



CASS COUNTY BOARD OF COMMISSIONERS

COMMITTEE OF THE WHOLE

November 16, 2023

5:00 PM

1. **CALL TO ORDER** – *Vice-Chair Laylin*
2. **INVOCATION** – *Chair Jones*
3. **PLEDGE OF ALLEGIANCE** – *Commissioner Locke*
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 Marchetti*
8. **APPROVAL OF OCTOBER 19, 2023 COMMITTEE OF THE WHOLE MINUTES** – *Commissioner Barrera*
9. **PRESENTATIONS** (Limit to 10 minutes)
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. **COUNTY PARTNERS** (Limit to 5 minutes)
15. **ELECTED OFFICIALS**
16. **UNFINISHED BUSINESS**
17. **NEW BUSINESS**
 - A. Appointments
 - i. Reappointment of Sandra Asmus to the Cass District Library Board to a term expiring 12/31/2026
 - ii. Reappointment of Don Delong to the Southwest Michigan Planning Commission to a term expiring 12/31/2025



CASS COUNTY BOARD OF COMMISSIONERS

- iii. Reappointment of Linda Preston to the Southwest Michigan Planning Commission to a term expiring 12/31/2025
- iv. Reappointment of John Harsh to the Board of Public Works to a term expiring 12/31/2026
- v. Reappointment of Kent Clark to the Road Commission to a term expiring 12/31/2029
- vi. Appointment of Victor Fitz to the Opioid Settlement Advisory Committee
- vii. Appointment of James Wierman to the Opioid Settlement Advisory Committee
- viii. Appointment of Richard Palmisano to the Solid Waste Planning Committee to a term expiring 12/31/2025
- ix. Appointment of James Plukas as the DOC Representative of the Community Corrections Advisory Board to a term expiring 09/30/2027

B. 2024 Holiday Schedule

C. Remonumentation Contract Update

D. 2024 Remonumentation Grant

E. FOC Program Services Coordinator

F. Child Support Secretary/Criminal Secretary

G. Step-Level Retention Increase

H. Jail System Upgrades

i. Control System

ii. Officer Duress System

iii. Body Scanner

I. 2024 Organizational Meeting

J. Discussion – Committee of the Whole Process/Function

K. CCCD – SESC Funding Request

L. Elected Official Salary

M. Discussion – Road Deputies & Detectives Compensation

18. BOARD MEMBER COMMENTS/ANNOUNCEMENTS

19. ADJOURNMENT

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

October 19, 2023

Chair Jones called the meeting to order at 5:00 p.m. in the Commission Chambers on Thursday, October 19, 2023. Commissioner Howie offered the Invocation. Commissioner Marchetti led the Pledge of Allegiance to the Flag of the United States of America.

Clerk/Register Monica McMichael called roll:

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

COMMISSIONERS ABSENT: Ryan Laylin.

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

PUBLIC COMMENT

Public comment occurred.

ADDITIONS/DELETIONS TO THE AGENDA

Chair Jones announced that a presentation would be added from Health Officer Danielle Persky.

APPROVAL OF THE AGENDA

Commissioner Locke moved, seconded by Commissioner Marchetti, to approve the October 19, 2023, Cass County Committee of the Whole Agenda. Motion to approve the agenda carried by voice vote.

APPROVAL OF MINUTES

Commissioner Lee moved, seconded by Commissioner Locke, to approve the September 21, 2023, Committee of the Whole Meeting Minutes. Motion carried by voice vote.

PRESENTATIONS

Executive Director John Ruddell relayed a report from the Woodlands Behavioral Healthcare Network.

Dr. Joyce DeJong, of Western Michigan University's Homer Stryker School of Medicine, presented the Annual Medical Examiner Report.

Chief Health Officer Daniell Persky shared the proposed FY 23-24 budget.

COMMITTEE REPORTS

Commissioners Barrera, Marchetti, Locke, Howie and Jones shared Committee Reports.

DISTRICT REPORTS

Commissioners Barrera, Marchetti, Lawrence and Jones 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

None.

COUNTY PARTNERS

Conservation District Representative Korie Blyvies shared an update that included the resignation of Executive Director Jake Young, the Annual Meeting on November 28, 2023, inadequate funding for the Soil Erosion and Sediment Control Program from the county, and the Trunk or Treat at Lawless Park on Saturday, October 21, 2023.

ELECTED OFFICIALS

Chief Judge Carol Bealor, Prosecutor Fitz, Treasurer Anderson and Sheriff Behnke shared updates.

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Appointments

- i. Reappointment of Kevin Anderson to the Economic Development Corporation for a term expiring 09/30/2029.
- ii. Appointment of Sheryl DeLuca to the Economic Development Corporation for a term expiring 09/30/2029.
- iii. Appointment of Arrell Chapman to the Economic Development Corporation for a term expiring 09/30/2029.
- iv. Reappointment of Tom Miles to the Community Corrections Advisory Board for a term expiring 07/31/2027.
- v. Reappointment of Dianna McGrew to the Cass County Planning Commission for a term expiring 07/31/2026.
- vi. Reappointment of Annie File to the Cass County Planning Commission for a term expiring 07/31/2026.
- vii. Reappointment of Jayne Bailey to the Cass County Planning Commission for a term expiring 07/31/2026.
- viii. Appointment of Scott Swanson to the Veteran's Advisory Committee for a term expiring 09/30/2026.

The appointments moved forward to the next regular board meeting for approval.

B. FMLA Policy

As Chair of the Policy Committee, Commissioner Marchetti announced the FMLA Policy was discussed with the committee and distributed to all elected officials. Administrator Newton went on to explain that an FMLA Policy was necessary to address leave bank time as well as gray areas between FMLA and County Policy.

Commissioners agreed to move the FMLA Policy to the next regular board meeting for approval.

C. Brownfield Assessment Grant

Administrator Newton stated that Jeff Hawkins from environmental engineering firm Fishbeck contacted the county regarding an EPA grant to provide community-wide assessments of Brownfield sites. Due November 13th, the grant would provide up to \$300,000 with 100% funding and no local match required. Fishbeck offered to assist the county in the application process at no charge.

Commissioners agreed to move the item forward to the next regular board meeting for approval.

Chair Jones declared a break at 6:47 p.m. The meeting re-convened at 6:56 p.m.

D. District Court Collections Clerk

Chief Judge Carol Bealor informed board members that District Court had been without a collections clerk for several months. The court interviewed candidates in July; however, halted the hiring process when the budget eliminated several positions that included the Collections Clerk. Judge Bealor shared statistics that demonstrated how not filling the position had negatively affected financials.

Chair Jones informed board members that he chose to place the reinstatement of the position directly on the Committee of the Whole Agenda instead of the first going to the Salary Committee because of the revenue generated by the position. Commissioner Barrera suggested that all positions move directly to the COW. Discussion followed. Finance Director Rentfrow requested that the board approve budget adjustments in conjunction with the approval of positions.

Commissioners agreed to move the item to the next regular board meeting for approval.

E. Courts Fund Transfer - OnBase

Chief Judge Bealor requested the board transfer budgeted funds for FY 2024 in order to complete an OnBase Project that was planned to occur in FY 2023. The funds would be available in a wage line item due to the delay in hiring a Juvenile Probation Officer.

Commissioners agreed to move Item E to the next regular board meeting agenda.

F. RTA & CPLR Grant

Judge Bealor requested the board to approve the Raise the Age and Child and Parent Legal Representation grant funds for FY 2024. The grants would replace costs previously covered by the county.

Commissioners agreed to move item F to the next regular board meeting agenda.

G. PSC Budget

Chief Judge Bealor asked the board to formally receipt the monies for the FY 2024 Problem-Solving Courts.

Commissioners agreed to move item G to the next regular board meeting agenda.

H. Discussion – Ambulance Service

Commissioner Lawrence informed the board that local municipalities without ambulance coverage held discussion regarding a countywide millage for service. Administrator Newton suggested looking to neighboring Van Buren County who utilized a countywide millage. He went on to discuss placing a special assessment on tax bills versus a voted millage.

Representatives from Mason Township who were covered by SEPSA ambulance service spoke against a countywide ambulance service. They stated they were happy with SEPSA and wished to continue with their current agreement. Commissioner Lee, who represented Mason and Porter Townships covered by SEPSA, questioned if the county should take over the townships. Commissioner Barrera suggested the committee include representatives from SMCAS and SEPSA in their future discussions.

Judge Bealor urged the county to widely advertise meetings. She reminded commissioners that, in Michigan, townships held more power than counties. Local officials and residents were knowledgeable and would be a benefit to the ambulance meetings.

Administrator Newton stated that a countywide ambulance service would only work if everyone agreed. He and Commissioner Lawrence agreed to keep the board apprised of developments from the local ambulance meetings.

I. CCTA Funding Request

Cass County Transportation Authority Executive Director Gerry Bundle was present to answer questions regarding the CCTA request for \$254,034 in stopgap operating funding for FY 2024.

Director Bundle began by explaining the Transportation Authority voted to approve the sale of the property at 400 E. State Street, Cassopolis, to the County of Cass in exchange for the funding. Unfortunately, MDOT informed the CCTA that the sale required approval from the Federal Transit Administration and was dependent upon an appraisal and the depreciation of the property. Administrator Newton stated the board had been hopeful to have collateral or interest in exchange for the funding request.

Director Bundle stated that, if the CCTA ceased to exist, the Dowagiac Dart Transportation System would continue to function.

Director Bundle explained that, effective November 1, 2023, CCTA would not operate on Mondays in order to save money.

Questions followed including:

- If the requested millage was approved in February, would existing CCTA services change?
- Would CCTA purchase vehicles other than buses?
- Would micro transit be looked into as an option?
- Had CCTA looked at similar sized counties to see how they functioned?

Commissioner Barrera suggested holding a public hearing.

Commissioners agreed to move item H to the next regular board meeting agenda. They also agreed to hold a public hearing at the next regular board meeting.

BOARD MEMBER COMMENTS/ANNOUNCEMENTS

None.

ADJOURNMENT

Commissioner Barrera moved, seconded by Commissioner Locke, to adjourn. The meeting adjourned at 8:07 p.m.

Approved: _____
Date

Vice-Chair Ryan Laylin

Monica McMichael, Clerk/Register



CASS COUNTY COUNTY ADMINISTRATOR'S OFFICE

TO: Board of Commissioners

DATE: November 10, 2023

SUBJECT: November 2023 Administrator's Report

Historical Courthouse

The mobilization for construction continues for the Historic Courthouse. Currently, they are working on the waterproofing of the foundation. They completed the west side of the building will be continuing on to the east side. Interior work has primarily focused on prep work in anticipation of the work beginning on the new staircase. As construction continues to ramp up, we will be providing regular updates to all departments and posting to our website as well.

Public Defender Office

Last month we announced the hiring of Tricia Smith as the Public Defender Administrator. Now, we are working on getting the office space plans finalized and work planned. We worked with representatives from Intersect Studio on evaluating the existing layout of the current space at the L&C Building and they are working on combining our needs and recommendations into some layout options for us to review. We anticipate having a decision made in the next couple of weeks on the path forward and beginning work on the chosen plan. Please note, all of the work that will occur is covered under the MIDC Grant through the State of Michigan.

Eagleview Pictometry

At the October Leaders Meeting, one of the items that was discussed was looking into the aerial imagery that is offered by Eagleview Pictometry. The goal would be to provide higher resolution aerial pictures that can provide a huge level of benefit to both the County but also local assessors. There is a feature of the product called ChangeFinder that also utilizes sketches from BS&A and, later, imagery over time to track changes and help assessors identify any property changes that may require further investigation. The County is exploring a partnership with local units to provide for the annual costs. I anticipate having a proposal for consideration in the coming months.

Communications Tower Kickoff

I attended a Communications Tower Kickoff hosted by Sheriff Behnke. It was a great event that recapped how the Tower Project came to be and highlighting all of the joint efforts and cooperation that was necessary to make the project a reality. It's refreshing to see instances where a multi-county partnership has had this kind of success. I believe Sheriff Behnke indicated this was the first time a Tower Project was shared jointly by two Counties, so I'd like to offer praise for the officials from both Counties that made this a reality.

FOIA Training

On November 6th, I attended a FOIA Update training. It was an in-depth course that touched on several facets of the process that we must monitor. It gave several examples of legal matters that have arisen in recent cases and provided us with several examples of how to make sure we avoid problems here at Cass County. Communications & Marketing Manager Neldon also attended the training and is assuming the role of FOIA Coordinator for requests received for the County (the Sheriff has its own FOIA Coordinator).



