.31%
294 - PROBATE COURT	262,677	502,959	502,959	37,520	288,816	214,143	57.42%
296 - PROSECUTING ATTORNEY	548,391	1,214,950	1,220,279	73,242	586,303	633,976	48.05%
301 - SHERIFF	1,350,604	2,907,363	2,907,363	230,539	1,648,397	1,258,966	56.70%
304 - LAW & COURTS SECURITY	87,729	157,905	157,905	13,166	93,998	63,907	59.53%
316 - SECONDARY ROAD PATROL	58,427	104,241	104,241	6,877	57,503	46,738	55.16%
331 - MARINE LAW ENFORCEMENT	430	55,070	265,070	586	2,661	262,409	1.00%
345 - PUBLIC SAFETY DEPT	152,729	369,573	369,573	21,882	155,886	213,687	42.18%
351 - JAIL OPERATION	1,671,718	3,292,748	3,292,748	240,745	1,770,889	1,521,859	53.78%
426 - EMERGENCY MGMT / HOMELAND SECURITY	61,669	91,175	91,175	7,771	58,871	32,304	64.57%
430 - ANIMAL CONTROL	214,961	414,605	414,605	31,925	245,804	168,801	59.29%
441 - PUBLIC WORKS	549	1,150	1,150	0	415	735	36.10%
442 - DRAIN COMMISSIONER	74,001	129,394	129,394	8,771	71,646	57,748	55.37%
528 - WASTE COLLECTION/DISPOSAL	6,937	26,356	26,356	0	3,630	22,726	13.77%
568 - SOIL CONSERVATION	5,000	5,000	5,000	0	5,000	0	100.00%
601 - HEALTH DEPARTMENT	266,253	293,544	293,544	0	0	293,544	0.00%
631 - SUBSTANCE ABUSE	(65,006)	75,305	75,305	0	11,230	64,075	14.91%
648 - MEDICAL EXAMINER	83,172	162,000	162,000	8,657	119,515	42,486	73.77%
649 - MENTAL HEALTH	57,000	114,000	114,000	28,500	85,500	28,500	75.00%
681 - VETERANS' BURIALS	3,162	10,000	10,000	1,890	6,451	3,549	64.51%
682 - VETERANS' COUNSELOR	55,682	115,842	121,342	7,786	68,985	52,357	56.85%
701 - PLANNING COMMISSION	366	25,956	25,956	439	12,305	13,651	47.41%
710 - COOPERATIVE EXTENSION	79,270	130,316	130,316	2,930	90,654	39,662	69.57%
751 - PARKS & RECREATION	116,946	234,665	234,665	14,542	121,121	113,544	51.61%

	ACTUAL @ 04/30/2022	2022-2023 ORIGINAL	2022-2023 AMENDED	ACTIVITY FOR APR 2023	ACTUAL @ 04/30/2023	AVAILABLE BALANCE	% BDGT USED
966 - TRANSFERS OUT	585,647	1,184,774	1,308,274	0	556,762	751,512	42.56%
TOTAL EXPENDITURES	10,389,735	21,790,614	22,167,205	1,481,633	11,452,321	10,714,884	51.66%

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
UNASSIGNED FUND BALANCE 9/30/22	9,018,784	Pre-audit - estimate
ADOPTED FUND BALANCE ALLOCATION	1,849,469	Original 2022-2023 Budget as adopted
	4,000	Adjustments to FY 23 Budget
	<u>1,853,469</u>	
EST. UNASSIGNED FUND BALANCE 9/30/23	<u><u>7,165,315</u></u>	



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: May 18, 2023

RE: Village of Marcellus Annexation Petition

REQUEST:

Approve for Public Hearing on Proposed Annexation and Order of Annexation to be added to June 1, 2023 Regular Meeting Agenda.

BACKGROUND:

The Village of Marcellus has submitted a Petition to Annex parcels into the Village. The Petition to Annex, Village of Marcellus Resolution Annexing Property, Minutes from Marcellus Township Public Hearing, and Notice of Public Hearing are attached for review. Of note, both the Village and Township have provided their respective approval of the Petition for Annexation.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Ex: Administration, Maintenance, HR, and IT)

FINANCIAL ANALYSIS:

N/A

RECOMMENDATION:

Approve for Public Hearing on Petition to Annex to be held and an Order of Annexation to be added to the Consent Agenda of the June 1, 2023 Regular Meeting.



177. E. Main Street, P.O. Box 429
Marcellus, MI 49067-0429
Phone: (269)-646-5485
Fax: (269)-646-0065
Website: villageofmarcellus.org

**PETITION TO THE CASS COUNTY BOARD OF COMMISSIONERS TO
ANNEX CERTAIN LAND TO THE VILLAGE OF MARCELLUS**

The Marcellus Village Council, Cass County, Michigan, having adopted Resolution Number 2023-05 attached hereto as **Exhibit A**, determining to annex to the Village of Marcellus, Cass County, Michigan, all of the following described lands located in the Township of Marcellus, to-wit:

344-796 273B BEG W 1/4 POST, TH E ON 1/4 LINE TO NE COR W 1/2 SW 1/4, S 66 FT, W 610 FT, S 500 FT, E 30 FT, S 794 FT, W 740 FT, N 1360 FT TO BEG. SEC 23 23.64 A M/L. SUBJECT TO EASEMENT

348-5 273C 5-13 SEC 23 T5S R13W E 258 FT OF S 230 FT OF N 296 FT OF W 1/2 SW 1/4. 1.36 A M/L.

273 COM AT SE COR W 1/2 SW 1/4, TH S 89 DEG 29'54"W 1094.83 FT, N 0 DEG 47'W 409.42 FT, S 89 DEG 29'54"W 208.71 FT, N 0 DEG 47'5"W 866.1 FT, E 1302.44 FT, S 0 DEG 50'20"E 583 FT, S 89 DEG 9'39"W 245.52 FT, S 0 DEG 50'20"E 208.58 FT, N 89 DEG 9'39"E 245.52 FT, S 0 DEG 50'20"E 472.56 FT TO BEG. SEC 23 34.84 A.

L.C. 458-139 249B COM S 346.5 FT FRM NE COR SEC TH W 473.2 FT, S 344.8 FT E 473.2 FT N 344.8 FT TO BEG SEC 21 3.75 A
457-620 249B-1 COM S 280.5 FT FRM NE COR SEC TH W 473.2 FT S 66 FT, E 473.2 FT, N 66 FT TO BEG SEC 21 .72A

354-1082 249D 5-13 SEC 21 T5S R13W BEG AT PT ON SEC LINE 497 FT W OF NE COR SEC 21 TH W 166 FT ALONG SEC LINE TH S 280.5 FT TH E 166 FT TH N 280.5 FT TO PT OF BEG. 1.069 A M/L.

249C COM W 663 FT FRM NE COR SEC, TH S 0 DEG 2'15"E 200 FT, W 140 FT, N 0 DEG 2'15"W 200 FT, E 140 FT TO BEG. SEC 21 .64 A.

249C-2 COM W 803 FT FRM NE COR SEC, TH S 0 DEG 2'15"E 200 FT, E 140 FT, S 0 DEG 2'15"E 80.5 FT, E 189.8 FT, S 30.6 FT, S 87 DEG 39'W 514.23 FT, N 332.185 FT, E 184 FT TO BEG. SEC 21 1.89 A.

497-838 497-837 249C-1 SEC 21 T5S R13W COM ON SEC LINE 987 FT W OF NE COR SEC, TH W 150 FT, S 280.5 FT, E 150 FT, N 280.5 FT TO BEG. .97 A M/L.

376-1107 349-914 250 5-13 SEC 21 T5S R13W BEG ON SEC LINE 1137 FT W OF NE COR SEC, TH W 168 FT TO NW COR NE 1/4 NE 1/4, TH S 199.4 FT, E 168 FT PARA SEC LINE TO PT 199.4 FT S OF BEG, N TO BEG.

443-156 260F SEC 22 T5S R13W COM 9 RDS S OF SE COR LOT 50, JONES ADD, S TO GT RR, SWLY ALONG RR TO W BOUNDARY SEC, N TO PT DUE W OF BEG E TO BEG.

443-156 260G 5-13 SEC 22 T5S R13W COM 107.5 RDS S OF NE COR W 1/2 NW 1/4, TH W 11 RDS, N 19 1/2 RDS, W 21 RDS, N TO GT RR, SWLY ALONG RR TO W LINE OF SEC, S ALONG SAID LINE TO PT 406 FT N OF E & W 1/4 LN, E ON 1/4 LINE TO E LINE OF W 1/2 OF NW 1/4, N TO BEG. 21.55 A. M/L

379-856 260G-1 5-13 SEC 22 T5S R13W S 406 FT OF W 1/2 NW 1/4. EX E 214.5 FT THEREOF. 10.25 A.

. 249E 5-13 SEC 21 T5S R13W BEG AT PT ON SEC LINE 297 FT W OF NE COR OF SEC TH W 200 FT, TH S 280.5 FT, TH E 200 FT, TH N 280.5 FT TO PL OF BEG. 1.29 A.

PARCELS ARE SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD OR OTHERWISE.

PARCELS ARE SUBJECT TO THE RIGHTS OF THE PUBLIC AND GOVERNMENTAL UNITS OVER ANY PART THEREOF TAKEN, USED OR DEEDED FOR STREET, ROAD OR HIGHWAY PURPOSES,

pursuant to Section 6, Chapter 14, of Act 3 of 1985 of the Public Acts of Michigan being MCL 74.6; MSA 5.1470), the Village of Marcellus, Cass County, Michigan, hereby petitions the Board of Commissioners of Cass County, Michigan to order the annexation in accordance with the Resolution and this Petition. The reasons for the annexation are set forth in the attached resolution which is made part hereof.

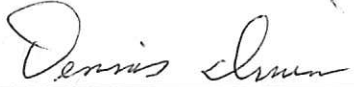
The reasons for the annexation are fully set forth in the resolution of the Village Council of the Village of Marcellus, Cass County, Michigan, attached hereto. The annexation is necessary to promote the business and economic development of the Village of Marcellus.