CASS COUNTY COUNTY ADMINISTRATOR'S OFFICE

Auditor Preliminary Work

As Finance Director Rentfrow indicated in her report, representatives from Yeo & Yeo were on-site on November 6th and 7th completing preliminary audit work. They worked very extensively with Finance Director Rentfrow and Deputy Finance Director Tito. They also spoke with Chair Jones and myself as part of the annual fraud prevention assessment they are required to complete. Additionally, I worked with them to provide further details on the latest Policy Manual we have issued and outlining the new processes/procedures we've seen with AP since that function changed in the Administration Office.

Respectfully Submitted,

Matthew Newton
County Administrator

CASS COUNTY

FINANCE DIRECTOR

TO: CASS COUNTY BOARD OF COMMISSIONERS
FROM: JENNIFER RENTFROW / FINANCE DIRECTOR
DATE: OCTOBER 31, 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, 2023 through October 31, 2023, (FYE 9/30/24).

NOTES

Please note that this is a preliminary report and is subject to change. We are currently in the process of reviewing the financials in-depth to prepare for closing year-end and audit preparations, which will be conducted by external auditors. The auditors are scheduled to be on-site on November 6th and 7th to focus on internal controls and major programs for the single audit. During this on-site visit, the auditors will be meeting with Chair Jones, Administrator Newton, as well as conducting walkthroughs of key offices, including the Clerk/Register Office, Treasurer's Office, Prosecutors Office, and Animal control. Subsequently, the auditors will return the week of January 15th for the main part of the audit, which will involve a comprehensive examination of our financial records and practices.

Our goal is to provide the board with a comprehensive and accurate financial picture in preparation for the audit process. We are committed to transparency and accuracy in our financial reporting. If you have any questions or require further information, please do not hesitate to contact me. Thank you for your understanding and cooperation.

**GENERAL FUND REVENUE BUDGET TO ACTUAL SUMMARY
AS OF 10/31/2023 (8.33% of Fiscal Year 2023-2024)**

	ACTUAL @ 09/30/2023	2023-2024 ORIGINAL	2023-2024 AMENDED	ACTIVITY FOR OCTOBER 2023	ACTUAL @ 10/31/2023	AVAILABLE BALANCE	% BDGT USED
REVENUE SOURCES LESS GRANT/REIMBURSEMENTS:							
FEES/SERVICES/PERMITS	78,323	1,727,834	1,727,834	179,071	179,071	1,548,763	10.36%
INTEREST & RENTS	11,668	156,500	156,500	64,880	64,880	91,620	41.46%
STATE FUNDING	2,295	2,945,948	2,945,948	367,165	367,165	2,578,783	12.46%
TRANSFERS IN	0	992,365	992,365	0	0	992,365	0.00%
TAXES	3,358,134	13,094,361	13,094,361	2,921,131	2,921,131	10,173,230	22.31%
SUB TOTAL	3,450,420	18,917,008	18,917,008	3,532,247	3,532,247	15,384,761	18.67%
GRANT/REIMBURSEMENTS:							
GRANTS	0	1,699,423	1,699,423	127,448	127,448	1,571,975	7.50%
LOCAL CONTRIBUTIONS	33,678	563,427	563,427	77,544	77,544	485,883	13.76%
REIMBURSEMENTS/OTHER REVENUE	0	178,412	178,412	36,020	36,020	142,392	20.19%
FUND BALANCE ALLOCATION	0	814,472	814,472	0	0	814,472	0.00%
SUB TOTAL	33,679	3,255,734	3,255,734	241,012	241,012	3,014,722	7.40%
TOTAL REVENUES	3,484,098	22,172,742	22,172,742	3,773,259	3,773,259	18,399,483	17.02%
TOTAL EXPENSES (See Detail Below)	1,415,078	22,172,742	22,172,742	1,509,107	1,509,107	20,663,635	6.81%

**GENERAL FUND EXPENSE BUDGET TO ACTUAL SUMMARY
AS OF 10/31/2023 (8.33% of Fiscal Year 2023-2024)**

	ACTUAL @ 09/30/2023	2023-2024 ORIGINAL	2023-2024 AMENDED	ACTIVITY FOR OCTOBER 2023	ACTUAL @ 10/31/2023	AVAILABLE BALANCE	% BDGT USED
101 - BOARD OF COMMISSIONERS	18,699	250,235	250,235	12,745	12,745	237,490	5.09%
172 - ADMINISTRATOR	20,438	285,460	285,460	26,047	26,047	259,413	9.12%
191 - ACCOUNTING DEPT	30,742	467,695	467,695	40,994	40,994	426,701	8.77%
215 - CLERK/ROD	45,681	641,805	641,805	45,155	45,155	596,650	7.04%
228 - INFORMATION TECHNOLOGY	42,012	1,081,059	1,081,059	164,176	164,176	916,883	15.19%
233 - PURCHASING	22,680	166,000	166,000	7,496	7,496	158,504	4.52%
243 - PROPERTY DESCRIPTION DEPT	25,421	460,602	460,602	31,511	31,511	429,091	6.84%
245 - COUNTY SURVEY & REMONUMENTATION	372	54,079	54,079	119	119	53,960	0.22%
253 - TREASURER	32,866	481,841	481,841	34,570	34,570	447,271	7.17%
257 - ASSESSOR / EQUALIZATION DEPT	17,911	308,179	308,179	23,503	23,503	284,676	7.63%
262 - ELECTIONS	1,531	166,200	166,200	39	39	166,161	0.02%
265 - BUILDINGS & GROUNDS	82,730	1,167,571	1,167,571	98,211	98,211	1,069,360	8.41%
266 - ATTORNEY / CORP COUNSEL	(1,575)	70,000	70,000	0	0	70,000	0.00%
271 - INSURANCE / TAXES	69,662	538,615	538,615	0	0	538,615	0.00%
276 - COURT GRANTS	28,766	826,724	826,724	46,667	46,667	780,057	5.64%
279 - FAMILY / JUVENILE COURT	75,320	885,153	885,153	68,099	68,099	817,054	7.69%
283 - CIRCUIT COURT	20,119	341,830	341,830	24,218	24,218	317,612	7.08%
286 - DISTRICT COURT	71,997	951,471	951,471	68,949	68,949	882,522	7.25%
289 - FRIEND OF THE COURT	93,946	1,213,629	1,213,629	96,050	96,050	1,117,579	7.91%
294 - PROBATE COURT	41,128	516,515	516,515	51,342	51,342	465,173	9.94%
296 - PROSECUTING ATTORNEY	80,659	1,144,879	1,144,879	89,822	89,822	1,055,057	7.85%
301 - SHERIFF	180,303	3,136,812	3,136,812	184,770	184,770	2,952,042	5.89%
304 - LAW & COURTS SECURITY	12,966	180,427	180,427	11,044	11,044	169,383	6.12%
316 - SECONDARY ROAD PATROL	6,348	108,222	108,222	9,065	9,065	99,157	8.38%
331 - MARINE LAW ENFORCEMENT	1,269	45,408	45,408	1,378	1,378	44,030	3.03%
345 - PUBLIC SAFETY DEPT	17,660	457,311	457,311	24,850	24,850	432,461	5.43%
351 - JAIL OPERATION	248,445	3,436,896	3,436,896	226,066	226,066	3,210,830	6.58%
426 - EMERGENCY MGMT / HOMELAND SECURITY	7,886	104,504	104,504	9,369	9,369	95,135	8.97%
430 - ANIMAL CONTROL	30,356	437,776	437,776	35,570	35,570	402,206	8.13%
441 - PUBLIC WORKS	0	900	900	66	66	834	7.34%
442 - DRAIN COMMISSIONER	8,589	128,403	128,403	8,654	8,654	119,749	6.74%
528 - WASTE COLLECTION/DISPOSAL	0	27,800	27,800	11,677	11,677	16,123	42.00%
568 - SOIL CONSERVATION	0	10,000	10,000	0	0	10,000	0.00%
601 - HEALTH DEPARTMENT	0	293,544	293,544	0	0	293,544	0.00%
631 - SUBSTANCE ABUSE	0	60,000	60,000	0	0	60,000	0.00%
648 - MEDICAL EXAMINER	0	172,000	172,000	21,294	21,294	150,706	12.38%
649 - MENTAL HEALTH	28,500	122,000	122,000	0	0	122,000	0.00%
681 - VETERANS' BURIALS	0	10,000	10,000	0	0	10,000	0.00%
682 - VETERANS' COUNSELOR	5,390	138,562	138,562	8,673	8,673	129,889	6.26%
701 - PLANNING COMMISSION	0	24,018	24,018	0	0	24,018	0.00%

	ACTUAL @ 09/30/2023	2023-2024 ORIGINAL	2023-2024 AMENDED	ACTIVITY FOR OCTOBER 2023	ACTUAL @ 10/31/2023	AVAILABLE BALANCE	% BDGT USED
710 - COOPERATIVE EXTENSION	26,317	133,332	133,332	3,634	3,634	129,698	2.73%
751 - PARKS & RECREATION	19,945	252,828	252,828	23,285	23,285	229,543	9.21%
966 - TRANSFERS OUT	0	872,457	872,457	0	0	872,457	0.00%
TOTAL EXPENDITURES	1,415,078	22,172,742	22,172,742	1,509,107	1,509,107	20,663,635	6.81%

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	PER 9/30/22 Comprehensive Financial Report
ADOPTED FUND BALANCE ALLOCATION	1,849,469	Original 2022-2023 Budget as adopted
	249,660	Adjustments to FY 23 Budget
ADOPTED FUND BALANCE ALLOCATION	814,472	Original 2023-2024 Budget as adopted

2,913,601

EST. UNASSIGNED FUND BALANCE 9/30/24

6,105,183



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Appointments Committee

DATE: November 16, 2023

RE: Recommended Appointments

REQUEST:

Approve for the appointments, as recommended by the Policy Committee, to be added to the December 7th Regular Meeting.

BACKGROUND:

The Appointments Committee met on November 2nd to review current and upcoming vacancies on Boards & Commissions as well as applications for appointments and requests for reappointment. The Committee recommends 9 appointments overall as follows: 1 reappointment to the Cass District Library Board, 2 reappointments to the Southwest Michigan Planning Commission, 1 reappointment to the Board of Public Works, 1 reappointment to the Road Commission, 2 appointments to the Opioid Settlement Advisory Committee, 1 appointment to the Solid Waste Planning Committee, and 1 appointment to the Community Corrections Advisory Board.

REVIEWS:

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

Appointments Committee, Administration

FINANCIAL ANALYSIS:

N/A

RECOMMENDATION:

Approve appointments as recommended be added to the Consent Agenda of the December 7th Regular Meeting.



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: November 16, 2023

RE: 2024 County Holiday Schedule

REQUEST:

Approve for 2024 Holiday Schedule be added to the December 7th Regular Meeting.

BACKGROUND:

Annually, the County adopts the schedule of holidays and the dates on which the holidays will be observed. The attached schedule is proposed for approval and would be posted to the County website once approved.

REVIEWS:

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

Administration, HR

FINANCIAL ANALYSIS:

N/A

RECOMMENDATION:

Approve for the 2024 Holiday Schedule be added to the Consent Agenda of the December 7th Regular Meeting.



COUNTY OF CASS, MI

2024 HOLIDAY SCHEDULE

The Cass County Buildings will be closed on the following dates in observance of the recognized holidays as follows:

Holiday	Date Holiday Observed
New Year's Day	Monday, January 1, 2024
Martin Luther King, Jr. Day	Monday, January 15, 2024
President's Day	Monday, February 19, 2024
Good Friday	Friday, March 29, 2024
Memorial Day	Monday, May 27, 2024
Juneteenth	Wednesday, June 19, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Veteran's Day	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024
Day After Thanksgiving	Friday, November 29, 2024
Christmas Eve Day	Tuesday, December 24, 2024
Christmas Day	Wednesday, December 25, 2024
New Year's Eve Day	Tuesday, December 31, 2024

Adopted by BOC on _____
Date [motion]



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: November 16, 2023

RE: Revised Remonumentation Grant Contract

REQUEST:

Approve for revised Remonumentation Contract be added to the December 7th Regular Meeting Agenda

BACKGROUND:

Annually, the County contracts with survey providers under the Remonumentation Grant Program. The original contracts were approved at the March 16th Special Meeting. Recently, one of the surveyors changed firms and, as such, a revision to the contract is necessary to reflect this change. We have already checked with the State of Michigan to ensure this was acceptable and we were notified that it did not create any issues. Attached, you will find the revised contract. Surveyor Mikel Currier switched companies from Jones, Petrie, Rafinski to Stephenson Land Surveying. The revised contract simply changes the company name. As noted during the last revision that had occurred, the Michigan State Survey and Remonumentation Act Grant covers all costs, so this carries no cost to the County.

REVIEWS:

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

GIS, Administration, State of Michigan

FINANCIAL ANALYSIS:

N/A

RECOMMENDATION:

Approve for the revised Remonumentation Grant Contract be added to the Consent Agenda of the December 7th Regular Meeting.