Petitioner prays that the Board of Commissioners set a date on which it will conduct a public hearing of the petition, the Board of Commissioners order and determine that the annexation, as proposed, be approved and that the lands above described be annexed and be incorporated within the corporate limits of the Village of Marcellus, Cass County, Michigan, and to determine and order that the annexation

as set forth in the petition be granted, and that the lands described herein be annexed and incorporated into the corporate jurisdictional boundaries of the Village of Marcellus, Cass County, Michigan.

Signed in Marcellus, Michigan, this 9th day of May, 2023.

VILLAGE COUNCIL OF THE VILLAGE OF MARCELLUS

A handwritten signature in cursive script, appearing to read "Dennis Irwin", written over a horizontal line.

Dennis Irwin
Village President

A handwritten signature in cursive script, appearing to read "Jacqueline A. Terrill", written over a horizontal line.

Jacqueline A. Terrill
Village Manager/Clerk

RESOLUTION 2023-05

A RESOLUTION OF THE VILLAGE OF MARCELLUS COUNCIL ANNEXING PROPERTY TO THE VILLAGE OF MARCELLUS

VILLAGE OF MARCELLUS, COUNTY OF CASS, STATE OF MICHIGAN

At a regular meeting of the Village of Marcellus, County of Cass, State of Michigan, held in said Village on May 9, 2023, there were:

Present: Markle, Engstrom, Welburn, Irwin, Thomas, Haley and Webb

Absent: None

The following Resolution was offered by Irwin and seconded by Webb.

WHEREAS, it is to the mutual advantage and benefit of the people in the Village of Marcellus to promote business and industrial development and to attract housing, business and industry to create payrolls and improve the general economic condition of the Village of Marcellus;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Marcellus in a regular meeting as follows:

1. That the Village Council of Marcellus, Cass County, Michigan, petition the Board of Commissioners of the County of Cass to annex to the Village of Marcellus the described land on page two of this document:
2. The Village of Marcellus wishes to expand its boundaries for business and economic development.
3. The Village of Marcellus wishes to expand its boundaries to satisfy the need for increased population by way of boosting the housing market and thus in turn increasing the school district and the size of the Downtown Development Authority's boundaries for increased positive downtown businesses.
4. The Village's current Master Plan review process includes the intention of adding an industrial park to further increase employment opportunities within the Village of Marcellus.
5. Activities in the northwest corner/edge of Village limits have changed so that the Village must change its future growth plans.
6. That the President and the Clerk of the Village of Marcellus are authorized to sign a petition directed to the Board of Commissioners of Cass County and to attach a copy of this resolution to the petition, said petition requesting that

RESOLUTION 2023-05

A RESOLUTION OF THE VILLAGE OF MARCELLUS COUNCIL ANNEXING PROPERTY TO THE VILLAGE OF MARCELLUS

7. the Board of Commissioners hold a hearing and take action on the petition as prayed for in the petition.

Ayes: All.

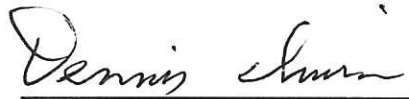
Nays: None.

Dated: May 9, 2023



Jacqueline A. Terrill
Marcellus Village Manager/Clerk

Dated: May 9, 2023



Dennis Irwin
Marcellus Village President

Certification: I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Village Council of the Village of Marcellus, County of Cass, State of Michigan, at a meeting held on May 9, 2023, the original of which is on file in my office and available to the public. Public Notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, including in the case of a special or rescheduled meeting, notice by posting at least 18 hours prior to the time set for said meeting.



Jacqueline A. Terrill
Marcellus Village Manager/Clerk

RESOLUTION 2023-05**A RESOLUTION OF THE VILLAGE OF MARCELLUS COUNCIL ANNEXING
PROPERTY TO THE VILLAGE OF MARCELLUS**

Parcel #	Owner Name	Legal Address	Mailing Address	Legal Description
14-050-023-016-01	Village of Marcellus	Hemlock Lake Rd Marcellus, MI 49067	PO Box 429 Marcellus, MI 49067	344-796 273B BEG W 1/4 POST, TH E ON 1/4 LINE TO NE COR W 1/2 SW 1/4, S 66 FT, W 610 FT, S 500 FT, E 30 FT, S 794 FT, W 740 FT, N 1360 FT TO BEG. SEC 23 23.64 A M/L. SUBJECT TO EASEMENT
14-050-023-017-00	Village of Marcellus	Hemlock Lake Rd Marcellus, MI 49067	PO Box 429 Marcellus, MI 49067	348-5 273C 5-13 SEC 23 T5S R13W E 258 FT OF S 230 FT OF N 296 FT OF W 1/2 SW 1/4. 1.36 A M/L.
14-050-023-014-02	Village of Marcellus	Hemlock Lake Rd Marcellus, MI 49067	PO Box 429 Marcellus, MI 49067	273 COM AT SE COR W 1/2 SW 1/4, TH S 89 DEG 29'54"W 1094.83 FT, N 0 DEG 47'W 409.42 FT, S 89 DEG 29'54"W 208.71 FT, N 0 DEG 47'5"W 866.1 FT, E 1302.44 FT, S 0 DEG 50'20"E 583 FT, S 89 DEG 9'39"W 245.52 FT, S 0 DEG 50'20"E 208.58 FT, N 89 DEG 9'39"E 245.52 FT, S 0 DEG 50'20"E 472.56 FT TO BEG. SEC 23 34.84 A.
14-050-021-003-00	Koewers John Life Estate Koewers Matt E Et Al	258 Adams St Marcellus, MI 49067	258 Adams St Marcellus, MI 49067	L.C. 458-139 249B COM S 346.5 FT FRM NE COR SEC TH W 473.2 FT, S 344.8 FT E 473.2 FT N 344.8 FT TO BEG SEC 21 3.75 A
14-050-021-003-10	Robert & Emagene Owen	160 Adams St. Marcellus, MI 49067	PO Box 11 Marcellus, MI 49067	457-620 249B-1 COM S 280.5 FT FRM NE COR SEC TH W 473.2 FT S 66 FT, E 473.2 FT, N 66 FT TO BEG SEC 21 .72A
14-050-021-006-00	Marcellus Community Schools	W Main St Marcellus, MI 49067	PO Box 48 Marcellus, MI 49067	354-1082 249D 5-13 SEC 21 T5S R13W BEG AT PT ON SEC LINE 497 FT W OF NE COR SEC 21 TH W 166 FT ALONG SEC LINE TH S 280.5 FT TH E 166 FT TH N 280.5 FT TO PT OF BEG. 1.069 A M/L.

RESOLUTION 2023-05

A RESOLUTION OF THE VILLAGE OF MARCELLUS COUNCIL ANNEXING PROPERTY TO THE VILLAGE OF MARCELLUS

14-050-021-004-01	Township of Marcellus	W Main St Marcellus, MI 49067	PO Box 218 Marcellus, MI 49067	249C COM W 663 FT FRM NE COR SEC, TH S 0 DEG 2'15"E 200 FT, W 140 FT, N 0 DEG 2'15"W 200 FT, E 140 FT TO BEG. SEC 21 .64 A.
14-050-021-005-12	Marcellus Community Schools	W Main St Marcellus, MI 49067	PO Box 48 Marcellus, MI 49067	249C-2 COM W 803 FT FRM NE COR SEC, TH S 0 DEG 2'15"E 200 FT, E 140 FT, S 0 DEG 2'15"E 80.5 FT, E 189.8 FT, S 30.6 FT, S 87 DEG 39'W 514.23 FT, N 332.185 FT, E 184 FT TO BEG. SEC 21 1.89 A.
14-050-021-005-00	Amy's Fabulous Diner, LLC	591 W Main St Marcellus, MI 49067	505 E Main St Marcellus, MI 49067	497-838 497-837 249C-1 SEC 21 T5S R13W COM ON SEC LINE 987 FT W OF NE COR SEC, TH W 150 FT, S 280.5 FT, E 150 FT, N 280.5 FT TO BEG. .97 A M/L.
14-050-021-010-00	Hostetler Kyle & Nicole	W Main St Marcellus, MI 49067	53515 Griffis Rd., Dowagiac, MI 49047	376-1107 349-914 250 5-13 SEC 21 T5S R13W BEG ON SEC LINE 1137 FT W OF NE COR SEC, TH W 168 FT TO NW COR NE 1/4 NE 1/4, TH S 199.4 FT, E 168 FT PARA SEC LINE TO PT 199.4 FT S OF BEG, N TO BEG.
14-050-022-008-00	Marcellus Community Schools	W Main Street Marcellus, MI 49067	PO Box 48 Marcellus, MI 49067	443-156 260F SEC 22 T5S R13W COM 9 RDS S OF SE COR LOT 50, JONES ADD, S TO GT RR, SWLY ALONG RR TO W BOUNDARY SEC, N TO PT DUE W OF BEG E TO BEG.
14-050-022-009-02	Cordell R & Kay F Jones	Centre St S Marcellus, MI 49067	PO Box 187 Marcellus, MI 49067	443-156 260G 5-13 SEC 22 T5S R13W COM 107.5 RDS S OF NE COR W 1/2 NW 1/4, TH W 11 RDS, N 19 1/2 RDS, W 21 RDS, N TO GT RR, SWLY ALONG RR TO W LINE OF SEC, S ALONG SAID LINE TO PT 406 FT N OF E & W 1/4 LN, E ON 1/4 LINE TO E LINE OF W 1/2 OF NW 1/4, N TO BEG. 21.55 A. M/L

RESOLUTION 2023-05

A RESOLUTION OF THE VILLAGE OF MARCELLUS COUNCIL ANNEXING PROPERTY TO THE VILLAGE OF MARCELLUS

14-050-022-010-02	Marcellus VFW Post 4054	S Centre St Marcellus, MI 49067	PO Box 606 Marcellus, MI 49067	379-856 260G-1 5-13 SEC 22 T5S R13W S 406 FT OF W 1/2 NW 1/4. EX E 214.5 FT THEREOF. 10.25 A.
14-050-021-007-00	13095 Marcellus, LLC	13095 M 40 Marcellus, MI 49067	640 North Old Woodward Ave, Suite 203 Birmingham, MI 49009	. 249E 5-13 SEC 21 T5S R13W BEG AT PT ON SEC LINE 297 FT W OF NE COR OF SEC TH W 200 FT, TH S 280.5 FT, TH E 200 FT, TH N 280.5 FT TO PL OF BEG. 1.29 A.

Marcellus Township Public Hearing
Minutes
April 13, 2023

The Marcellus Township Board held a public hearing on April 13, 2023 to discuss their role in the annexation with the Village of Marcellus. Supervisor Koshar called the meeting to order at 4:30pm.

Roll call: Koshar, Hess, Schick, and Plummer. Absent: Mroz. Township Attorney Harold Schuitmaker was also in attending along with members of the Village staff and other guests.

Moved by Koshar, seconded by Plummer, to allow annexation with the exception of the Lake Area Sewer Authorities (LASA) Properties. Roll call vote: Ayes: Koshar, Hess, Plummer, Schick – Absent: Mroz – Motion Carried.

Motion by Koshar, seconded by Hess, that the property that is currently Sugarloaf will continue to be regulated by Township Ordinances until it is no longer a marijuana grow, at which time it will fall under Village Ordinances. Roll Call vote: Ayes: Koshar, Hess, Plummer, Schick – Absent: Mroz – Motion Carried

Motion by Hess, seconded by Koshar, to adjourn at 5:16pm. All ayes – motion carried

Respectfully Submitted,

Edward J. Koshar
Township Supervisor

Darcie L Plummer
Township Clerk

NOTICE OF HEARING THE PETITION OF THE VILLAGE OF MARCELLUS TO ANNEX

CERTAIN TERRITORY TO THE VILLAGE OF MARCELLUS

VILLAGE OF MARCELLUS, COUNTY OF CASS, STATE OF MICHIGAN

TO WHOM IT MAY CONCERN:

NOTICE IS GIVEN that the Village Council of the Village of Marcellus, Cass County, Michigan has petitioned the Cass County Board of Commissioners to annex to the Village of Marcellus, Cass County, Michigan, the following described lands located in the Township of Marcellus, Cass County, Michigan, to-wit:

344-796 273B BEG W 1/4 POST, TH E ON 1/4 LINE TO NE COR W 1/2 SW 1/4, S 66 FT, W 610 FT, S 500 FT, E 30 FT, S 794 FT, W 740 FT, N 1360 FT TO BEG. SEC 23 23.64 A M/L. SUBJECT TO EASEMENT

348-5 273C 5-13 SEC 23 T5S R13W E 258 FT OF S 230 FT OF N 296 FT OF W 1/2 SW 1/4. 1.36 A M/L.

273 COM AT SE COR W 1/2 SW 1/4, TH S 89 DEG 29'54"W 1094.83 FT, N 0 DEG 47'W 409.42 FT, S 89 DEG 29'54"W 208.71 FT, N 0 DEG 47'5"W 866.1 FT, E 1302.44 FT, S 0 DEG 50'20"E 583 FT, S 89 DEG 9'39"W 245.52 FT, S 0 DEG 50'20"E 208.58 FT, N 89 DEG 9'39"E 245.52 FT, S 0 DEG 50'20"E 472.56 FT TO BEG. SEC 23 34.84 A.

L.C. 458-139 249B COM S 346.5 FT FRM NE COR SEC TH W 473.2 FT, S 344.8 FT E 473.2 FT N 344.8 FT TO BEG SEC 21 3.75 A
457-620 249B-1 COM S 280.5 FT FRM NE COR SEC TH W 473.2 FT S 66 FT, E 473.2 FT, N 66 FT TO BEG SEC 21 .72A

354-1082 249D 5-13 SEC 21 T5S R13W BEG AT PT ON SEC LINE 497 FT W OF NE COR SEC 21 TH W 166 FT ALONG SEC LINE TH S 280.5 FT TH E 166 FT TH N 280.5 FT TO PT OF BEG. 1.069 A M/L.

249C COM W 663 FT FRM NE COR SEC, TH S 0 DEG 2'15"E 200 FT, W 140 FT, N 0 DEG 2'15"W 200 FT, E 140 FT TO BEG. SEC 21 .64 A.

249C-2 COM W 803 FT FRM NE COR SEC, TH S 0 DEG 2'15"E 200 FT, E 140 FT, S 0 DEG 2'15"E 80.5 FT, E 189.8 FT, S 30.6 FT, S 87 DEG 39'W 514.23 FT, N 332.185 FT, E 184 FT TO BEG. SEC 21 1.89 A.

497-838 497-837 249C-1 SEC 21 T5S R13W COM ON SEC LINE 987 FT W OF NE COR SEC, TH W 150 FT, S 280.5 FT, E 150 FT, N 280.5 FT TO BEG. .97 A M/L.

376-1107 349-914 250 5-13 SEC 21 T5S R13W BEG ON SEC LINE 1137 FT W OF NE COR SEC, TH W 168 FT TO NW COR NE 1/4 NE 1/4, TH S 199.4 FT, E 168 FT PARA SEC LINE TO PT 199.4 FT S OF BEG, N TO BEG.

**NOTICE OF HEARING THE PETITION OF THE VILLAGE OF MARCELLUS TO ANNEX
CERTAIN TERRITORY TO THE VILLAGE OF MARCELLUS**

443-156 260F SEC 22 T5S R13W COM 9 RDS S OF SE COR LOT 50, JONES ADD, S TO GT RR, SWLY ALONG RR TO W BOUNDARY SEC, N TO PT DUE W OF BEG E TO BEG.

443-156 260G 5-13 SEC 22 T5S R13W COM 107.5 RDS S OF NE COR W 1/2 NW 1/4, TH W 11 RDS, N 19 1/2 RDS, W 21 RDS, N TO GT RR, SWLY ALONG RR TO W LINE OF SEC, S ALONG SAID LINE TO PT 406 FT N OF E & W 1/4 LN, E ON 1/4 LINE TO E LINE OF W 1/2 OF NW 1/4, N TO BEG. 21.55 A. M/L

379-856 260G-1 5-13 SEC 22 T5S R13W S 406 FT OF W 1/2 NW 1/4. EX E 214.5 FT THEREOF. 10.25 A.

. 249E 5-13 SEC 21 T5S R13W BEG AT PT ON SEC LINE 297 FT W OF NE COR OF SEC TH W 200 FT, TH S 280.5 FT, TH E 200 FT, TH N 280.5 FT TO PL OF BEG. 1.29 A.

This notice shall be published in *The Marcellus News*, a newspaper published in the Village of Marcellus, one time each week for three weeks immediately preceding the hearing on the petition.

This notice shall be posted in said Village of Marcellus and on the above-described lands in the manner required by law.

The hearing on the petition will be a public hearing and all persons for or against the proposed annexation may be heard. The hearing will be at the Cass County building at 120 N. Broadway, Suite 200, Cassopolis, Michigan, 2nd Floor Commissioner chambers on the 1st day of June 2023, at 5:00 p.m. EST.

Dated: April 19, 2023

Monica McMichael
Clerk of the Cass County Board of
Commissioners

Dated: April 19, 2023

Jacqueline A. Terrill
Marcellus Village Manager/Clerk



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: May 18, 2023

RE: Silver Creek Township – Right to Farm

REQUEST:

Discussion on County's Role, if any, regarding Right to Farm submission to MDARD concerning a parcel in Silver Creek Township.

BACKGROUND:

A property owner in Silver Creek Township has submitted a Right to Farm Application to MDARD for a Poultry Facility. There have been some residents and other interested parties that have contacted Commissioners and the County concerning this matter. As such, a discussion is proposed to review the status of the situation and determine what role, if any, the Board of Commissioners may have concerning this matter.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Ex: Administration, Maintenance, HR, and IT)

Administration

FINANCIAL ANALYSIS:

N/A

RECOMMENDATION:

Discuss the situation and determine if any future consideration is appropriate or should be considered regarding this matter.



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Krista Smith, Community Corrections Manager

DATE: May 18, 2023

RE: FY 24 Community Corrections Application & Plan

REQUEST:

Recommend FY 24 Community Corrections Application & Plan be included on the June 1, 2023 Regular Meeting Agenda.

BACKGROUND:

Annually, the County approves the Community Corrections Application & Plan. The attached documentation is applicable to fiscal year 2024.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Ex: Administration, Maintenance, HR, and IT)

Administration, Sheriff, Community Corrections Advisory Board

FINANCIAL ANALYSIS:

Grant Funding Request to MDOC of \$83,775.00

RECOMMENDATION:

Approve for FY 24 Community Corrections Application & Plan be included on Consent Agenda of June 1, 2023 Regular Meeting.

Summary of Program Services FY2024

[illegible]

Program Cost Descriptions FY2024

CASS COUNTY

Salary & Wage Costs

Position 1

[illegible]

				-	
				-	
				-	
				-	
Totals	53,500	31,495	-	84,995	

Salary & Wage Totals	53,500	31,495	-	84,995	
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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 x 25 = \$550

Funding Sources & Cost Allocation				
Program Code	CPS	Local/Other	Fee Revenue	Totals
C01 - MRT - MEN	7,750			7,750
				-
				-
				-
				-
				-
				-
				-
Sub - Total	7,750	-	-	7,750

Contract 2

Name of Provider:	Tara Smith
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.

				-	
				-	
				-	
				-	
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	-	-	-	-	

Other

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

MDOC - OCA Use Only.

**MICHIGAN DEPARTMENT OF CORRECTIONS
OFFICE OF COMMUNITY CORRECTIONS
FY 2024 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	15,325			-
Domestic Violence	C05	-			-
Sex Offender	C06	-			-
Outpatient Services	G18	-			-
Other Group Services	G00	-			-
Sub-Total		15,325	-	-	-
Supervision Programs					
Intensive Supervision	D23	-			-
Electronic Monitoring	D08	-			-
Pretrial Supervision	F23	34,950			-
Sub-Total		34,950	-	-	-
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		63,775	-	-	-
Administration					
Salary & Wages		20,000.00			-
Contractual Services		-			-
Equipment		-			-
Supplies		-			-
Travel		-			-
Training		-			-
Board Expenses		-			-
Other		-			-
Administration Total		20,000	-	-	-
Total Comprehensive Plans & Services		83,775	0	0	0

TOTAL FUNDING REQUEST

\$ 83,775.00



Program Description

Administration

FY: 2024

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 and must be identified in the Budget Cost Descriptions.

NOTE:

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

1. Local/other contributions to Administrative functions per fiscal year: \$ 31,495 <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 including review and approval of Quarterly Reports 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 to 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 by phone and via email with contracted services providers to discuss program status, address trends follow up on referrals and evaluate program direction and offenders needs.