**CASS COUNTY
MONUMENTATION/REMONUMENTATION PROGRAM**

**REVISED
AGREEMENT**

This agreement is entered into by and between:

Cass County
120 N. Broadway – Suite 218
Cassopolis, MI 49031

And

~~Jones Petrie Rafinski~~
Stephenson Land Surveying
the terms and condition of which are as follows:

DEFINITIONS

As used in the Contract:

- County Representative – shall mean the County Surveyor, elected or appointed, with Cass County according to the requirements set forth in Section 95 of Chapter 14 of the Revised Statutes of 1846, being Section 54.95 of the Michigan Compiled Laws.
- Grant Administrator – shall mean a person appointed by the County Board of Commissioners as the individual responsible for completing and submitting the annual Application for a Survey and Monumentation Grant to the State of Michigan, and the administering of the approved annual grant(s).
- Grantee – shall mean the Monumentation Surveyor (or anyone directly or indirectly employed by it).
- Grantor – shall mean the Cass County Board of Commissioners and the State of Michigan.
- Job Assignment – shall mean a specific Government Corner to be monumented under the terms of the Agreement.
- Peer Group – shall mean not less than three non-associated Surveyors appointed by the County Representative whose duty is to review all data on Government Corners and act as advisors for ratification of corner locations.

SAFETY

The Grantee shall provide current documentation of insurance for property damage in the amount of \$100,000 worker's compensation, and vehicle coverage in the amount of \$100,000/\$300,000 while working for Grantor. The insurance shall cover interests of all parties to this Agreement, and all claims which may arise out of the Grantee's operations under this Agreement.

The Grantee is responsible for insuring that precautions are exercised at all times for the protection of persons and property. The safety provision of all applicable laws for compliance with all Federal and State laws and municipal ordinances and regulations in any manner affecting the work or performance of this Agreement and shall at all times carefully observe and comply with all rules, ordinances, and regulations. The Grantee shall secure all necessary certificates and permits from municipal or other public authorities as may be required in connection with the performance of work covered by this Agreement.

TERMS

This Agreement requires that all survey work be performed in accordance with Act 345 of Public Acts of 1990 as amended, being Section 54.261 to 54.279 of the Michigan Compiled Laws, and the County Plan as adopted by the State Survey Commission. From time to time the Peer Group will outline a specific procedure to recover or replace a Government Corner. It is required that these instructions be followed to the best of the Grantee's ability.

The Grantee must provide all pertinent research data, including maps, drawing, and field notes to other firms that are awarded contracts, and may bill costs incurred to the contracted firm. The types of records searched may include, but shall not be limited to the sources listed in the County Plan.

Upon completion of the research for a corner, the Grantee shall submit the corner for Peer Group ratification by making written request to the County Representative, accompanied by the corner-position documentation. The research data shall be organized and submitted chronologically, along with a copy of the site report. Following ratification of the corner location by the Peer Group, the Grantee shall install the standard marker as provided by the Grantor and shall file a Land Corner Recordation Certificate as required by Act 74 of the Public Acts of 1970, as amended, being sections 54.201 to 54.219(d) of the Michigan Compiled Laws.

If upon inspection it is found that Monument has been incorrectly placed (not in accordance with the Peer Group's instructions), the Grantee will reset said monument as instructed at no additional charge to the Grantor.

If it is found that a Monument has been correctly placed (in accordance with the Peer Group's instructions), and for some reason must be reset to make a correction, the Grantee will be paid a reasonable fee for making the change.

Unless otherwise authorized by the County Grant Administrator, the Grantee's work is to be completed and the Land Corner Recordation Certificate(s) recorded in the Register of Deeds Office, with three (3) copies of said Certificate(s) and a statement for payment of work given to the Grant Administrator no later than 120 days after the work assignment is issued. Said

statement shall be in accordance with the schedule of fees and charges outlined in this Agreement. If the Grantee fails to meet this deadline, payment may be withheld.

Payment for partial completion of contracts shall not be allowed in order to encourage timely performance of the contract.

A copy of all invoices for direct expenses incurred, such as billing by other firms for providing research data, shall be submitted at the completion of the contract. A statement for payment of work which is submitted by the end of a month shall be paid within thirty (30) days, upon approval of the Cass County Board of Commissioners.

CONTRACT COMPENSATION

The following types of work shall be compensated for:

- a. Research of existing records.
- b. Research expenses billed by other firms.
- c. Field work, including reconnaissance, excavation, traversing, witnessing, marker setting, etc.
- d. Field note reduction and computations of traverses.
- e. Clerical
- f. Peer Group meeting time presenting corners.
- g. \$30 per Document Recordation Fees, P.A. 132 and P.A. 74, as amended.

Contracts shall be on a per corner basis with a fee of \$1,750 paid per completed and recorded corner inclusive of all types of work necessary. Common corners will be further compensated the actual costs of document recordation fees.

PEER GROUP FUNCTIONS

The Peer Group shall function as an advisory board for determining the location of corners. The Grantee shall have a licensed surveyor attend the Peer Group meetings with four excused absences per year. The Grantee is responsible for bringing before the Peer Group the following:

- a. A chronological research record.
- b. Whether visible evidence is in place (pictures).
- c. Whether metallic objects were detected below grade.
- d. Conditions and topography of the area.

MISCELLANEOUS PROVISIONS

No member of the Legislature of the State of Michigan or any individual employed by the State shall be permitted to share in this Agreement or any benefit that arises therefrom. Any Monumentation Surveyor serving on the State Survey Commission is considered an exception in accordance to an Attorney General's Opinion.

The Grantee shall report to the State Contracting Officer within five days after the end of each month that this Agreement is in effect, the name(s), social security number(s), and amount of payment made to any former State of Michigan employee who:

1. Retired from the State between June 2, 1984 and September 30, 1984 under the provisions of Act 2 and Act 3 of the Public Acts of 1984; and
2. Are less than 62 years of age; and
3. Performed services purchased by the State under the provisions of this Agreement during the month.

No report is required for any month during which the Grantee has no employees(s) as described above assigned to work performed under the provisions of this Agreement.

DISCRIMINATION

In accordance with the United States Constitution and all federal legislation and regulations governing fair employment practices and equal employment opportunity, and in accordance with the Michigan Constitution and all state laws and regulation governing fair employment practices and equal employment opportunity, the Grantee agrees that it will not discriminate against any person, employee, or applicant for employment or hire because of their religion, race, color national origin, age, sex, height, weight, marital status or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.

INDEMNIFICATION

The Grantee agrees to comply with the following indemnification clause:

To the extent that liabilities, obligations, damages, claims, costs, charges and expenses are caused by any negligent act, error, or omission of the Monumentation Surveyor (or anyone directly or indirectly employed by it) arising from the services rendered by the Monumentation Surveyor, the Monumentation agrees to hold harmless and indemnify Cass County and the State of Michigan (and its agents and employees) from and against said liabilities, obligations, damages, claims, costs, charges, and expenses imposed on the Grantee.

TERMINATION

The Grantor, or the Grantee, may terminate this Agreement at any time in whole or in part by the delivery of a "Notice of Termination" to the other party. Termination may be initiated due to funding reductions, the elimination of funds, or if the project in whole or in part if no longer required because of identified efficiencies and/or economics. The Grantee shall be compensated for the State's share of all expenditures authorized by the grant budget incurred prior to the date of the "Notice of Termination" and for those financial obligations or purchase orders authorized by the grand budget that cannot be canceled. In addition, this agreement can be terminated by the Grantor if the Grantee fails to comply with any of the provisions of this Agreement.

If at any time, the job assignment awarded under this Agreement is terminated by the County Grant Administrator, expenses incurred to the time of termination shall be eligible for reimbursement.

ACCEPTANCE

The performance of this Agreement shall commence upon signature from the Chairman, Cass County Board of Commissioners and shall terminate on December 31, 2023.

County and the Monumentation Surveyor, by signature below, acknowledge that they have read this Agreement, understand it, and agree to all its terms and conditions.

Accepted:

CASS COUNTY
BOARD OF COMMISSIONERS

By _____
Chairperson

By _____
County Clerk

Date _____

Accepted:

Stephenson Land Surveying
Surveyor / Company

By Thomas D. Hyatt

Title President

Witness Stephen Mott

Date 10/23/2023

Dear Ms. Espeland:

Attached is a signed contract for the 2023 Cass County Monumentation/Remonumentation Program. Below are the corners that we are submitting a bid of \$1,750.00 each; \$10,500 for the 6 corners. This bid includes the research, field investigation, and setting of the monument and recording of the documents and other necessary tasks as identified in the contract. The corners to be completed include:

Township	Range	Corner ID
6S	14W	G12
6S	14W	H11
6S	14W	H12
6S	14W	I12
6S	14W	J12
6S	14W	K12


Signature



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: November 16, 2023

RE: 2024 Remonumentation Grant

REQUEST:

Approve for the 2024 Remonumentation Grant to be added to the December 7th Regular Meeting Agenda.

BACKGROUND:

Annually, the County participates in the Survey & Remonumentation Grant program. For 2024, the Grant would provide \$44,599.00 towards the project. The grant provides for 100% of the costs associated with the program. The County contracts with local surveyors to complete the work. Once the corners are selected and contracts finalized, final agreements for each surveyor will be brought before the BOC for approval.

REVIEWS:

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

GIS, Administration

FINANCIAL ANALYSIS:

Grant Funding provided to the County of \$44,599.00 which covers 100% of the costs of the program.

RECOMMENDATION:

Approve for the 2024 Remonumentation Grant be added to the Consent Agenda of the December 7th Regular Meeting.

SURVEY & REMONUMENTATION APPLICATION / PROGRESS / COMPLETION REPORT			
Michigan Department of Licensing & Regulatory Affairs Bureau of Construction Codes Office of Land Survey & Remonumentation PO Box 30254, Lansing, MI 48909 1 st Floor Ottawa Building 611 West Ottawa Street, Lansing, MI 48933 Phone 517-241-6321 E-Mail: bccolstr@michigan.gov www.Michigan.gov/bcc		Grantee/County: Cass County --Section below for OLSR staff use only-- Grant # VCUST# Address Code GG # Template:	
Grant Year: 2024			
\$44,599	State Grant Award		
Grant Application Payment Request		Grant Application Proposed Corners	
\$17,839.60	Start-Up Payment (40% of Grant Award)	21	Corners anticipated to be paid with funds
\$26,759.40	Balance after Start-Up Payment	Corners Completed	
Progress Report Payment Request			Corners completed & paid with grant funds
	Amount Requested (up to 85% of Grant)		Corners completed & paid by others
	Grant Balance after Progress Report		Corners revisited & paid with grant funds
Completion Report Payment Request			Corners revisited & paid by others
	Amount Requested (up to 100% of Grant)		Common corners entered into Accela twice
	Grant Balance after Completion Report		Number of records entered into Accela
			Corners revisited without record

I certify to the best of my knowledge and belief that this report is correct and complete, and all expenditures are for the purposes set forth in and comply with the annual grant agreement.

Is this county on an approved Maintenance Plan during this contract? Yes No



 County Grant Administrator

 12/31/23
 Date

<i>--Section below for OLSR staff use only--</i>	
Payment Authorized: \$ _____	Records completed by County in current Grant Year: _____
Grant Balance: \$ _____	Records remaining to be completed in County Plan: _____
_____ Nicholas J. Clever, P.S. Director, Office of Land Survey & Remonumentation _____ Date	

Administrator	
Name: Erika Joyce Espeland	Phone: (269)-445-4493
Email Address	erikae@cassco.org
Physical Address	120 N Broadway, Suite 218
City, State, Zip	Cassopolis, MI 49031
Representative	
Name: Tom Stephenson	Phone: (269) 445-8903
Email Address	ts@stephensonls.com
Physical Address	27873 White St
City, State, Zip	Cassopolis, MI 49031
Address for Payments	
Name:	Phone: (269)-445-4493
Physical Address	120 N Broadway, Suite 218
City, State, Zip	Cassopolis, MI 49031

The following section is divided into columns corresponding to the stages of the yearly Remonumentation Grant program, from left to right. Fill out the sections within the column of the current stage, while leaving the information from the previous stages in place. If the county does not submit a Progress Report, leave that column blank.

Budget (Grant Application) column refers to the estimated costs set forth by the County in the Grant Application.

Progress Report column will include any expenditures by the County up to that point. Expenditures must exceed the amount received by the county in the 40% Start-up Payment. Any amount in this column must have receipts or invoices listing completed corners attached for reimbursement.

Completion Report column will include all reimbursable expenditures by the County during the Grant Year. Any amount in this column must have receipts or invoices listing completed corners attached for reimbursement.