Program Description

Administration

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 settings.
7. How often is program utilization reviewed? Explain: Utilization is reviewed monthly and in greater detail in conjunction with the Quarterly Utilization report.
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 2024 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 2024

CCAB Name: CASS COUNTY

Email the application to:

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

DUE DATE: May 1, 2023

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	Greg 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:	269-445-1245	269-445-1254		
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 26, 2023
Date application was approved by county board(s) of commissioners and/or city council:	Tentative June 1, 2023
Date application was submitted to OCC:	April 27, 2023

B: CCAB MEMBERSHIP (please enter "vacant" for any vacant membership position)		
Representing:	Name	Email
County Sheriff:	Richard Behnke	rickb@cassco.org
Chief of Police:	Jeremey Carlisle	carlislej@michigan.gov
Circuit Court Judge:	Mark Herman	markh@cassco.org
District Court Judge:	Stacey Rentfrow	staceyr@cassco.org
Probate Court Judge:	Carol Bealor	carolb@cassco.org
County Commissioner(s) (One required for each member county):	James Lawrence	jamesl@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 Attorney:	Greg Feldman	attygfeldman@gmail.com
Business Community:		
Communications Media:	Ambrosia Neldon	ambrosian@cassco.org
Circuit/District Probation:	Carl Butler	butlerc@michigan.gov
City Councilperson (Applies to City or City/County Regional CCABs only – one from each member City/County required):		
Workforce Development:		
1. Does your CCAB have Bylaws? Yes 2. 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)? **Last fiscal year the CCAB had several vacancies, many are now filled. The CCAB members continue to reach out to community stakeholders in an effort to fill two remaining vacant positions.**

SECTION II: DATA ANALYSES & COMPREHENSIVE CORRECTIONS PLAN

Introduction and Instructions for your Comprehensive Corrections Plan:

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

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

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

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

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

Felony Data Analyses:

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

A thorough analysis of the data should include:

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

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

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

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

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

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

A: FELONY DATA ANALYSES

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

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						
FY 2022 State PCR:	18.4%	Group 2 Rate:	12.6%	Straddle Cell Rate:	21.1%	Group 2 Straddle Rate:	20.3%
Overall PCR:	12% - 31 prison dispositions out of 261 felony dispositions						
Group 1:	20% - 16 prison dispositions out of 81 felony dispositions						
Group 2:	8% - 15 prison dispositions out of 180 felony dispositions						
Straddle PCR:	9% - 7 prison dispositions out of 79 felony dispositions						
Group 1:	12% - 3 prison dispositions out of 25 felony dispositions						
Group 2:	7.4% - 4 prison dispositions out of 54 felony dispositions						

3. ANALYSIS

- For returning applicants: Did you meet your Key Objectives for the previous two fiscal years? Yes If not, please provide an analysis of why:
- For all applicants: Please provide information/local data to explain any changes in PCRs and dispositions. If requesting programming for specific populations (examples: OUIL-3rds, delayed/deferred sentences, prison diversion, pretrial, etc.) please provide supportive data analyses for these populations, including any additional pertinent information necessary to establish trends: **Felony Dispositions for FY 2022 increased 28% over FY 2021. COVID restrictions during 2020 and into 2021 created a significant backlog in the Courts Dockets. With COVID restrictions relaxing in FY 2022, the backlog in criminal cases has improved. The overall PCR has dropped to 12% for FY 2022, five points lower than FY 2021 and well below the State PCR. OMNI data indicates a total of 21 OUIL 3rd dispositions with no prison commitments. This is a 50% increase over FY 2021. This increase is attributed again to COVID restrictions relaxing in FY 2022. Also impacting this increase is Cass County Law Enforcement Agencies throughout the entire county have newly hired/trained officers on the road that are more aggressive in traffic patrol.**
- Straddle Cell PCR for FY 2022 increased by under two points to 8.8% with 79 dispositions and seven prison commitments compared to FY 2021 PCR of 6% with 50 dispositions and three prison commitments.
- The Cass County Prosecutor's Office has been understaffed through the second half of FY 2022 and into FY 2023. This has had some impact on Problem Solving Court referrals. The Problem-Solving Courts have also experienced a reorganization, with changes in Program Coordinators and Case Management and a redistribution of staff responsibilities and roles. Cass County continues to have an impact on the overall PCR through Problem Solving Court opportunities for offenders.

B: FELONY RECIDIVISM ANALYSIS

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

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

Total	5						5
FY 2022 Probation Violation – Technical to Prison							
Total	1						1
1. ANALYSIS a. <i>For all applicants:</i> Please provide information/local data to explain any changes in Probation Violator data, including prison and non-prison dispositions: The data indicates that the total number of Probation Violations has increased during FY 2022, with 71 Probation Violations filed in FY 2022 and 60 in FY 2021. The overall PCR for all Probation Violations has relatively stable at 8.4 % for FY 2022, a slight reduction from FY 2021 at 9.37%. FY 2022 OMNI data indicates a total of 5 prison commitments for PV New Sentence offenders for a PCR of 7%, a slight increase over FY 2021 at 6.25%. PV Technical offenders totaled 42 for FY 2022, up from 36 for FY 2021, with just one prison commitment. It is likely that the relaxing of COVID restrictions beginning in FY 2022 lead to the increase in PV filings in FY 2022. MDOC Probation Agents have also noted the impact of Senate Bill 1050 on Probation Violation filings that is likely to have an impact on PV filings going forward.							

C: 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 <u>must have at least one</u> Sentenced Felons Key Objective. • CCABs applying for funding targeting Pretrial Population <u>must have both</u> 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 maintain the County's Appearance rate at 85%	
List OCC Programs in support of Objective #1 (include CCIS Code and Local Name of Program <i>as they appear on the program descriptions</i>):	
F-22 Pretrial Assessment - continuation	
F-23 Pretrial Supervision - continuation	
List Non-OCC funded Programs in support of Objective #1:	
Jail based and community based Case Management	
Jail based Medication Assisted Treatment	
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 90% 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>):	
F-22 Pretrial Assessment - continuation	
F-23 Pretrial Supervision - continuation	
List Non-OCC funded Programs in support of Objective #2:	
Jail based and community based Case Management	

Jail based Medication Assisted Treatment Peer Support
3. Key Objective #3 is intended to impact Sentenced Felons Please state the Objective: To maintain the County's overall Prison Commitment Rate at 15% 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 Substance Use Disorder Groups (Men & Women's Groups) Jail Case Management Adult Treatment Court/Sobriety Court Mental Health Court Family Treatment Court Family Preservation Program Swift & Sure Sanctions Probation Program Peer Support Jail Base Medication Assisted Treatment Woodlands Behavioral Healthcare Crisis Response Team Celebrate Recovery
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:

D: COMPAS CRIMINOGENIC NEEDS PROFILE
1. Please list the Top 3 needs scales (medium/probable and high/highly probable combined) as identified within the COMPAS Criminogenic Needs and Risk Profile for <i>all probationers</i> provided by OCC. Additionally, identify both the local and proposed 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> Information provided by OCC for FY 2022 indicate the following top risks/needs for all probationers: 2. Substance Abuse 3. Criminal Personality 4. Residential Insecurity 5. 6. OCC funded programming impacting the top probationer needs: 6. 7. CO-1 MRT Men 7. 8. CO-1 MRT Women 8. 9. Other local programming impacting the top probationer needs: 9. 10. Jail Substance Use Disorder Group 10. 11. Jail Case Management 11. 12. Veterans Affairs VJO Coordinator 12. 13. Adult Treatment/Sobriety Court 13. 14. Mental Health Court 14. 15. Family Treatment Court

- 15. 16. Family Preservation Program
- 16. 17. Swift & Sure Sanctions Probation Program
- 17. 18. Peer Support
- 18. 19. COSSAP Grant initiatives
- 19. woodlands Behavioral Healthcare Crisis Response Team

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 in cooperation with Jail Medical Staff. Defendants in jail may be referred to Jail Substance Use Disorder 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 and subsequent appropriate ASAM Level of Care 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. Carol's Hope, Crisis Intervention Facility may be contacted to assist offenders with access to more intensive SUD services/ residential placement.**
3. 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:
4. What non-PA 511 funded services are available in your area? Be sure to include treatment court services.
5. 1. Jail Substance Use Disorder Group Men & Women
6. 2. Jail Case Management
7. 3. Family Treatment Court
8. 4. Family Preservation Program
9. 5. Adult Treatment/Sobriety Court
10. 6. Mental Health Court
11. 7. Swift & Sure Sanctions Probation Program
12. 8. Peer Support Services
13. 9. Sober Living Homes
14. 10. Jail based Medically Assisted Treatment (MAT)
15. 11. Carol's Hope Addiction Services
16. 12. Woodlands Crisis Response Team
- 17.

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. The Cass County Jail now has the ability to continue established Medication Assisted Treatment in the jail for offenders with established MAT provider through the COSSAP Grant. Woodlands Behavioral Healthcare has developed a Crisis Response Team, with the objective of providing intervention and follow-up assistance to divert individuals from criminal justice involvement. Both of these new initiatives will enhance services across all Problem Solving Courts as well as law enforcement overall and will continue 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: 2024
Local Program Name: MRT - MEN	
Service Provider: PRESTON COLLETT	
CCIS Service Type: C01 - Cognitive	
Total projected number of new enrollments: 25	
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 Reconation 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: **NA**

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 short 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 Violaters 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 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** – 90 % of offenders who successfully complete MRT will not have a probation violation within one year of program completion.

Data Element – Probation Violation Orders, MDOC Agent reports, Court Docket

Tracking Source -

1. **Who is tracking the Data Element?** CCAB Staff
2. **How is it being tracked?** The identified data element will be tracked at least quarterly for 12 months for each successfully discharged participant post completion.



Program Description

Group Programming

3. At what frequency is it being tracked? Quarterly

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

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

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

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

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

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



Program Description

Group Programming

CCAB: CASS COUNTY	FY: 2024
Local Program Name: MRT - WOMEN	
Service Provider: Tara Smith	
CCIS Service Type: C01 - Cognitive	
Total projected number of new enrollments: 15	
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: Choose an item.

- | | | |
|--|--|--|
| ☐ 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 2024 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 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 -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 behavioral 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.

b. **Program Key Performance Measure** - 90 % of offenders who successfully complete MRT will not have a probation violation within one year of program completion.



Program Description

Group Programming

Data Element - Probation Violation Orders, MDOC Agent reports, Court Docket

Tracking Source -

1. Who is tracking the Data Element? CCAB Staff
2. How is it being tracked? The identified data element will be tracked at least quarterly for 12 months for each successfully discharged participant post completion.
3. At what frequency is it being tracked? Quarterly

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

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

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

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

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

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



Service Description

Pretrial Risk Assessment Services

CCAB: CASS COUNTY	FY: 2024
Local Program Name: PRETRIAL ASSESSMENT	
Service Provider: KRISTA SMITH	
CCIS Service Type: F22 - Pretrial Assessment	
Total Projected Number of New Assessments (enrollment): 175	
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 as well as locally /otherwise funded programming including Adult Drug Court, Sobriety Court, Mental Health Court, Family Treatment Court, Swift and Sure Sanctions Probation Program and Jail Substance Use Disorder 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? Yes
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.



Service Description

Pretrial Risk Assessment Services

g.	How much time is anticipated to score one pretrial risk assessment (not including subsequent development of a recommendation or plan)? 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 or phone, 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 checked 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
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)? Yes 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 potential 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. <u>NOTE</u>: 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:	



Service 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 of 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)** – *Enter your projected percentage in the text box: 80 % of OCC-funded defendants will have release decisions/court-ordered bail corresponding with their assessed risk level (PRAXIS).*
- Data Element** - Completed PRAXIS, Court records, Jail release records
- Tracking Source** -
1. Who is tracking the Data Element? CCAB Manager
 2. How is it being tracked? Completed PRAXIS, Court records, Jail release records
 3. At what frequency is it being tracked? CCAB Manager reviews Data Elements weekly and quaraterly



Service Description

Pretrial Risk Assessment Services

Program Key Performance Measure – *Release Rate (REQUIRED)* - Enter your projected percentage in the text box: 85 % of OCC-funded defendants will secure release pending case disposition.

Data Element - Completed PRAXIS, Court records, Jail release records

Tracking Source –

1. Who is tracking the Data Element? CCAB Manager
2. How is it being tracked? Completed PRAXIS, Court records, Jail release records
3. At what frequency is it being tracked? CCAB Manager reviews Data Elements weekly and quarterly

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

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

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

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



Program Description

Pretrial Supervision Services

CCAB: Cass County	FY: 2024
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 20 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 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. The eligibility criteria for pretrial supervision (scores that will generate a recommendation of supervision) are:**
- 1) Defendants that score 0-2 on the PRAXIS and are charged with a violent felony;
- 2) Defendants that score 3-5 on the PRAXIS and are charged with a serious misdemeanor or non violent felony; and
- 3) Defendants that score 6-9 PRAXIS and are charged with a misdemeanor.
- Electronic monitoring while on pretrial supervision is supported for the following:
1. Defendants charged with an OUIL-3rd;
2. Victim cases;



Program Description

Pretrial Supervision Services

h.	3. Serious misdemeanor or non-violent felony scoring 6 or higher on the PRAXIS;
i.	4. Violent felony scoring 3 or higher on the PRAXIS.
j.	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.
	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, an additional \$1.25 for ethernet. \$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.
k.	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. Consistant compliance with supervision requirements may result in a reduced level of supervision.
l.	What is your average daily caseload per full time equivalent position (FTE) for pretrial supervision? 23
m.	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. Provide contact information for assigned Defense Attorney. Time per check in (including the time to complete compliance report documentation) 15 minutes per enrollee
n.	Does the program design include collateral contacts with family, employer, school, treatment provider, etc.? Yes
o.	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>
p.	Pretrial release conditions which include drug/alcohol testing should be limited. Describe the County's plan should a defendant test positive for a controlled



Program Description

Pretrial Supervision Services

substance. What interventions are available and presented to the court and/or defendant: NA
q. How is the County's plan mentioned in (h.) documented per defendant? NA
r. Are compliance reports shared with MDOC PSI writers? Pretrial Supervision Status Reports and Discharge Reports are shared with MDOC PSI writers and Supervising Agents.
s. Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: The population of the Cass County Jail continues to show an elevated 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: <i>(For CCABs requesting a new initiative, provide the <u>expected or current</u> Appearance and Public Safety Rates as defined below)</i>
a. What is your current Appearance Rate? 83% (The percentage of released defendants on OCC-funded pretrial supervision who attend all scheduled court appearances pending case disposition.)
b. What is your current Public Safety Rate? 95% (The percentage of released defendants on OCC-funded pretrial supervision who are not charged with a new criminal offense pending case disposition.)
c. What is your current Success/Compliance Rate? 89% (The percentage of released defendants on OCC-funded pretrial supervision who appear for all scheduled court appearances and are not charged with a new crime pending case disposition.)
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 -



Program Description

Pretrial Supervision Services

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.
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) – Enter your projected percentage in the text box: 85 % of released defendants on OCC-funded pretrial supervision will attend all scheduled court appearances pending case disposition.**

Data Element – Court Docket / Court Records

Tracking Source -

1. Who is tracking the Data Element? CCAB Manager
2. How is it being tracked? Identified data element is tracked through Court Records and recorded on Excel spreadsheet.
3. At what frequency is it being tracked? Weekly & Quarterly

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

Data Element – Jail Bookings, Indiana MyCase, LEIN

Tracking Source –

1. Who is tracking the Data Element? CCAB Manager
2. How is it being tracked? Identified data element is tracked and documented on Excel spreadsheet
3. At what frequency is it being tracked? Monthly & Quarterly

Program Key Performance Measure – Success/Compliance Rate (REQUIRED) – Enter your projected percentage in the text box: 89 % of released defendants on OCC-funded pretrial supervision will appear for all scheduled court appearances and will not be charged with a new criminal offense pending case disposition.

Data Element - Court Docket / Court Records Jail Bookings, Indiana MyCase, LEIN



Program Description

Pretrial Supervision Services

Tracking Source -

1. Who is tracking the Data Element? CCAB Manager
2. How is it being tracked? Identified data element is tracked and documented on Excel spreadsheet
3. At what frequency is it being tracked? Monthly & Quarterly

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

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



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: May 18, 2023

RE: L-4029 Tax Rate Request

REQUEST:

Approve for Truth-In-Taxation Public Hearing and 2023 Tax Rate Request to be added to the June 1, 2023 Regular Meeting Agenda.

BACKGROUND:

Annually, the County must submit its Tax Rate Request to the Department of Treasury. The attached documentation illustrates the various approved millages and the associated calculations with respect to Headlee & MCL 21.34 Rollback Computations. For this year, a Truth-In-Taxation Public Hearing is required to be held. Following the Public Hearing, the 2023 Tax Rate Request may be approved.

Please note, we are waiting for information regarding the Convention Facility/Liquor Tax total from the State. Once received we will input those numbers into the worksheet. However, due to timing, it was critical that this be approved for the June 1st meeting to comply with requirements for submission. If those numbers are received before the meeting a revised L-4029 will be presented. If not, the revised form will be presented as part of the Regular Meeting packet for June 1st.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Ex: Administration, Maintenance, HR, and IT)

Administration, Equalization

FINANCIAL ANALYSIS:

The Truth-In-Taxation Hearing and Approval of 2023 Tax Request will set the Operating Millage for FY 24.

RECOMMENDATION:

Approve for Truth-In-Taxation Public Hearing to be held and for 2023 Tax Request to be added to the Consent Agenda of the June 1, 2023 Regular Meeting.

2023 MILLAGE REDUCTION FRACTION CALCULATIONS WORKSHEET

L-4034

INCLUDING MILLAGE REDUCTION FRACTION CALCULATIONS NOT SPECIFICALLY ASSIGNED TO THE COUNTY EQUALIZATION DIRECTOR BY LAW

CASS COUNTY

TAXING JURISDICTION: **14 COUNTY OF CASS**

2022 Unit Total Taxable Value	Without RZ	(Prior TV)	2,590,571,442
2023 Losses to prior Taxable Value (MCL 211.34d)		(Losses TV)	22,077,852
2023 Additions (MCL 211.34d)		(Additions TV)	70,643,843
2023 Unit Total Final Taxable Value (based on S.E.V.)		(Current TV)	2,777,156,673
2023 Unit Total Taxable Value based on Assessed Valuation		(AV based TV)	2,777,156,673
2023 Unit Total Taxable Value based on C.E.V.		(CEV based TV)	2,777,156,673
2022 Inflation Rate (for 2023 Calculations)		(2022 CPI)	1.079

1. Section 211.34d, M.C.L., "Headlee" (for each unit of local government)

See STC Bulletins 3 of 1995 and 3 of 1997 regarding the calculation of additions and losses.

$$\begin{array}{rcl}
 \text{(2022 Total T.V. - 2023 Losses)} \times \text{CPI} & & \\
 \text{(2,590,571,442 - 22,077,852)} \times 1.079 & = & \frac{2,771,404,584}{2,706,512,830} = \boxed{1.0000} \\
 \text{(2,777,156,673 - 70,643,843)} & & \\
 \text{(2023 Total T.V. - 2023 Additions)} & &
 \end{array}$$

2023 Millage Reduction Fraction (Headlee)

ACTUAL 1.0240

Round to 4 decimal places in the conventional manner.

2a. Section 211.34, M.C.L., "Truth in Assessing" (for cities and townships if S.E.V. exceeds A.V. for 2023 only)

$$\begin{array}{rcl}
 \frac{\text{2023 Unit Total Taxable Value based on AV}}{\text{2023 Unit Total Final Taxable Value (based on S.E.V.)}} & = & \frac{2,777,156,673}{2,777,156,673} = \boxed{1.0000} \\
 \text{ACTUAL} & & 1.0000
 \end{array}$$

2023 Rollback Fraction (Truth in Assessing)

Round to 4 decimal places in the conventional manner.

See STC Bulletin No. of 2023 for more information regarding this calculation.

2b. Section 211.34, M.C.L., "Truth in County Equalization" (for villages, counties and authorities if S.E.V. exceeds C.E.V. for 2023 only)

$$\begin{array}{rcl}
 \frac{\text{2023 Unit Total Taxable Value based on C.E.V.}}{\text{2023 Unit Total Final Taxable Value (based on S.E.V.)}} & = & \frac{2,777,156,673}{2,777,156,673} = \boxed{1.0000} \\
 \text{ACTUAL} & & 1.0000
 \end{array}$$

2023 Rollback Fraction (Truth in County Equalization)

Round to 4 decimal places in the conventional manner.