County must provide copies of all invoices, receipts, payment vouchers, etc. for any expenditures being submitted for reimbursement under the Remon Grant program. Invoices must be itemized (where applicable) and should not include costs outside of the Remonumentation program. A county requesting payment for a Cost Allocation Program or similar policy must have a complete copy of the Cost Allocation Plan on file with OLSR before payment is made.

County must provide a detailed, itemized budget report for all expenditures under the Remon program. Any payment amount that does not appear on the budget report cannot be considered for reimbursement under the Remon Grant program.

**Remonumentation Program
County Expenditure Detail**

Work Program Expenditures by Line Item	Budget (Grant Application)	Progress Report Expenditures	Completion Report Expenditures
Item A Remonumentation Services	\$36,750		
Item B Monument Maintenance Services			
Item C Remonumentation Supplies & Materials	\$1639		
Item D Geodetic Control Maintenance & Operations			
Item E Grant Administrator Fees/Wages	\$2,505		
Item F County Representative Fees/Wages	\$2,505		
Item G Additional Administrative Staff Fees/Wages			
Item H Peer Group	\$1200		
Item I Administrative Supplies & Indirect Costs			
Totals	\$44,599		

What is Remonumentation?

Remonumentation is the process of retracing, reestablishing, and maintaining the accuracy of land survey corners. Land survey corners, or “monuments” form the basis of the Public Land Survey System which is the reference for determining ownership of public and private property. Verifying the accuracy of all survey corners is crucial in maintaining accurate property descriptions, roadway placements, and government boundaries. Survey corners are like the skeleton of our community, on which all our infrastructure is placed.

The first corners were established by teams of rugged frontiersmen in the early 1800s using rocks, sticks, etchings in trees, and even empty bottles of Whiskey. Overtime many of these markers have deteriorated, been disturbed, or even destroyed. Remonumentation seeks to reset these monuments using modern measurement technology and replace the physical marker with more durable materials, such as concrete, iron, and aluminum.

Remonumenting is more important than ever, as the need for accurately placed land development has increased.

It's challenging to plan a new road or development when ownership rights are unclear. It's also difficult for communities to encourage economic development without accurate and easily accessible property information.

Benefits of remonumenting include:

- **Reducing the cost of surveys** – Surveys take less time when section corners are verified and monumented.
- **Reduces the number of boundary disputes** – Well-established starting locations make boundary determination less ambiguous.
- **Surveys & GIS become more accurate** – With verified section corners as the base, future surveys are more exact. County and local government can rely upon the remonumented corners in their GIS to assist with more precise land locations for permitting, taxation, and other spatial applications.
- **Creates robust land records for future generations** – publicly available digital records and the durable physical monuments in the ground mean that future development and decisions will be aided with easily attainable public land records that can be verified in the field.

Back in 1990, ***Michigan Act 345: The State Survey and Remonumentation Act*** was passed to remonument 300,000 survey corners in the state. This was the first statewide effort in over 175 years to remonument.

A fund was created to pay for the effort by adding a charge to each county recording fee. In Cass County that fee is \$3.94. The money is then re-allocated to each county annually through the State's Remonumentation Grant. There is no county match required for the grant and no additional costs to the county for this program.

As of 2023, We are currently +/- 51.9% complete with the +/- 2,367 corners that fall within Cass County.



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners
FROM: Matt Newton, County Administrator
DATE: 10/9/23
RE: Posting of Friend of the Court (FOC) position
Friend of the Court (FOC) Program Services Coordinator & Parenting Time Specialist

REQUEST:

We are requesting the ability to be able to post this position to seek applicants to fill this position.

BACKGROUND:

This position was formerly the Bench Warrant Officer position in the FOC. The Bench Warrant Officer left the FOC in August 2023. Due to IRS confidentiality requirements, the FOC can no longer continue to have a contracted Bench Warrant Officer.

The position has been rewritten to comply with the IRS requirements as well as carrying out the enforcement duties previously done by the Bench Warrant Officer and adding in additional duties to attempt to decrease incarceration and bench warrants to save the County money for such incarceration while also still vigorously pursuing child support collection.

This position was vacant at the time of the adoption of the FY 24 budget, and the Courts were instructed to come back and ask for permission to fill this open position. This position is necessary based on the workload in the FOC and the approved IV-D grant for the next 5 years. The FOC receives reimbursement of 66% of this position's wages and fringes as well as incentives based on collections and indirect costs through the FOC's IV-D grant.

REVIEWS:

Prior to submitting this request, this agenda item was reviewed by all impacted departments noted below:

County Administration
Cass Courts
CCIEA Union President

FINANCIAL ANALYSIS:

This position would be a new CCIEA position and is paygrade 7 (which represents a cost decrease when compared to the Bench Warrant Officer position). The approximate annual cost of this position for wages and fringes is estimated at \$70,000 (depending on what fringe benefits are chosen (for example single, 2 person, family insurance, etc.) which in actuality will be less because during the initial 90-day probationary period, the position is not eligible for insurance benefits and the position would be filled, at most for 9 out of the 12 months of the fiscal year if we hired by 1/1/24.

RECOMMENDATION:

Approve this request as submitted.



POSITION VACANCY

Cass County Courts
Law & Courts Building

FRIEND OF THE COURT (FOC) PROGRAM SERVICES COORDINATOR & PARENTING TIME SPECIALIST

2023 Hourly pay range: \$21.5103 per hour to \$27.9633 per hour
(Currently Pay Grade 7, union position)

NOTE:

This is an informational posting only. If you are interested in this position, please send your cover letter and resume' and completed county application to Sarah Mathews, Court Administrator & FOC Director, via email: sarahm@cassco.org. Drug test and background check required. This position requires access to FTI; therefore, applicants must undergo an FBI fingerprint-based background investigation as detailed in the *IRS Publication 1075*. EOE.



EMPLOYMENT OPPORTUNITY

FRIEND OF THE COURT PROGRAM SERVICES COORDINATOR & PARENTING TIME SPECIALIST – Under the direct supervision of the Deputy FOC in collaboration with the Casework Supervisors and as part of the FOC team monitors and facilitates payment compliance of court-ordered child support using informal and formal enforcement initiatives according to established office procedures and priorities. Collaborates on the development of and coordination of the FOC Alternative Contempt Track Program (ACT), FOC Probation Program, the Learn, Earn, and Provide Program (LEAP), and Payer Outreach initiatives as directed. Collaborates with the Attorney General's office and Department of Corrections on enforcement initiatives according to standardized office protocols. Collaborates with FOC Staff on enforcement initiatives and priorities including locate, bench warrants, and license suspensions. Serves as direct backup to the Enforcement Caseworker. Regularly engages and communicates with delinquent payers to attempt to obtain voluntary compliance with Court orders using positive communication and motivational interviewing skills to induce compliance. Builds community relationships and makes referrals to payers of needed community resources and services as well as referrals within the office to FOC staff for support reviews. Serves as a Parenting Time Specialist and assists parties with parenting time complaint issues. Screens, processes, and resolves parenting time complaints. Bachelor's degree required. Bachelor's degree in sociology, psychology, social work, criminal justice, or education that qualifies the person to carry out the duties of this position preferred. Friend of the Court or Court experience may be considered in lieu of educational requirements and preference.

2023 Hourly pay range: \$21.5103 per hour to \$27.9633 per hour
(Currently Pay Grade 7, union position)

To apply: Please send your cover letter, resume, and completed county application to Sarah Mathews, Court Administrator & FOC Director, via email: sarahm@cassco.org. Drug test and background check required. This position requires access to FTI; therefore, applicants must undergo an FBI fingerprint-based background investigation as detailed in the *IRS Publication 1075*. EOE.

Employment application can be obtained at: <https://casscourtsmi.org/wp-content/uploads/2022/12/2022-Updated-County-Application-for-Employment.pdf>

(Works best with Chrome browser.)

**CASS COUNTY COURTS’
JOB DESCRIPTION**

**FRIEND OF THE COURT PROGRAM SERVICES COORDINATOR & PARENTING TIME
SPECIALIST
(CASEWORKER LEVEL II)**

Union position

Supervised by: Deputy FOC

Supervises: None

All Court employees are subject to the Chief Judge Rule, MCR 8.110, including MCR 8.110 (C)(3)(d) which gives the Chief Judge authority and responsibility to supervise the performance of all court personnel, with authority to hire, discipline, or discharge such personnel, with the exception of a judge's secretary and law clerk, if any.

Position Summary:

Under the direct supervision of the Deputy FOC in collaboration with the Casework Supervisors and as part of the FOC team monitors and facilitates payment compliance of court-ordered child support using informal and formal enforcement initiatives according to established office procedures and priorities. Collaborates on the development of and coordination of the FOC Alternative Contempt Track Program (ACT), FOC Probation Program, the Learn, Earn, and Provide Program (LEAP), and Payer Outreach initiatives as directed. Collaborates with the Attorney General’s office and Department of Corrections on enforcement initiatives according to standardized office protocols. Collaborates with FOC Staff on enforcement initiatives and priorities including locate, bench warrants, and license suspensions. Serves as direct backup to the Enforcement Caseworker. Regularly engages and communicates with delinquent payers to attempt to obtain voluntary compliance with Court orders using positive communication and motivational interviewing skills to induce compliance. Builds community relationships and makes referrals to payers of needed community resources and services as well as referrals within the office to FOC staff for support reviews. Serves as a Parenting Time Specialist and assists parties with parenting time complaint issues. Screens, processes, and resolves parenting time complaints. Bachelor’s degree required. Bachelor’s degree in sociology, psychology, social work, criminal justice, or education that qualifies the person to carry out the duties of this position preferred. Friend of the Court or Court experience may be considered in lieu of educational requirements and preference.

Essential Job Functions

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

1. Trained on and timely become proficient in navigating and utilizing MiCSES (Michigan Child Support Enforcement System) to perform a variety of complex Friend of the Court case management functions.
2. Compliance with all Title IV-D requirements for IV-D workers.
3. Trained on and timely become proficient in navigating and utilizing the OnBase EDI System including uploading and indexing functions and timely processing of documents in assigned OnBase queues.

4. Experience with and ability to utilize the Court's information system (Judicial Information Systems [JIS]) to perform job-related functions is desired and in the absence of such experience the willingness and ability to gain the necessary knowledge is required.
5. Engage in regular training to maintain current knowledge related to all job functions as well as to develop additional knowledge necessary to carry out job functions including proficiency in navigating the Learning Management System (LMS) provided online by the Michigan Office of Child Support.
6. Ability to become proficient in utilizing Business Objects and other online mechanisms to perform Friend of the Court case management functions.
7. Uses computer databases, internet resources, and state child support enforcement systems to review and monitor cases, locate individuals, and update and maintain internal records to provide information to other staff.
8. Actively and timely monitor MICSES notifications called Alerts regarding enforcement-related activities.
9. Timely input detailed case notes into MiCSES for all actions taken as directed by policy.
10. Prepares and maintains required court records, documents customer contacts, and responds to casework-related communications occurring in person and by two-way communication through MiCSES, mail, fax, telephone, email, and otherwise.
11. Collaborates on the development of the Cass County FOC's ACT (Alternative Contempt Track) as directed by the Director and Deputy FOC.
12. Coordinates and oversees the ACT (Alternative Contempt Track) as the primary ACT Caseworker under the direction of the Director and Deputy FOC. This includes but is not limited to:
 - a. Participates in the FOC show cause docket to facilitate referrals to the ACT Program.
 - b. Timely completes an investigation and an assessment of payers interested in participating in the ACT (Alternative Contempt Track) to make recommendations regarding eligibility.
 - c. Provides case management services for ACT Participants.
 - d. Maintains accurate records of ACT program components and participants.
 - e. Regularly updates the Management Team on ACT progress.
 - f. Orients payers to the terms of the ACT program.
 - g. Coordinates and/or makes referrals for appropriate community-based services/interventions, which frequently includes mental health and educational services.
 - h. Assigns and monitors community service for payers as ordered for ACT Program Participants.
 - i. Become knowledgeable about community services so that appropriate referrals can be

- made.
 - j. Schedules and facilitates court hearings for the ACT program as needed including but not limited to review hearings, staffing, and contempt hearings.
 - k. Attend relevant court hearings to provide updates on the progress of payers participating in ACT, LEAP, and/or FOC Probation.
13. Coordinates and oversees the FOC Probation program including but not limited to:
- a. Participates in the FOC show cause docket to facilitate referrals to the FOC Probation Program.
 - b. Oversees & coordinates FOC Probation for payers ordered to Probation by the Referee and/or Judge.
 - c. Maintains accurate records of the FOC Probation Program components and participants.
 - d. Regularly updates the Management Team on FOC Probation progress.
 - e. Provide case management services for FOC Probation participants.
 - f. Orients payers to the terms of the FOC Probation.
 - g. Coordinates and/or makes referrals for appropriate community-based services/interventions, which frequently includes mental health and educational services.
 - h. Assigns and monitors community service for payers as ordered for FOC Program Participants.
 - i. Become knowledgeable about community services so that appropriate referrals can be made.
 - j. Schedules and facilitates court hearings for the FOC Probation Program as needed including but not limited to review hearings and contempt hearings.
 - k. Attends relevant court hearings to provide updates on the progress of payers participating in the FOC Probation Program.
14. Oversees and coordinates payers' participation in the Learn, Earn, and Provide Program (LEAP) through MI-Works including but not limited to:
- a. Participates in the FOC show cause docket to facilitate referrals to the LEAP Program.
 - b. Oversees & coordinates the LEAP Program for payers ordered to LEAP by the Referee and/or Judge.
 - c. Maintains accurate records of the LEAP Program components and participants.
 - d. Regularly update the Management Team on the LEAP Program.
 - e. Provide case management services for LEAP Program participants.
 - f. Orients payers to the terms of the LEAP Program.
 - g. Coordinates and/or makes referrals for appropriate community-based services/interventions, which frequently includes mental health and educational services.
 - h. Assigns and monitors community service for payers as ordered for the LEAP Program.
 - i. Become knowledgeable about community services so that appropriate referrals can be made.
 - j. Schedules and facilitates court hearings for the LEAP Program Participants as needed including but not limited to review hearings and contempt hearings.
15. Become trained on and proficient in utilizing a standardized assessment tool approved and adopted by the Court according to evidence-based best practices as appropriate for FOC programs.