See STC Bulletin No. of 2023 for more information regarding this calculation.

3. Section 211.24e, M.C.L., "Truth in Taxation" (for each taxing jurisdiction that levied more than 1 mill for operating purposes in 2022 only)

$$\begin{array}{rcl}
 \text{(2,022 Total T.V. - 2023 Losses)} & & \\
 \text{(2,590,571,442 - 22,077,852)} & = & \frac{2,568,493,590}{2,706,512,830} = \boxed{0.9490} \\
 \text{(2,777,156,673 - 70,643,843)} & & \\
 \text{(2023 Total T.V. - 2023 Additions)} & &
 \end{array}$$

2023 Base Tax Rate Fraction (Truth in Taxation)

Round to 4 decimal places in the conventional manner.

Use the same amounts for additions and losses as were used for the 211.34d ("Headlee") rollback.

NOTE: The truth in taxation BTRF is independent from the cumulative millage reductions provided by MCL sections 211.34d and 211.34. The Base Tax Rate equals the BTRF X last year's Operating Rate levied.

2022	Unit Total TV	<u>2,590,571,442</u>
2023	Unit Total TV	<u>2,777,156,673</u>

SOURCE AND PURPOSE OF OPERATING ONLY MILLAGE	PRIOR YEAR'S PERM REDUCED & REDUCED NEWLY VOTED MILLAGE (SEE MCL 211.34d(9))	CURRENT MILLAGE REDUCTION FRACTION	CURRENT PERM. REDUCED MILLAGE *	TRUTH IN ASSESSING or TRUTH IN EQUALIZATION FRACTION	CURRENT MAXIMUM ALLOWABLE MILLAGE RATE
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L-4029 col. (9)

2023 MAXIMUM ALLOWABLE OPERATING
MILLAGE UNDER HEADLEE & MCL 211.34 = 6.7255

If you plan to levy more than the B.T.R. but less than the Max. Allowable, enter the amount here.

5/12/2023

COUNTY OF CASS
TRUTH IN TAXATION REVENUE GAIN CALCULATION

 If you plan to levy more than the BTR, but less than the maximum allowable millage, do you wish to levy the maximum allowable millage for the additional voted millages?

PURPOSE AND SOURCE OF MILLAGE		HEADLEE MAXIMUM AMOUNT	MILLAGE GAIN WITH TRUTH IN TAXATION	UNIT'S TAXABLE VALUE	TRUTH IN TAXATION REVENUE GAINED
<u>ALLOCATED</u>	<u>OPERATING</u>	<u>4.5702</u>	<u>0.2331</u> x	2,777,156,673	= \$ 647,355
<u>EXTRA VOTED</u>	<u>C.O.A</u>	<u>0.9858</u>	<u>0.0503</u> x	2,777,156,673	= \$ 139,691
<u>EXTRA VOTED</u>	<u>DRUG ENFORCEMENT</u>	<u>0.4751</u>	<u>0.0242</u> x	2,777,156,673	= \$ 67,207
<u>EXTRA VOTED</u>	<u>MEDICAL CARE FACIL</u>	<u>0.4944</u>	<u>0.0252</u> x	2,777,156,673	= \$ 69,984
<u>EXTRA VOTED</u>	<u>E-911</u>	<u>0.2000</u>	<u>0.0102</u> x	2,777,156,673	= \$ 28,327
-	-	<u>0.0000</u>	<u>0.0000</u> x	-	= \$ -
		<u>6.7255</u>	<u>0.3430</u>		\$ 952,565
			BALANCES		BALANCES
			0.3430		\$ 952,565

**MAXIMUM ALLOWABLE MILLAGES WITHOUT
TRUTH IN TAXATION HEARING**

PURPOSE AND SOURCE OF MILLAGE		HEADLEE MAXIMUM AMOUNT	MULTIPLIER WITHOUT TR. IN TAX.	MAXIMUM MILLAGE WITHOUT TR. IN TAX.	MAXIMUM REVENUE WITHOUT TR. IN TAX.
<u>ALLOCATED</u>	<u>OPERATING</u>	<u>4.5702</u>	x 0.949 =	4.3371	\$ 12,044,806
<u>EXTRA VOTED</u>	<u>C.O.A</u>	<u>0.9858</u>	x 0.949 =	0.9355	\$ 2,598,030
<u>EXTRA VOTED</u>	<u>DRUG ENFORCEMENT</u>	<u>0.4751</u>	x 0.949 =	0.4509	\$ 1,252,220
<u>EXTRA VOTED</u>	<u>MEDICAL CARE FACIL</u>	<u>0.4944</u>	x 0.949 =	0.4692	\$ 1,303,042
<u>EXTRA VOTED</u>	<u>E-911</u>	<u>0.2000</u>	x 0.949 =	0.1898	\$ 527,104
<u>TOTALS</u>		<u>6.7255</u>		6.3825	\$ 17,725,202
				BALANCES	BALANCES
				6.3825	17,725,202

**MAXIMUM ALLOWABLE MILLAGES WITH
TRUTH IN TAXATION HEARING**

PURPOSE AND SOURCE OF MILLAGE		HEADLEE MAXIMUM AMOUNT	MAXIMUM REVENUE WITH TRUTH IN TAXATION
<u>ALLOCATED</u>	<u>OPERATING</u>	<u>4.5702</u>	\$ 12,692,161
<u>EXTRA VOTED</u>	<u>C.O.A</u>	<u>0.9858</u>	\$ 2,737,721
<u>EXTRA VOTED</u>	<u>DRUG ENFORCEMENT</u>	<u>0.4751</u>	\$ 1,319,427
<u>EXTRA VOTED</u>	<u>MEDICAL CARE FACIL</u>	<u>0.4944</u>	\$ 1,373,026
<u>EXTRA VOTED</u>	<u>E-911</u>	<u>0.2000</u>	\$ 555,431
<u>TOTALS</u>		<u>6.7255</u>	<u>\$ 18,677,767</u>
			BALANCES
			18,677,767

TV Chng 2021/2020

7.2%

The following notice is required by MCL Section 211.24e which provides:

- 1) The body of the notice must be set in 12 point type or larger.
- 2) The headline "Notice of Public Hearing on Increasing Property Taxes" must be set in 18 point type or larger.
- 3) The notice cannot be smaller than 8 column inches by 4 horizontal inches.
- 4) The notice cannot be placed in the portion of the newspaper reserved for legal notices or classified advertising.

Notice of Public Hearing on Increasing Property Taxes

The **BOARD OF COMMISSIONERS** of the **COUNTY OF CASS**
name of governing body name of taxing unit
will hold a public hearing on a proposed increase of 0.3430 mills in the operating tax
millage rate to be levied on all property in 2023 .

The hearing will be held on **THURSDAY JUNE 1 , 2023** **AT 5:00 P.M.**
day date time a.m./p.m.
at the **CASS COUNTY BUILDING,** **120 N. BROADWAY STREET,** **CASSOPOLIS MI.**
place address

The date and location of the meeting to take action on the proposed additional millage will be announced at this public meeting.

If adopted, the proposed additional millage will increase operating revenues from ad valorem property taxes 5.37% over such revenues generated by levies permitted without holding a hearing. If the proposed additional millage rate is not approved, the operating revenue will increase by 1.74% over the preceding year's operating revenue.

The taxing unit publishing this notice, and identified below, has complete authority to establish the number of mills to be levied from within its authorized millage rate.

This notice is published by:

COUNTY OF CASS

name of taxing unit

120 N. BROADWAY STREET

street address

CASSOPOLIS MI 49031

city, state, zip

(269) 445-4420

phone

TRUTH IN TAXATION NOTICE

INSTRUCTIONS TO LOCAL GOVERNMENTS

STARTING IN 1996, this notice is not required if the local taxing unit complies with section 16 of the Uniform Budgeting and Accounting Act, PA 2 of 1978 as amended, being section 141.436 of the Michigan Compiled Laws. If a local taxing unit does not comply with section 16 of the Uniform Budgeting and Accounting Act, the following instructions still apply.

MCL, Section 211.24e as amended by P.A. 75 of 1991 requires that notice of a public hearing be published by a local taxing unit which proposes to increase operating tax levies over the maximum amount allowed to be levied without a hearing. Notice may be published alone or included with the notice of public hearing on a unit's budget held pursuant to MCL, Section 141.412. The preceding model notice fulfills the requirements under MCL, Section 211.24e. It can be completed with all the information provided and forwarded to the appropriate newspaper for publication.

Other pertinent information can be included in the notice. This sample notice form meets minimum legal requirements.

In addition to publishing requirements, the notice must be posted at the principal office of the taxing unit.

The notice must be published in a newspaper of general circulation in the taxing unit. Publication must occur six or more days before the public hearing.

The proposed additional millage rate must be established by a resolution adopted by the governing body of the taxing unit before it conducts the public hearing.

Not more than ten days after public hearing, a taxing unit may approve the levy of an additional millage rate equal to or less than the proposed additional millage rate that was published and on which a public hearing has been held.

2023 TAX RATE REQUEST (This form must be completed and submitted on or before September 30, 2023.)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

County CASS	2023 Taxable Value w/o RZ 2,777,156,673
Local Government Unit COUNTY OF CASS	

**PLEASE READ THE
INSTRUCTIONS ON
THE REVERSE SIDE
CAREFULLY.**

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119.
The following tax rates have been authorized for levy on the 2023 tax roll.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Source	Purpose of Millage	Date of Election	Millage Authorized by Election, Charter, etc.	2022 Millage Rate Permanently Reduced by MCL 211.34d	2023 Current Year Millage Reduction Fraction	2023 Millage Rate Permanently Reduced by MCL 211.34d	Sec. 211.34 Millage Rollback Fraction	Maximum Allowable Millage Rate*	Millage Requested to be Levied July 1	Millage Requested to be Levied Dec. 1	Expiration Date of Millage Authorized
ALLOCATED	OPERATING	Mar-65	5.7500	4.5702	1.0000	4.5702	1.0000	4.5702	4.5702		unlimited
EXTRA VOTED	C.O.A	Aug-20	0.9969	0.9858	1.0000	0.9858	1.0000	0.9858		0.9858	Dec-24
EXTRA VOTED	DRUG ENFORCEMENT	Aug-20	0.4805	0.4751	1.0000	0.4751	1.0000	0.4751		0.1751	Dec-23
EXTRA VOTED	MEDICAL CARE FACIL	Aug-20	0.5000	0.4944	1.0000	0.4944	1.0000	0.4944		0.4944	Dec-24
EXTRA VOTED	E-911	Aug-22	0.2000	0.2000	1.0000	0.2000	1.0000	0.2000		0.2000	Dec-25

Total Mills Summer/Winter 6.4255

Prepared by Tami Stewart	Title Equalization Director	Date 5/12/2023
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As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34, and for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, MCL 380.1211(3).

☐ Clerk	Signature	Type Name	Date
☐ Secretary			
☐ Chairperson	Signature	Type Name	Date
☐ President			

**Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. A public hearing and determination is required for an operating levy which is larger than the base tax rate but not larger than the rate in column 9.*



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: May 18, 2023

RE: Broadband Mapping Agreement

REQUEST:

Approve for Rural Broadband Inventory Study Proposal be added to the Agenda of the June 1, 2023 Regular Meeting.

BACKGROUND:

At the May 4, 2023 Regular Meeting, the Board of Commissioners accepted and approved the Michigan Department of Agriculture and Rural Development Fund Grant Agreement to complete a Broadband Mapping Project. As outlined in the Grant Agreement, the project specified that the County would work with DCS Technology Design, LLC to carry out the work outlined in the Grant. Now that the Grant Agreement has been accepted, the next step is to finalize the agreement with DCS Technology Design to begin moving forward with the project. The Proposal is attached for your review.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Ex: Administration, Maintenance, HR, and IT)

Administration

FINANCIAL ANALYSIS:

The proposal would be funded as specified in the Grant Agreement as was accepted with \$100,000.00 coming from the MDARD Grant and the remaining \$44,000.00 in matching funds contribution coming from the County.

RECOMMENDATION:

Approve for Rural Broadband Inventory Study Proposal be added to the Consent Agenda of the June 1, 2023 Regular Meeting.



Cass County Board of Commissioners

Rural Broadband Inventory Study

Proposal

April 20th, 2023

(Revised)

DCS **Technology** Design, LLC

November 10th, 2022

Matthew Newton

County Administrator
Cass County
120 North Broadway
Cassopolis, MI 49031

RE: Rural Broadband Inventory Survey and Service Study

Dear Mr. Newton

As we had discussed, we are modifying this proposal to better address recent changes in the industry, as well as expand on the scope to prepare for the grant funding soon to be available in the state. We all understand the need for dependable and high-capacity internet is no longer a luxury and has become an essential utility for homes and businesses to function today. Especially now, where education, healthcare and workplace practices are being driven by social restrictions and economic demands, the ability to connect to the world virtually, has become a vital part of our society. Unfortunately, this ubiquitous access to these types of services is still terribly inadequate in so much of our country's rural areas. The refocus of this proposal is intended to make sure we develop a plan to reach all of Cass County's residents and businesses and utilize the "once in a lifetime opportunity" the new grant programs are offering. The last time the United States government developed such a program of this scale for rural services was the Rural Electrification Act of 1936, which stressed the importance of electricity and telephone services in rural America. Now, it is the utilitarian necessity of the internet underscoring these efforts.

Our goal would still be to deliver a comprehensive countywide map that identifies all service providers, both existing and planned (RDOF, CMIC, etc.), as well as all areas that are currently unplanned (unserved areas that still require funding). However, there are funding opportunities that will be announced perhaps as early as this year, and we believe we should be concentrating more on how to prepare the county to get ahead of the oncoming rush and be ready to pursue that funding as it becomes available.

And per your request, we want to make sure that this proposal covers all of the planning and pre-engineering that would be necessary to fully prepare Cass County for the Grant application process. This additional scope is being defined now to support Cass County's efforts to take advantage of other grant funding opportunities specifically targeted for this type of planning. I look forward to working with Cass County and its leadership.

Sincerely,



Chris Scharrer, RCDD/NTS/OSP – CTS-D
Founder and CEO

DCS Technology Design, LLC

Proposal Overview

The objective of this proposal is to provide Cass County a framework that can be used to help decision makers sort through and understand better, the technology options and grant application requirements to deploy High Speed Internet to 100% of its communities, their residents, and businesses. With the progress that the state has been making with offering funding opportunities for Broadband, this proposal is designed to focus on the necessary information needed to be ready to pursue that funding when it is announced, while developing the county wide database and mapping system to be used for engaging Internet Service Providers (ISPs) with accurate parcel information, for consumer information, for use as a construction management tool, and providing a long-term geographical information platform for the county. This database and mapping effort will ultimately become a county wide information system for residents and businesses to refer to in the future.

The original proposal was intended to map every road mile across the entire county. This proposal is designed to leverage other initiatives in the state that have been in progress over the last several months and compile all available mapping data into a single database, analyze, and then physically validate all areas in the county that are still not considered serviceable at the minimum 100/20 Mbps speeds (upload/download) considered adequate for today's internet connection needs. This will include challenging all questionable data and making sure that it is physically validated and confirmed with the new FCC Broadband fabric reporting requirements, which is planned to be the basis for all future grant programs. The overall goal will be to secure the funding needed to fill all unserved gaps with technology that can scale to 1000 Mbps symmetrical speeds and beyond.

Within the last year, there has been a tremendous effort by different entities, including the FCC, NTIA, the State of Michigan, and the various Internet Service Providers (ISPs) to improve their reporting systems for where Broadband Internet Service exists, and where it is not available. The original intent of this proposal was to provide another source for this mapping information, that was based on physically and visually validating the availability of internet services at each and every address across the county. However, over the next several months the results of these other mapping efforts will become publicly available with the objective of addressing this same issue. Better data direct from the ISPs is also becoming available (but still may require validation). Some of the government sponsored mapping efforts underway are specifically intended to challenge the accuracy of others, and all of them employ different methodologies than what has been proposed by DCS Technology in the past. Collectively, these other efforts will eventually provide an accurate inventory of exactly where Broadband exists, and/or is needed. But that level of accuracy is expected, by the very agencies producing these maps, to perhaps take years to achieve. In the meantime, funding is going to become available, and residents throughout the state cannot be expected to wait for the federal and state efforts to come to agreement before plans are made, and construction gets funded. This proposal is intended to help sort through each of these new sources, compare them, validate them, and develop the proposed funded service areas that accurately reflect the unserved areas in need of funding.

More importantly, in parallel with this data gathering effort, DCS shall develop the requirements needed for the County or municipalities to engage with ISPs and support the grant application process with the state or federal agencies as needed. There may be a competitive process required through an RFI or RFP

process to identify qualified ISP's and develop a public-private partnership for the grant applications. Community support and endorsements may also be necessary, which will be part of the requirement development. DCS shall continue on this effort to make sure all unserved areas are identified and have been applied for.

Cass County Geographical Stats

- Townships 15
- Cities 1 (+ part of Niles)
- Villages 4
- Parcels TBD
- Road Miles 1,116
- Area 490 sq mi (land)

Project Scope and Deliverables

Phase I – Interactive Parcel Map and Grant Application Requirements

- Project kickoff and possible workshop with County Representatives and Stakeholders
- Collect map data from all known sources to create an overall county service area map and develop a plan to study and resolve all ambiguities between reporting bodies
 - Include all available data from the State of Michigan, FCC Fabric and service data, ISP service areas, and other sources as available
- Obtain parcel shapefiles from county, overlay and construct parcel level serviceability map based on all sourced data available
 - All areas that have conflicting data between various mapping sources will be validated with physical and visual field surveys to begin once sufficient data has been collected from existing ISPs and the state and federal systems being developed
- Develop requirements for possible (RFI) for a public-private partnership with ISPs or other requirements that may be announced by State and Federal grant authorities for expanding broadband to unserved areas throughout Cass County
- Select qualified ISPs to invite to respond to a public-private partnership RFI or other partnering agreements
- Work with county legal representatives as needed for any county obligations relative to the partnership agreements with ISPs
- Identify and include any additional requirements (e.g., environmental, “one dig”, etc.) that may

be obligatory or recommended to certain grant funds that may be used for development and planning stages of this effort (i.e., this proposal)

- Pre-Engineering – Identify all unserved Gap areas as possible small gaps or potential “Proposed Funded Service Areas” (PFSAs). Use the collective map data to develop logical PFSAs for the purpose of binding unserved areas to public-private partnership agreements or with qualified ISPs through other agreement mechanisms
 - Small gaps may be as small as individual homes (long drops), or groups of homes that are likely to be more economically extended to, from local Internet Service Providers (ISPs) already in the area. This could include ISPs that may be planning RDOF, ReConnect, CMIC, or other currently funded projects. Small gaps will be grouped into individual projects based on geography and potential ISP options
 - PFSA’s will be larger areas in general, or areas that may have better options if offered through some type of RFP process to several providers
- Finalize and assist County with the execution of the public-private partnership agreements to include PFSAs developed from the mapping efforts
- Develop working GIS map identifying all existing service areas and providers at a parcel level. Identify PFSA areas showing awardees for the grant application process. Finalize GIS map with actual awarded areas to be used to track and manage the progress of all PFSA areas as awarded and provide a consumer information system during the build out of the county’s broadband networks.
- Data from Phase I efforts will be compiled into a public GIS platform that is compatible with, and allow migration to current GIS platforms managed by County GIS staff. Summary reports will be developed and presented to the BOC at certain milestones and may also be required for township focused workshops.
 - Reports and mapping data will be provided to Cass County in the form of PDF files, with all supporting GIS data provided in ArcGIS shape files and GDB folders. Details of the included data will be defined during project kickoff and progress meetings.
- Grant application development specific to additional funding for the County will be led by the economic development team and supported by DCS for all technical data required. Grant application developed by individual ISPs will be the responsibility of the ISP, with technical support provided by DCS under Phase II activities outlined below (exact scope TBD based on outcomes of Phase I).