16. Works with and builds relationships with community agencies and employers to fulfill the needs of the ACT, LEAP, FOC Probation, and Payer Outreach programs.
17. Works with and builds relationships with other community agencies and employers to facilitate resources for payers of child support (whether they are participating in an FOC program or not) including job, education, skill building, medical, mental health, and recovery opportunities.
18. Acts as a liaison with the community, including the schools, school administrations, Department of Corrections (DOC), Sheriff's Department, other local law enforcement agencies, employers, medical providers, community mental health, other mental health providers, and community members to facilitate coordination and cooperation in the delivery of support services and to address case-related issues and problems.
19. Attends and participates in community events on behalf of the Friend of the Court as directed by the Director and/or Deputy FOC.
20. Assists with the Payer Outreach Program as directed.
21. Serves as a Parenting Time Specialist and provide parenting time enforcement services to parties including but not limited to:
 - a. Screen Parenting Time Complaints.
 - b. Respond to parenting time complaints.
 - c. Provide information on the parenting time enforcement process to parties.
 - d. Process complaints for appropriate enforcement remedies such as mediation, joint resolution conferences, show cause hearings, and make-up parenting time.
 - e. Conduct joint resolution conferences.
 - f. Prepare any necessary paperwork to facilitate parenting time enforcement including 21-day notices and motions and orders to show cause.
22. Conducts Facilitative Information Gathering sessions with parties and issue appropriate recommendations in accordance with OCS and office policy.
23. Serves as a backup to FOC Casework Supervisors and the Enforcement Caseworker in processing warrants including but not limited to:
 - a. Assisting in the preparation and management of bench warrants.
 - b. Investigates and locates persons pursuant to carrying out the mandates required of the Friend of the Court Office.
 - c. Tracks and pursues all child support bench warrants, both by phone and by working with law enforcement agencies.
 - d. Enters all warrants and recalls warrants on the LEIN system.
 - e. Collaborates with the Attorney General's office on felony non-support according to standardized office protocols.
 - f. Collaborates with the Department of Corrections regarding individuals with criminal cases who also have child support obligations according to standardized office protocols.
 - g. Collaborates with the Enforcement Caseworker on enforcement initiatives as well as on locate including use of CLEAR.

- h. Prepares documents related to enforcement proceedings including contempt/show cause motions, notices, orders, and bench warrants.
 - i. Maintains accuracy of all records of arrests and active warrants.
- 24. Assists the Enforcement Worker with coordinating services for payers arrested on FOC Bench Warrants including, but not limited to:
 - a. Coordinating service with other enforcement staff, jail staff and dispatch.
 - b. Speaking to child support payers arrested on warrants, communicating with them at the jail, and attempting to negotiate a resolution without Court involvement.
 - c. Referring payers arrested on warrants to FOC services such as ACT if appropriate.
 - d. Preparing bench warrant re-calls to dispose of bench warrants without an arrest.
- 25. Collaborates on and serves as a backup for license suspension enforcement processes with the Enforcement Caseworker, including DNR license suspension processes.
- 26. Backup the Enforcement Caseworker in Reviewing notices of bankruptcy (Chapters 7, 11, or 13) from the bankruptcy court or from OCS, updating MICES screens, monitoring for the completion of those proceedings, obtaining any new case information, and again updating the MICES screens, which may also result in active enforcement for current support and/or collection of arrearages.
- 27. Serves as a liaison with other law enforcement and social service agencies related to FOC Bench Warrant issues and questions. Coordinates arrests of persons through and by law enforcement agencies and assists with coordinating appearances at court hearings related to FOC Bench Warrants for in-custody persons arrested on FOC warrants for nonsupport.
- 28. Engages and communicates with delinquent payers to attempt to obtain voluntary compliance with Court orders. Gathers necessary information for enforcement, which may include medical, employment, income, and other related information. Provides employment referrals, referrals to other staff and agencies, and provides an overall explanation of the enforcement process including the consequences for non-compliance.
- 29. Makes referrals for support reviews to FOC staff as circumstances warrant according to standard office protocols.
- 30. Actively and timely respond to inquiries from, as well as actively and timely communicate with, staff, parties, attorneys, other agencies, employers, and others as necessary and appropriate.
- 31. As directed, provides backup services to other Friend of the Court personnel.
- 32. Performs other duties and responsibilities as directed or assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

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

1. Bachelor's degree required. Bachelor's degree in sociology, psychology, social work, criminal justice, or education that qualifies the person to carry out the duties of this position preferred. Friend of the Court or Court experience may be considered in lieu of educational requirements and preference.
2. Two years or more of demonstrated experience preferred in family/domestic relations law, a human service or behavioral science field, or administration, preferably in a Friend of the Court office, Court, or closely related setting.
3. Valid Driver's License.
4. Working, Legal, and Insured Vehicle.
5. Motivational interviewing and/or mediation skills preferred.
6. Demonstrated knowledge and skill in investigative and interviewing techniques preferred including the ability to effectively obtain case-related information from and about parties, employers, and others.
7. Demonstrated ability to coordinate and promote program events desired.
8. Demonstrated ability to work with community organizations and to coordinate services desired.
9. Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity.
10. Ability to take direction, accept feedback in a professional manner, and utilize direction and feedback to carry out the position's duties.
11. Demonstrated ability to communicate effectively, verbally and in writing, and the ability to pay attention to detail including the ability to detect errors, determine causes, and make corrections as appropriate.
12. Working knowledge of the State of Michigan court system, procedures, court rules and statutes, specifically related to Friend of the Court and Circuit/Family/Probate Courts and in the absence of such knowledge a desire, willingness, and ability to timely obtain such knowledge.
13. Working knowledge of State of Michigan child support regulations and procedures, including the Michigan Child Support Formula, as well as knowledge of how child support is calculated and in the absence of such knowledge a desire, willingness, and ability to timely obtain such knowledge.
14. Ability to consistently demonstrate sound ethics and judgment.

15. Demonstrated ability to maintain professional integrity and respect for colleagues, co-workers, parties, attorneys, and the general public and the ability to effectively meet with and interact with the general public.
16. Ability to maintain office confidentiality and handle stressful situations.
17. Skill in prioritizing and completing work assignments.
18. Knowledge of legal terminology, format, and standard legal instruments and in the absence of such knowledge a desire, willingness, and ability to timely obtain such knowledge.
19. Skills in mediation and the ability to handle hostile individuals and in the absence of such skills a desire, willingness, and ability to timely obtain such skills.
20. Ability to be impartial and make timely decisions.
21. Ability to type accurately and quickly.
22. Proficiency in English grammar, spelling, punctuation, and simple mathematical functions, such as addition, subtraction, multiplication, and division.
23. Ability to maintain accurate and organized records.
24. Ability to use resources effectively and efficiently.
25. Working knowledge of and ability to use modern office equipment such as computers, telephones, fax machines, scanners, calculators, and computer software, including word processing, spreadsheet, database, financial, and email/world wide web. Proficiency with the use of Microsoft Office tools including Outlook, Word, Excel, and basic skills in PowerPoint is desired.
26. Ability to use recording, photographic, audio, and video equipment.
27. Able to and willingly engage in positive customer service.
28. Able to and willingly comply with all Court and Friend of the Court policies.
29. Understand and actively support through positive words and actions the Friend of the Court's office culture.
30. Physical and mental ability to perform the position's duties without excessive absences with an appreciation for and demonstrated commitment to attendance that supports adequate staffing levels.
31. All Court employees are expected to and shall comply with the Model Code of Conduct for Michigan Trial Court Employees.
32. Possess and maintain a record of orderly, law-abiding citizenship as well as an ability to consistently demonstrate sound ethics and judgment.

33. Physical and mental ability to perform the position's duties without excessive absences with an appreciation for and demonstrated commitment to attendance that supports adequate staffing levels.
34. Ability to read, write, speak, and understand the English language as necessary for the position, including the ability to follow written and oral instructions.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is often required to walk, sit, or use hands to finger, handle or feel objects, tools, or controls. The employee is often required to stand and sit for extended periods of time. The employee is required to manage stress, be it from dealing with people under duress, from the confrontation and negotiation components of the adversarial process or from the demands of decision making. The employee must occasionally lift and/or move light to moderate objects. The noise level in the work environment is typical of a busy office, ranging from quiet to moderate.



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Cass County Prosecutor Victor Fitz

DATE: 10-12-23

RE: Victim Rights Coordinator/Legal Secretary & Child Support Secretary

REQUEST: To return current part-time Victim Rights Coordinator to full-time Victim Rights Coordinator/Legal Secretary
To re-establish the Child Support Secretary Position

BACKGROUND:

Returning Part-time Victim Rights Coordinator to full time Victim Rights Coordinator/Legal Secretary. This is necessary to provide the Chief Law Enforcement Office in the County with the resources and personnel necessary to sustain its Constitutional public safety mandate.

Prior to the passage of October, 2023 annual budget, this position was full-time. It included 28 hours per week serving as a Victims Rights Coordinator (100 % reimbursement) and 12 hours per week (general fund dollars) to assist in the increasing support staff responsibilities including dramatically mounting body camera evidence, growing discovery demands, escalating legal pleadings, etc. It should be noted that since approximately 2010, there have been increased statutory and court rule requirements when it comes to the use of video cameras by law enforcement, as well as a requirement to promptly review, redact and provide it by way of legal discovery to Defense counsel. On each individual case, this places and expectation on a prosecutor's office to review the many hours of video camera on each case, redact information that is statutorily required in order to protect victims, police officers, confidential informants, agencies, members of the public and the like. Additionally, there has been a significant increase in the use of civilian and business/agency video in the investigation and prosecution of criminal activity. It is not unusual to have 5 or more officers take part in a criminal investigation. The video of each officer---as well as civilian and business video---needs to be reviewed, sometimes repeatedly, in the prosecution of a criminal case. Since 2010 this has created a tremendous amount of additional personnel hours to review, prepare and prosecute each defendant. Some Counties, such as Berrien County now provide their Prosecutor's Office with a full-time employee whose sole responsibility is to review all submitted police, citizen and business/agency video, comply with redaction requirements and timely provide it to defense counsel by way of discovery. Legislative/Court rules now also require the properly reviewed and redacted video to be provided to Defense Counsel in an expedited time frame.

In August of 2023, the Prosecutor's Office hired Patricia Marlin to fill this full-time position. Ms. Marlin left a full-time job to take this position in the Prosecutor's Office. In September of 2023 the county budget that was passed reduced this position to part time effective October 1, 2023. As averred above, this staff reduction came at a time Prosecutor's Office support staff needs are increasing and expected to remain on an upward trajectory. Again, video camera review, tight time frames, increased discovery demands and the like discussed previously all add to the workload and increased time expectations on the prosecutor's staff. These increasing demands on prosecutor's legal secretarial staff are also fueled in part due to the increasingly robust funding of the Indigent Defense Office. The Public Defenders, while tasked with fewer responsibilities than the Prosecutor's Office, now have a significantly larger annual budget than the Prosecutor's Office. (see attachment). The Prosecutor's Office is already seeing greater demand on its entire staff due to increased demands discussed above. It is further impacted by this funding disparity. Simply put, the Prosecutor's Office, with greater responsibilities than the Public Defender's Office, has a significantly lower annual budget than that of the Public Defender's Office. And while the Indigent Defense Office resources dramatically increased October 1, 2023, the Prosecutor resources unfortunately decreased. A better funded Indigent Defense Office is now placing increased discovery and legal pleadings demands on the Prosecutor's Office.



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It should also be noted that full-time employee Patricia. Marlin was reduced to a part-time employee.

Due to the heavier load of responsibilities placed on the Prosecutor's Office it is incumbent that the Prosecutor's Office receive and maintain sufficient funding. This funding is necessary to provide adequate support staff in the office of the Chief Law Enforcement Officer for the County.

Re-establish the Child Support Secretary Position. This position was taken out of the Prosecutor's Budget when the 2023 Annual Budget was passed in September 2023. It is a grant position which receives 66% reimbursement. The Child Support Unit is tasked with establishing parentage for minors in Cass County. This in turn allows the state of Michigan and custodial parents to receive financial support from non-custodial parents for the raising of their children. It also routinely results in an increase in the involvement of non-custodial parents in the lives of their children---an often-critical benefit to the children. The Child Support Secretary has been an important position in the Prosecutor's Child support unit for over 2 decades. It has been the only support staff component for the unit. This secretary insures that notices go out, appointments are set, interviews occur, DNA tests are conducted, etc. Due to the elimination of the Child Support Secretary, the Child Support Unit is currently without any support staff. This is a significant incumbrance on the overall ability of the unit to function properly, including the establishment of appointments, interviews, DNA tests. Without the Child Support Secretary Position, the number of cases in which parentages is established will decrease significantly---with attendant negative consequences for children in Cass County.

It should also be noted that there is a limited window of opportunity to preserve this long-standing, important position with 66% reimbursement from the state. A decision not to act promptly to restore this position may result in the permanent loss of this 66% reimbursement position.

Cost to return these two positions to 2022 status

The approximate county cost to return the Victim Rights Coordinator position to full time is approximately **\$35,000** annually.

The approximate county cost to re-establish the Child Support Secretary position is approximately **\$22,000** annually.

This results in a total of approximately **\$57,000** annually.

\$22,000 Child Support Secretary

\$35,000 Victim Rights Advocate/Legal Secretary

\$57,000

New funding sources

To support this change, the Prosecutor's Office suggests two actions which would increase the County's General fund by approximately **\$57,000**.

1. **DHHS Neglect/Abuse Contract** The Prosecutor's Office has been in discussion with the Department of Health and Human Services (DHHS) regarding the establishment of a contract between that office and the Prosecutor's Office for representing DHHS in the handling of Neglect/Abuse cases. While the establishment of such a contract places significant additional accounting and administrative responsibilities on the Prosecutor's Office, as well as the creation of infrequent conflicts, these added duties can be absorbed provided that we secure the return of the Victim Rights Coordinator and the Child Support Secretary position to their 2022 status.

Approximate added income from DHHS contact for Neglect/Abuse Cases: **\$40,000**



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It is proposed that funding be provided to the Prosecutor's Office through the the Drug Millage Fund in an amount by a minimum of **\$17,000**.

\$40,000

\$17,000

\$57,000

Some brief history regarding the CCDET milage. In 2004, the Sheriff, the Dowagiac Chief of Police and the Cass County Prosecutor collaborated to spearhead the placement of the Drug Millage on the August Ballot. Throughout the summer of 2004, the Sheriff, The Dowagiac Police Chief and the Prosecutor---along with assistance from each of our agencies and others in the Cass County Community---promoted the drug millage across Cass County. This included providing presentations to numerous municipal boards, service organizations, churches, etc. The effort was a resounding success and the Drug Millage passed by a wide margin across the county. Since that original initiative, the millage has passed overwhelmingly on four subsequent occasions. The Prosecutor has been actively supportive of each subsequent Drug Millage initiative.

After the 2004 passage, the Sheriff's Office and the Dowagiac Police Department received funding from the millage for several officers as well as a support staff secretary. The Prosecutor's Office received a Drug Prosecutor. The Prosecutor's Office also requested funding for a full or part-time support staff secretary to assist in the processing of drug warrant requests, drug case evidence, discovery in drug cases, and other tasks which are attendant to the processing of drug cases. This was not supported, and the Prosecutors office has been required in the two decades since to process such drug cases without the requested support staff to purse this responsibility. It should also be noted that upon the passage of the drug millage and consistently since then, the Prosecutors office has handled a significantly greater number of drug cases, drug forfeiture cases, etc. on an annual basis.

Currently approximately 30% of the felony cases handled by the Prosecutor's Office are drug cases. Further, approximately 80% of the other felony cases handled by the prosecutor's office involved defendants who have a current and/or historical relationship with controlled substances.

As mentioned earlier, with the advent of significant additional body camera evidence, a substantial increase in discovery and other demands on criminal cases including drug cases, the time is long overdue to provide CCDET funding to the Prosecutor's Office to assist in support staff needs.

The Drug Millage fund presently stands with a surplus of over \$1 million dollars.

The voters have passed this millage on 5 separate occasions with the expectation that the funds would be used to investigate and prosecute controlled substance offenses. Without the re-establishment of the Prosecutors Office criminal support staff to at least 2022 levels, it has and will continue to be increasingly difficult for the Prosecutor's Office to sustain what the voters, through this millage have asked the County to do.

This request to augment the Prosecutor's criminal support staff budget up to \$35,000 from a fund balance of over \$1 million dollars makes sense and is supportive of the voter's desire to effectively address the serious methamphetamine, fentanyl, opiod and other drug challenges---including an attendant substance abuse and the mental health crisis----in Cass County.

It is critical, at a time when the Prosecutor's office is faced with the considerable addition of time and resources necessary due to video camera, statutory tightening of discovery expectations and a significant increase in the funding



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of the Indigent Defense Office that we reverse the 2023 budgetary reduction in the resources available to Prosecutor's office to fight drug and related crimes.

As indicated, resources are available to the county to achieve this objective without a negative impact on the general fund.

Restoring these positions to their 2022 levels will be supportive of maintaining a Prosecutor's Office for the citizens of Cass County which is able to address drug and other serious crime in the community.

REVIEWS:

Click or tap here to enter text.

FINANCIAL ANALYSIS:

No negative impact on the County general fund.

\$40,000 DHHS Contract

\$17,000 CCDET Funds

\$57,000

RECOMMENDATION:

Return the current part-time Victim Rights Coordinator to full-time Victim Rights Coordinator/Legal Secretary

Re-establish the Child Support Secretary Position



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: November 16, 2023

RE: Step Level Increase Resolution

REQUEST:

Determine whether to adopt a renewal of the Resolution Authorizing Step Level Retention Increases

BACKGROUND:

In July, the Board of Commissioners approved R-115-23 Authorizing Step Level Retention Increases. The resolution provides for the County Administrator to approve for step level retention increases up to three steps within a pay grade for non-union employees when a Department Head or Elected Official submits a written request detailing why the action is necessary and the budgetary impact. The County Administrator then evaluates the request and determines whether the request shall be approved or denied and issues a copy of that written decision to both the Department Head or Elected Official and the Board of Commissioners. If the request is approved, the Employee Status Change Form is also submitted to the Board of Commissioners. If the request is denied, the Department Head or Elected Official may appeal the decision to the Board of Commissioners. R-115-23 is set to expire December 31st, so a determination needs to be made as to whether a new resolution reauthorizing the provisions will be enacted for 2024 or whether the resolution will simply expire. Since it's adoption, the resolution was utilized in consideration of 4 requests. Of those 4 requests, 2 were approved for a 1-step increase, 1 was approved for a 2-step increase, and 1 was denied.

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:

If step level retention increases are approved, the associated wages and related benefits increase. However, I would note that the resolution has been used rather sparingly, increases are limited to no more than 3 steps, and the budget must support any changes proposed.

RECOMMENDATION:

Determine whether a new resolution to reauthorize step level retention increases should be considered. If so desired, a new resolution would be prepared and added under New Business of the December 7th Regular Meeting.

CASS COUNTY BOARD OF COMMISSIONERS

R-115-23

A RESOLUTION TO AUTHORIZE STEP LEVEL RETENTION INCREASES

WHEREAS, R-229-22 resolved that “the County Administrator is authorized to make ‘full use’ of the compensation schedule when a Department Head or Elected Official determines it is necessary and in the County’s interest to attract and maintain an acceptable level of talent. Additionally, in every instance of such use, the County Administrator will notify the Board of Commissioners by providing a copy of the County Employee Status Change Form together with a Memorandum explaining the necessity;

WHEREAS, the reasons given for adoption of R-229-22 were: (1) a number of recent cases have resulted in no qualified applicants for county positions either internally from county service or external from the community, or the applicants have been unwilling to accept midpoint range in the grade and step; and (2) economic conditions across the region continue to contribute to labor shortages forecasted to continue through 2023;

WHEREAS, in order to maintain the high quality of service needed to properly deliver services to Cass County’s citizens; retain existing employees given job opportunities in the current economic climate; and in recognition of the value of institutional and subject matter expertise acquired by existing employees as well as increased position demands and cross training required to high quality services to Cass County’s citizens;

WHEREAS, there are labor agreements in effect for a portion of Cass County’s workforce and those labor agreements are controlling with respect to the wages paid, including step increases and how step increases are managed; and

WHEREAS, a portion of Cass County’s workforce is not subject to labor agreements and are identified as non-union employees.

NOW, THEREFORE, BE IT RESOLVED by the Cass County Board of Commissioners that through December 31, 2023, the County Administrator is authorized to approve step level retention increases of up to three steps within a position’s compensation pay grade schedule for non-union employees (employees not subject to a labor agreement) when a Department Head or Elected Official submits a written request to the County Administrator detailing why such action is necessary, including budgetary impact, and in the County’s interest to retain and maintain an acceptable level of institutional and subject matter expertise. The County Administrator shall provide a written decision in response to the request to the Department Head or Elected Official as well as a copy of that written decision to the Board of Commissioners. If the County Administrator approves the requested step increase, a copy of the completed County Employee Status Change form, once completed, shall be provided to the Board of Commissioners. If the County Administrator denies the step increase, the Department Head or Elected Official may seek relief from that decision by bringing the matter before the Board of Commissioners.

ADOPTED THIS ____ DAY OF _____, 2023

ATTEST:

Monica McMichael, Clerk/Register
COUNTY OF CASS

Jeremiah Jones, Chair
CASS COUNTY BOARD OF COMMISSIONERS



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Capital Projects Committee

DATE: November 16, 2023

RE: Jail System Upgrades

REQUEST:

Approve for Jail System Upgrades including the Jail Control System, Officer Duress System, and Body Scanner be added to the December 7th Regular Meeting Agenda.

BACKGROUND:

Over the last year, Sheriff Behnke, Facilities Director Reiff, and I have all spoken about the need to address several Jail System upgrades. This was last discussed during the FY 24 Budget discussions. All 3 systems are critical to ensuring the continued operation of the Jail and the safety and security of Corrections Officers as well as inmates.

As was discussed the during the budget review, grants are being sought for the projects as well. We anticipate a response on those grants within the next 2 weeks. Additionally, the money for the noted improvements was included in the FY 24 Budget. We are working on procuring the final quotes for all of the projects, but are seeking permission to add those quotes to the December 7th Regular Meeting Agenda. The projects and associated quotes would be listed under New Business.

REVIEWS:

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

Capital Projects Committee, Administration, Sheriff, Facilities

FINANCIAL ANALYSIS:

The overall costs for all 3 projects will be approximately \$500,000.00 after the grants are applied and would be proposed to be paid for via the Drug Enforcement Fund as was discussed during the approval of the FY 24 Budget. Again, final cost figures will be provided for consideration at the December 7th Regular Meeting.

RECOMMENDATION:

Approve for the 3 Jail System upgrades to be added under New Business of the December 7th Regular Meeting Agenda.



Security Automation Systems, Inc.
 8739 Castle Park Dr
 Indianapolis, IN 46256
 Phone: 317-489-9621
 Toll Free: 877-SAS-FORYOU
 Fax: 317-489-9621
 www.securityautomationsystems.com

Attention:	Jon Shoup	Date:	10/30/23
Organization:	Cass County Sheriff's Dept.	Proposal No.	22388-1
Phone:		Facility:	Cass County Jail – Security System Upgrade
Fax:			
E-mail:	JonS@cassco.org		

Security Automation Systems, Inc. (SAS) is a provider of Omron PLC controls and Aveva™ Edge control software for correctional facilities. SAS has extensive experience in retrofitting security electronic control systems in (occupied) correctional environments. We have included a proposal to upgrade the security electronics control system at the Cass County Jail. This is based on my site visits of the Jail.