Phase II – Project Oversight and Grant Compliance (not included in current proposed fees, expected duration ~36 months)

- Work closely with the selected provider on applying for available grant funding (ROBIN, BEAD, ReConnect, etc.) to secure the funding for build-out of the PFSAs
- Coordinate project launches with ISP(s) and all county Stakeholders
- In coordination with ISP, establish a master workplan/schedule of work to be performed, include timeline and project milestones, update as necessary
- Develop document flow processes with Cass
- Coordinate with all County IT, Finance, Legal and others as stakeholders and, if applicable, manage any county or other municipal contributions to funded service areas
- Assist ISP Engineering with logistical issues within the county that may provide value engineering opportunities. Coordinate between ISPs to minimize overbuilding within grant funding guidelines
- Collaborate with County IT/GIS to create, maintain and regularly update a user friendly, interactive map of the buildout by selected providers, schedule/work in progress/completed work for the County's website
- Remain actively engaged with the project as an information center available to County and Township officials. Provide periodic reporting to the County Administrator and the County Board of Commissioners
- Independently perform verification of work, including field verification of progress throughout the duration of the project to assure all unserved locations are completed. Assure ISP performance requirements are being met based on grant and county requirements
- Define and provide project closeout activities to assure 100% compliance of the ISP with all grant program and county requirements and provide a final written report at the conclusion of each project

Project Schedule

Time is of the essence. Upon project approval by Cass County, DCS will schedule a project Kickoff with County representatives and stakeholders as soon as possible to discuss project priorities and logistics.

Proposed Fees Phase 1

Tasks		Duration	
1	Project Kickoff/Requirements Development/Map data setup	8 Weeks	\$19,200.00
2	Map Data Collection/Compile/Field Validate	8 Weeks	\$67,200.00
3	Present Data/Conduct workshop/Develop County GIS	4 Weeks	\$19,200.00
4	Pre-engineering/PFSA Development/ISP Agreements	8 Weeks	\$38,400.00
Total Proposed Fixed Fee			\$144,000.00
	Phase 2 ongoing project support	Monthly	TBD

Tentative Schedule of Values (assume May start)

Tasks	Phase 1	Work Description	
1	May 1, 2023	Project Kickoff/Requirements Development/Map Data Setup	\$9,600.00
1	June 5, 2023	Project Kickoff/Requirements Development/Map Data Setup (cont.)	\$9,600.00
2	July 3, 2023	Map data collection/Compile/Field Validation	\$33,600.00
2	August 1, 2023	Map data collection/Compile/Field Validation	\$33,600.00
3&4	September - October, 2023	Present Data, Workshops/County GIS Pre-Engineering and PFSA Development	\$38,400.00*
4	TBD*	ISP Agreements	\$19,200.00*

Clarifications & Assumptions

1. *Task 4 will be aligned with notice of funding opportunity (NOFO) for the BEAD grant which means partial funding may be reserved for activities needed in 2024 up to the application date for BEAD. This extension will not apply if the application of BEAD funding is legislatively extended beyond the first calendar quarter of 2024.
2. The information provided in this proposal is confidential and for the use of Cass County only and shall not be used for soliciting competitive proposals.
3. A pre-launch meeting will be scheduled to review project scope requirements. Adjustments may be required prior to field work starting

4. County will provide all necessary residential notices or public relations requirements during field survey activities. All public interface expenses (website, mailings, contact phone numbers, etc.,) shall be the responsibility of Cass County.
5. Cass County will provide access to county wide GIS data files (.gdb, .shp, .csv, .txt. etc.) including as a minimum, municipal boundaries, waterways, building footprints, road right of ways, parcel and property lines, associated labels, etc..
6. The proposal includes all vehicle, housing and other associated expense for field validation work.
7. All drawings and reports will be developed in ArcGIS and Microsoft Word (respectively) using the English Language only. Reports will be provided in PDF format only, no paper or hard copies will be produced as a deliverable, and GIS data upon conclusion of the project will be provided to Cass County. DCS will retain intellectual and use rights to information provided in the data and reports.
8. Proposal includes all software licensing as outlined in the proposal (ArcGIS, Project, OneDrive, etc.) Additional software requirements (if requested by the County) shall be provided at County expense.
9. Drawing units shall be imperial.
10. DCS is not responsible for verifying or for any errors or omissions in the information furnished by others.

Reimbursable Expenses

Expenses for the work as described is included in the total project fee. Any additional expenses or travel requested will be invoiced at cost, plus standard DCS professional services rates.

Terms

1. The project kickoff fee as outlined will be invoiced upon acceptance of this proposal.
2. Monthly invoices will be invoiced on the 1st of each month, in advance, and payable net 15 days.
3. Sales or use tax is not included, and if required for these services, will be added to each invoice, as necessary.
4. All invoicing is net 15 days. EFT transactions are preferred and can be arranged upon request

Proposal Acceptance

Acceptance of this proposal may be through a Purchase Order, professional services agreement, or other legally binding notice to proceed from a Cass County official authorized to issue such documents.



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: May 18, 2023

RE: Reunification Month

REQUEST:

Approve Resolution Designating June as Reunification Month in Cass County be added to the June 1, 2023 Regular Meeting.

BACKGROUND:

Nation Reunification Month has been observed every June since 2010 to celebrate families and communities coming together to acknowledge the hard work to safely reunify a family and to raise awareness about the importance of family reunification to children in foster care.

The attached Resolution would designate June as Reunification Month here in Cass County and recognize the vital role that families, case management teams, treatment courts, judges, attorneys, and communities play in promoting the safe and stable reunification of families who have been separated.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Ex: Administration, Maintenance, HR, and IT)

Administration, Courts

FINANCIAL ANALYSIS:

N/A

RECOMMENDATION:

Approve Resolution Designating June as Reunification Month in Cass County be added to the Consent Agenda of the June 1, 2023 Regular Meeting.

**BOARD OF COMMISSIONERS
COUNTY OF CASS, MICHIGAN**

WHEREAS, all children need the love, care, security, and stability of a family unit, including parents, siblings, grandparents, and other extended family members to provide a solid foundation for personal growth, development, and maturity; and

WHEREAS, reunification with family is the preferred outcome for children removed from their homes and placed in foster care; and

WHEREAS, for most children in foster care, reunification with their family is the best option for a permanent and loving home; and

WHEREAS, safe reunification takes work, commitment, and investment of time and resources by parents, family members, social workers, foster parents, service providers, attorneys, courts, and the community; and

WHEREAS, National Reunification Month has been observed every June since 2010 to celebrate families and communities coming together to acknowledge the hard work to safely reunify a family, and to raise awareness about the importance of family reunification to children in foster care; and

WHEREAS, during National Reunification Month this year, we recognize the vital role that families, case management teams, treatment courts, judges, attorneys, and communities play in promoting the safe and stable reunification of families who have been separated.

NOW THEREFORE BE IT RESOLVED that the Cass County Board of Commissioners recognizes and designates June as Reunification Month in Cass County.

ADOPTED THIS DAY OF JUNE 2023

ATTEST:

MONICA McMICHAEL, CLERK/REGISTER

JEREMIAH JONES, CHAIRPERSON
CASS COUNTY BOARD OF COMMISSIONERS



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: May 18, 2023

RE: Budget Adjustments

REQUEST:

Approve Budget Amendments to be added to June 1, 2023 Regular Meeting.

BACKGROUND:

As presented in the Finance Report, the proposed budget amendments are recommended to be included for consideration at the June 1st meeting. The attached Adjustment Worksheet provides a quick overview of the need for each adjustment. Finance Director Rentfrow and I are also happy to answer any questions anyone may have after reviewing the attached document.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below: (Ex: Administration, Maintenance, HR, and IT)

Administration

FINANCIAL ANALYSIS:

Increase in General Fund – Fund Balance allocation of \$135,300.00.

RECOMMENDATION:

Approve Budget Amendments to be included on the Consent Agenda of the June 1, 2023 Regular Meeting.

Adjustments Requiring BOC Approval - June 1, 2023:

Account #	Fund / Dept	Account Name	Cause	R = Revenue	Increase	Decrease
				E = Expense		
101-101-703.000	Board of Commissioners	Part Time Wages	Wages budgeted before BOC salary changed	E	43,000.00	
101-101-850.000	Board of Commissioners	Telephone	All Commissioners receiving cell phone stipend	E	3,600.00	
101-101-806.000	Board of Commissioners	Audit Services	Implementation of GASB 87 & New Chart of Accounts	E	7,900.00	
101-215-718.000	Clerk/ROD	Retirement	Legacy debt & moving elected into their own division caused higher expense than budgeted	E	18,000.00	
101-228-718.000	Information Technology	Retirement	Legacy debt expense	E	5,000.00	
101-253-719.000	Treasurer	Health/Dental/Vision	One employee was budgeted for cash option, and got family coverage	E	20,000.00	
101-253-718.000	Treasurer	Retirement	Legacy debt & moving elected into their own division caused higher expense than budgeted	E	15,000.00	
101-233-729.000	Purchasing	Postage	Postage expense higher than budgeted	E	20,000.00	
101-257-718.000	Equalization	Retirement	Legacy debt expense	E	9,000.00	
101-279-718.000	Family/Juvenile Court	Retirement	Legacy debt expense	E	40,000.00	
101-283-718.000	Circuit Court	Retirement	Legacy debt expense	E	13,000.00	
101-289-718.000	Friend of Court	Retirement	Legacy debt expense	E	20,000.00	
101-294-718.000	Probate Court	Retirement	Legacy debt expense	E	8,000.00	
101-301-718.000	Sheriff	Retirement	Legacy debt expense	E	100,000.00	
101-426-718.000	Emergency Management	Retirement	Legacy debt expense	E	8,800.00	
101-430-718.000	Animal Control	Retirement	Legacy debt expense	E	12,000.00	
101-442-718.000	Drain Commissioner	Retirement	Moving elected into their own division caused higher expense than budgeted	E	3,000.00	
101-682-718.000	Veterans Counselor	Retirement	Legacy debt expense	E	8,000.00	
101-751-718.000	Parks & Recreation	Retirement	Legacy debt expense	E	6,000.00	
101-000-699.050	General Fund	Fund Balance Allocation	Fund Balance Allocation	R	135,300.00	
101-000-439.000	General Fund	Marijuana Tax	Revenues higher than budgeted	R	85,000	
101-000-665.000	General Fund	Interest Income	Interest rates are great right now!	R	140,000	