Benefits of a SAS-provided security electronics control system;

- **All hardware and software used is non-proprietary (off-the-shelf) equipment.**
- **Equipment being provided is “industry-standard” equipment utilized by multiple correctional system integrators nation-wide.**
- **System controller is a programmable logic controller (or PLC), manufactured by Omron, which is regularly used in industrial automation world-wide and is the standard for the Federal Bureau of Prisons (FBOP)**
- **System is easy to use and train operators on.**
- **All PLC, intercom, and video surveillance equipment will be new and will include a 1-YEAR warranty.**
- **Security Automation Systems does not require service contracts after the warranty period.**
- **Overall cost of ownership during life cycle of system is much lower compared to other proprietary systems.**

Project Summary

- Remove and turn over to you the 2 existing touchscreen control stations in Central Control. We will provide and install one new touchscreen control station. We will provide one spare control station PC as a backup.
- Provide demolition of the existing control console in Central Control and provide and install a new sit/stand control console.
- Remove and turn over to you the existing analog and proprietary Com-tec intercom communication head-end equipment. Provide and install a new Harding Instruments DXL digital audio communications system head-end, which will be integrated with the new control station and PLC equipment.
- Provide and install a new Omron Programmable Logic Control (PLC) system to replace the existing (end of life) Omron PLC system.
- Remove and turn over to you the existing proprietary Com-tec door control boards. Provide new “off-the-shelf” door control relays and related equipment.
- Provide new video management system (VMS) software and integrate the software with the new touchscreen control station for camera call-up.
- Replace existing cameras and add new cameras to facility.
- Provide new video recording system hardware.
- Provide and install a new data-logging/audit trail system (Option #1) and provide audio recording of intercom conversations (Option #2).
- Train maintenance personnel and operators on new system, provide as-built documentation.

Details of Work

I. PLC (Programmable Logic Control)/Door/Utility Control System

We will remove and turn over to you all the existing (end of life) Omron PLC system equipment. This proposal includes new industrial-grade Omron PLC equipment consisting of a new PLC processor, power supply, communication modules, input modules and output modules. All new equipment is readily available, “off-the-shelf” equipment. The PLC processor (which runs the program that controls the security system) will include a non-volatile memory card to store the control program for the facility. In the event the processor loses power, the program will always be loaded from this memory card.

We will remove and turn over to you all existing proprietary Com-tec door control boards. We will provide new pre-assembled door control panels consisting of new relay bases, indicating relays, indicating fuse holders, fuses and PLC input and PLC output modules. New control relays will also be provided for lighting (6 relays) and inmate telephones (20 relays). We have also included up to 30 PLC inputs to interface to the existing wireless duress receivers. We have included three new 1.5kVA on-line UPS units for the security electronics head-end equipment and two new 1.5kVA line-interactive UPS units for the control station equipment located at the control console.

II. Audio Communication System

We will remove and turn over to you the existing, proprietary analog Com-tec intercom head-end equipment (relay boards, etc.). We will provide and install a new PLC-controlled digital audio communications system head-end (Harding Instruments DXL System). Harding Instruments is the most installed digital intercom system in correctional facilities. All existing speakers and call stations would be reused. This PLC-controlled system will be integrated with the control system so that operators will be able to connect to speakers and answer calls using the new touchscreen. At Central Control we will provide an audio communication device. This device will include a flush-mount, omni-directional microphone, push-to-talk button, and speaker. The new Harding Instruments DXL system consists of a digital head-end and requires no PLC input or output devices to interface to it. The interface takes place over an Ethernet network. The system allows for the volume of each speaker to be individually adjusted. Your existing system has a “scream alarm” feature for 64 speakers. The new Harding system will also include this “scream alarm” feature (called “audio level alarm” in the Harding system). The new Harding System will also provide audio recording capabilities (see section V below).

III. Control Station and New Control Console

We will remove and turn over to you the two existing Com-tec touchscreen control stations. We will provide and install one new touchscreen control station for Central Control. The new station will consist of industrial (fanless) PC running Windows 10 IoT Enterprise (will include i5 processor, 16GB RAM, 128GB solid state drive) and will include a 32” LCD touchscreen monitor with integrated speakers, and an audio communications interface module. The software we will provide will be a non-proprietary industrial-based software package (Aveva™ Edge). This software will be configured and programmed for your facility. We will provide one fully-configured spare PC to remain in storage until needed as a replacement.

The new touchscreen control station will include the same basic control and monitoring functionality that the current touchscreen control stations include.

The touchscreen control station will include the following features;

- Ability to select between a male or female voice for system interactions, or a basic sound
- Ability to log in and out of the system using a 4-digit passcode
- Provide camera icons on the touchscreen for camera and intercom follow directly to the touchscreen monitor
- Ability to view fixed camera images on the touchscreen monitor if camera call-up is not active

We will provide demolition of the existing control console. We will provide and install a new Winsted sit/stand control console in place of the old console. We have included separate documentation on the configuration and materials included.

IV. Access Control System

The existing Identocard PremiSys access control system will be left as-is. We will maintain the existing PLC system interface for door control.

V. Data-logging and Audio Recording System (Option #1)

We will provide and install a new data-logging system for the security electronics control/monitoring system. This system would consist of a Dell Tower server and 22" LCD monitor, which would be installed in Central Control. This server would be connected directly to the PLC/touchscreen control system network. The system would record every security transaction (door openings and closings, touchscreen operator actions, intercom connections, etc.). This system will provide detailed reports (which can be printed) on system operations. The server would also require an internet connection (provided by you) for service purposes.

For Option #1, we will provide an Eventide NexLog 740 audio recording system to record the active audio conversations between the control station and intercom stations. Each active "conversation" will have an associated audio file, which will be accessible to play back via a web browser interface. This system will be licensed for 8 concurrent web browser connections. This system will need a connection to your network.

VI. Milestone XProtect Professional+ Video Management System Software and Interface

We will replace your American Dynamics DVRs/software with Milestone XProtect Professional+ Video Management System Software. There will be camera icons located on the touchscreen for camera call-up. The touchscreen monitor will include 2 video windows to display live video. The two windows will be used for camera call-up and intercom follow by pressing camera icons and intercom station icons. These windows can also be used to select any camera you want to display.

VII. New Recording System and new IP Cameras

We will remove and turn over to you the existing American Dynamics digital video recording system and provide and install a new recording system. We will provide one new recording server. The server will feature dual Xeon Silver 4210 processors, 32GB RAM, redundant power supplies, 4 NICs, Windows Server 2019 and a 5-year manufacturer warranty. The recording server will include 220TB of storage configured in RAID6 (which provides approximately 163TB of usable storage after RAID6).

The system will record all cameras for a minimum of 90 days at following configurations:

FRAME RATE: 10 IPS per camera

DAILY RECORDING PERIOD: Continuous or motion-only (assuming 33% overall activity for motion-configured cameras). Cameras in dorms, dayrooms, cells, intake, intake sallyport and other select areas will be configured for 24/7 recording. Other areas will be configured for motion-only recording.

COMPRESSION: H.264 or H.265

FRAME (IMAGE) SIZE: Full frame size

This proposal includes Milestone XProtect Professional+ software. The software will be loaded on the server system. This proposal also includes the Milestone client software. We will interface the new IP server to your building network at the server location utilizing one of the network interface cards on the server. Once connected to the building network, other PCs on the network will be able to connect to the recording system with the client software and the use of proper credentials. There is no charge for the basic software, and you can install it on as many PCs as you would like (bandwidth limitations would need to be considered). IT personnel will be

needed to help with providing IP addresses, etc. The system will include 2-years of software updates from our date of purchase from the manufacturer.

We have included two new video client PCs and a total of 3 new 27" monitors for Central Control.

Camera Additions/Changes

Based on our walk-through of your Jail, we have included pricing for new IP cameras. All existing analog cameras will be removed from the system. We have included a total of 54 new IP cameras with this proposal. We have included a mix of cameras manufactured by Hanwha and Axis. We have included the following quantities and types of cameras;

Axis Cameras

Qty. 3; 12MP 360° single-sensor "fisheye" camera with built-in microphones and IR

Qty. 2; 8.3MP 180° multi-sensor camera

Qty. 2; 8MP multi-sensor camera with IR

Qty. 4; 15MP multi-sensor camera with IR

Qty. 5; 4MP corner-mount camera with IR and microphone

Hanwha Cameras

Qty. 23; 2MP IR dome, motorized, vari-focal lens

Qty. 4; 5MP IR dome, motorized, vari-focal lens

Qty. 4; 6MP 360° single-sensor "fisheye" camera with built-in microphone and IR

Qty. 5; 12MP 360° single-sensor "fisheye" camera with built-in microphone and IR

Qty. 2; 20MP multi-sensor camera with 2MP, 32x optical zoom, PTZ camera

We will provide a separate spreadsheet detailing camera locations and types.

For most existing camera locations, SAS will provide Ethernet-over-coax converters and will re-use existing coaxial cable. For new camera locations, SAS will provide and install new CAT6 cabling.

SAS Demolition/Electrical/Installation Work
--

This proposal includes all required demolition of unnecessary security electronics equipment. We have included all required installation and termination of new security electronics equipment. All removed security electronics equipment would be turned over to you for your disposal. SAS will provide and install the necessary cabling for any new camera locations. Cable will be run open above accessible ceiling. EMT conduit will be provided in inmate-accessible areas.

Project Delivery/Implementation Plan

This project will have separate phases including design, procurement, software programming, equipment testing, demolition, installation, on-site testing and owner training. Most of the time spent on the project will be engineering and programming the control system, which will occur at our office. As is typical of our projects, we will test all new equipment (testing the software with the hardware) prior to the shipment of equipment to site.

SAS has successfully completed several retrofits like this project. Prior to any work being done on-site, our project manager and engineers will work to develop a plan of installation and will coordinate closely with you on the scope of work and expectations. Time of completion will be dependent on our current workload and staff availability.

Prototyping/Training

SAS provides multiple training sessions prior to the turn-over of the system. Prior to the shipment of equipment to the jobsite, SAS will prototype the new control system hardware and software at our office. Once the software is close to complete, we will invite the Jail staff to our office to view the equipment and software. At that time, we will demonstrate the operation of the systems and make changes based on reasonable requests. The Jail staff will have the opportunity to use the new software and familiarize themselves with the operation of the systems at that time. Once installed on-site, SAS will provide instructions for operators, administrators and for maintenance staff. In addition to on-site instruction, SAS will provide operations and maintenance manuals for all new equipment. We will provide an instruction manual on the use of the touchscreen stations and data-logging server. SAS also has video training modules that we can provide, which can be reviewed at your convenience.

Owner Responsibilities

You will be responsible for providing any replacement ceiling tiles necessary as part of the camera work. You will be responsible for providing a network connection between the data-logging server and your network and the audio recording system (Option #1) and your network.

During system change-over, the use of keys will be necessary. We will require a secure area where we can store tools, equipment, etc. for the project. All removed equipment will be turned over to your staff for their removal and disposal. We have not included any dumpsters or other means of equipment disposal.

Contingency Fund

We recommend that the county set aside a contingency fund for the project. This fund could be used for various items, such as the repair or replacement of field devices that are non-functional or in need of repair. Our proposal assumes that all field devices are in working order. During system testing, if our staff discovers that any existing hardware needs replacement, we will alert you to this and provide a quote to repair or replace the existing equipment at your request.

Exclusions

1. Dumpsters
2. Disposal of removed electronics equipment
3. Painting
4. Temporary barriers
5. Interface with any other systems not listed in this proposal
6. Troubleshooting/repair of door locks or door position switches
7. Replacement or repair of existing non-functional field devices
8. Replacement ceiling tiles
9. Access control system equipment or troubleshooting

Warranty

Security Automation Systems (SAS) guarantees its engineering and hardware to be free from defects for a period of one year. Warranty coverage does not include the repair of damage caused by the following; 1) use of the system/equipment other than for which it was designed; 2) acts of God beyond the control of SAS; 3) vandalism, neglect or misuse of the equipment; 4) failure of Owner to provide continuous environmental conditions for which installed equipment is rated; 5) repair or alterations of the system/equipment by others than SAS. SAS will not warranty any existing material being re-used for this project.

On-going Support Options

A service/maintenance contract is *optional* after the warranty period expires. We customize our service contracts based on your needs (how often you would like us to perform preventative maintenance, if any hardware coverage is required, etc.). Most of our customers use our services on a Time & Material (T&M) basis. SAS can offer remote support via connectivity to the security network through a high-speed connection through your LAN.

The facility will be responsible for providing a high-speed internet connection for our use during the warranty period to perform routine service and maintenance. We will require a connection between the Owner's network and the security system network. The Owner will be responsible for providing the physical connection necessary between the two networks (i.e. cable and any necessary raceway).

Payment Terms

Payment terms are Net 30 days. Material stored at SAS for this project and labor accrued will be progressively billed. Insurance for material stored at SAS for the project will be covered under an installation floater policy. SAS works under the terms of an SAS Sales Agreement. No bonding has been included in our price. We have included 6% MI sales tax for material with this proposal. Shipping and handling are included.

Price: **\$357,000.00**

3-year lease (with \$1.00 buy-out); \$10,924.00/month (estimated rate, subject to credit approval)

4-year lease; \$8,389.50/month

5-year lease; \$6,890.10/month

Price for Option #1 (Audio recording system): ADD **\$16,200.00**

3-year lease; ADD \$495.72/month

4-year lease; ADD \$380.70/month

5-year lease; ADD \$312.66/month

We will proceed with the work included in this proposal once we receive a signed sales agreement. The price is valid for 60 days from the proposal date. If you have any questions, please feel free to call.

Sincerely,



Ryan Tomlinson

E-mail: rtomlinson@jail.systems

Phone: 317-489-9621 x801



Protecting lives
and reputations

TimeKeeping Systems, Inc.
30700 Bainbridge Road
Solon, Ohio 44139
Phone 216-595-0890
Fax 216-595-0991
Federal Tax ID #34-1530120

November 10, 2023

Ryan Tomlinson
Security Automation Systems
8739 Castle Park Dr
Indianapolis, IN 46256

Dear Mr. Tomlinson:

Thank you for your interest in our products and for the opportunity to present you with the following pricing information:

Quote Number: 05-231110-090907

Qty.	Part Number	Description	Price	Total
1	G1RT-SW	GUARD1 Real Time, Base Software	9995.00	9995.00
1	G1RT-TD	Tracking & Duress Module for GUARD1 Real Time	19995.00	19995.00
1	G1RT-SUP	One Year Support for GUARD1 Real Time	9995.00	9995.00
1	G1RT-TD-SUP	One Year Support for GUARD1 Tracking/Duress	4995.00	4995.00
58	RECEIVER-001	Tracking Receiver	695.00	40310.00
58	MC-58-1100-02	Receiver Enclosure, PolyCarb, Weatherproof, 7x7x2.5", undrilled	79.95	4637.10
1	RECEIVER-002	Tag Reader	695.00	695.00
25	GUARD1-DURESS-1	Non-Rechargeable Duress Device	495.00	12375.00
25	HOLSTER-NR-H	Holster for Non-Rechargeable Duress Device	49.95	1248.75
1	TOWER-LIGHT	Tower Light, Red & Amber, vertical or horizontal mount	564.95	564.95
6	PROF-SVCS	Professional Services, per day. *Must be used within one year of project start	1500.00	<u>9000.00</u>
Total				\$113810.80

- Mounting. Guard1 and contractor will coordinate tracking receiver mounting specifications. Details to be determined.
- Cabling. All cabling provided by and installed by customer or their contractor.
- Required patch cable count: <60> (preliminary estimate)
- Guard1 to install only the Software/ Hardware provided by Guard1.
- Guard1 does not provide, install or maintain servers, workstations, cabling or other IT infrastructure.
- Guard1 requires the capability to remotely connect to the Guard1 Real Time application server for support purposes.
- In outdoor areas each receiver represents a zone with a 150-foot radius.
- Zones require a physical border in order to provide accurate location determination.
- This is an estimate only. An onsite visit is strongly recommended to validate the system design.

- This quote does not include the cost of Ethernet cabling, switches, or other network infrastructure. This quote is based on drawings and other information provided to TimeKeeping Systems for which the accuracy is guaranteed by the customer. Changes to receiver placement, the number of zones, and other system parameters will change the price.
- Refer to the Guard1 Master Sales Agreement and related documents for more detailed information.

Terms are Net 30 Days. FOB Solon, Ohio.

Sales tax* may apply. Shipping charges will be invoiced at cost. This quote is valid for seven days from the date above. All sales are subject to TimeKeeping Systems' Terms and Conditions of Sale, at <https://www.guard1.com/about/privacy-policy/#terms-and-conditions-of-sale>.

* TimeKeeping Systems collects sales tax when shipping to CA, FL, IL, KY, MN, OH, PA, TX, and WI.

New customers: If your organization is tax exempt (and we are shipping to one of the states listed above) please provide a tax exemption certificate with your first order.

If you have any questions, or if there is anything else I can do to help you make your decision, please let me know.

Sincerely,
Stephanie Barsella
Vice President of Sales
216-595-1105



Captain Jon Shoup
Jail Administrator
Cass County Office of Sheriff
321 M-62 N.
Cassopolis, MI 49031
269-445-1227
JonS@cassco.org

November 10, 2023

Quo # 2022-10-35

Please see the quotation below for the Tek84 Intercept Whole Body Scanner:

Qty	Part Number	Description	Net Ea	Ext. Price
1	SSD-018-0100	Tek84 Intercept Whole Body Security Scanning System High Strength Aluminum Unibody Frame 160Kv Monoblock Oil Cooled Generator 34" x 72" x 90" (79" top removed) foot print 4 Second Scan Time Variable Scanning Dosage with three techniques Beginning at 0.25uSvG In accordance with ANSI/HPS N43-17-2009 Radiation Safety Standard Tethered Ethernet Connected Work Station with 27" Vertically Mounted Touch Screen Monitor PC with Windows10 Operating System Transportable on Built In Heavy Duty Caster System With Corner Stabilizer Feet 16 Million Gray Scale Levels	\$139,000.	\$139,000
1	SSD-017-9950	Thermal Scanner- Incorporated into the Intercept as an option to take the subject temperature and keep this record on their file as evidence.	\$20,000	\$20,000
1	INT- INSTALL	½ Day Installation	INC	INC
1	INT- TRAINING	2 Days Formal on Site Operator Training	INC	INC
1	INT-WARRANTY-1	One Year Parts and Labor on Entire System from time Of Install	INC	INC
1	INT-SHIPPING	Shipping Cost from Poway, CA to Cassopolis, MI	INC	INC
TOTAL				\$159,000

FOB: Destination, Cassopolis, MI
Terms: Net 30 Days
Taxes: ADD as Necessary or provide exemption certificate
Quote Expiration: December 12, 2023

Accepted By:
Printed Name and Title: _____

Tek84:
Brian D. Hall , Consultant, Brian.Hall@tek84.com

Authorized Signature: _____ Date _____

Authorized Signature:  Date 11/10/2023

13495 Gregg Street
Poway, CA 92064
Phone: 858-676-5382
www.Tek84.com

Options for additional years of warranty or duplicate monitor

QTY	Part Number	Description	Net Each	Ext. Price
1	INT-WARRANTY-3	Three additional years of warranty for a total of four years Parts and Labor on Entire System from time of Installation. OR	\$7,500	\$22,500
1	INT-WARRANTY-5	Five additional years of warranty for a total of six years Parts and Labor on Entire System from time of Installation.	\$7,500	\$37,500



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: November 16, 2023

RE: 2024 Organizational Meeting

REQUEST:

Approve for the 2024 Board of Commissioners Organizational Meeting to be held on January 4, 2024 at 5:00 PM.

BACKGROUND:

Under the Board of Commissioner's Rules of Procedure the first meeting of each calendar year is designated as the Organizational Meeting. At the Organizational Meeting, the Chair and Vice-Chair are selected and the schedule of Meetings for the remainder of the year is finalized. Since the schedule of meetings of each year runs through December 31st, a motion must be approved to select the date the Organizational Meeting will be held. Based on the current first and third Thursday schedule that is currently utilized, the Organizational Meeting would be held on January 4th.

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:

Approve for January 4, 2024 at 5:00 PM be selected as the date/time of the 2024 Board of Commissioners Organizational Meeting be added to the Consent Agenda of the December 7th Regular Meeting.



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: November 16, 2023

RE: Committee of the Whole Process/Function

REQUEST:

Discussion on Committee of the Whole Process/Function.

BACKGROUND:

At the November 2nd Regular Meeting, a brief discussion was held regarding the Committee of the Whole Process. Following discussion, the decision was made to add the Committee of the Whole Discussion to this meeting. From my understanding, the goal was to review how the Committee of the Whole has functioned and discuss any modifications or changes that might be requested by the Board of Commissioners to the overall process.

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:

Hold a discussion regarding the Committee of the Whole Process and Function and determine if any changes or revision to the structure or process would be desired or requested.



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Matthew Newton, County Administrator

DATE: November 16, 2023

RE: CCCD – SESC Funding Request

REQUEST:

Review the Request for Funding received from the Cass County Conservation District and determine if the request shall move forward to the December 7th Regular Meeting either as requested or modified as the BOC may see fit.

BACKGROUND:

The Cass County Conservation District sent a Request for Funding in relation to the SESC Program. The SESC Program is a required program and the County is required to have an SESC Program in place. Since 2016, the CCCD has administered the program. The County in prior years has contributed \$5,000.00 to the CCCD for SESC and for this year the amount was raised to \$10,000.00. The letter from CCCD addresses concerns over the level of funding in relation to the work required and outlines how additional funding would be utilized. It's important to note that EGLE will be completing an audit of the SESC Program this year and any requirements that EGLE issues would be required to be implemented. As such, the CCCD is proposing the additional funding to be proactive in addressing the needs of the program and working to find a path forward to ensure that the program has sufficient capacity and staffing to remain successful. Based on the letter, hold a discussion regarding the request and determine if the request in full or any modified proposal may be determined to be offered to the CCCD toward the SESC Program. If the request or a modified proposal were to be approved to move forward, it could be added under New Business of the December 7th Regular Meeting.

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 CCCD has requested \$76,000.00 in funding to support the continued operations of the SESC Program. The FY 24 Budget contained \$10,000.00 in allocated funds, so if the request or a modified proposal were to be entertained, any amount over \$10,000.00 would need to be accompanied by a Budget Adjustment.

RECOMMENDATION:

Review the SESC Funding Request and determine if any additional funding would be allocated. If the total requested or any modified proposal would be desired by the BOC, it would be added under New Business of the December 7th Regular Meeting.



CASS COUNTY CONSERVATION DISTRICT

1127 East State St., Cassopolis, MI 49031

Office: 269-445-8641 Ext. 5 Cell: 269-845-8393

www.cassccd.org

admin@cassccd.org

November 1, 2023



To: The Cass County Board of Commissioners

RE: Cass County Conservation District's SESC Programming Support Request

As you are aware Counties are mandated by statute to administer and enforce Part 91. The board of commissioners for each county must appoint an agency within the county, referred to as the County Enforcing Agency (CEA), to review soil erosion and sedimentation control plans, issue permits, and take enforcement actions when necessary to ensure compliance with Part 91. The Cass County Conservation District (CCCD) has served as CEA since 12/2016.

However, as brought to your attention the CCCD cannot absorb a potential financial loss and needs to plan for additional staff to better conduct the program. *Permit fee income is variable year to year. Last year we were only in the black due to an extraordinary 2-year permit over \$24,000 and previous deferred income actualized (large permits/inspection period crossing fiscal years). Without these we would have been -\$13,701.41.

The stress of the SESC program has also lowered the Conservation District's ability to focus on other conservation goals such as applying for and being able to manage and administer grants for Water Quality programming including a Water Quality Technician that has been identified as a core need for our County.

Therefore, we ask the County of Cass to support the Administration of the SESC program by matching the \$76,000 MAEAP program from MDARD which includes funding for a technician and administrative support. This administration support was not fairly calculated when we assumed the program in 2016. The rest along with the income from *permit fees would be used to fund staff, mileage, training and supplies for a full-time SESC Administrator, a full-time SESC Inspector, and a part-time SESC Administrative assistant/inspector. (The equivalent of 2.5 FTE's - we have been operating between 1.5 to 2 FTEs over the last few years). If funding allowed, we could also contract for additional inspection seasonal support as needed.

*The average SESC income over the last five years is \$70,265.67. Fees vary by size of the permit (minor, standard, or commercial). Permit #'s depend on construction/development and are currently projected to continue increasing, requiring more inspections. CCCD's SESC permits historical data: 2023 - 226, 2022 - 192, 2021 - 200, 2020 - 143, 2019 - 170, 2018 - 154, 2017 - 137, 2016 - 114.

This may not be enough to fully meet the requirements of EGLE upon the upcoming audit review, however, would certainly allow us to bring the program up a notch and allow the Conservation District to re-focus efforts on implementing conservation practices that will benefit the wildlife, habitats, and water quality of Cass County.

This request cannot sit on the shelf. Our board will need to make a decision on how best to handle the SESC program in the reality of its financial burden. The budget & operations here at the District require we move forward with additional funding/staffing. Our FY24 Budget was balanced only by planning to withdraw from the fund balance. That is not sustainable and robs the program savings we had been trying to grow for utilization as match for grant requests.

Truth be told, we are excited about what the future could bring and respectfully ask you to fairly contribute to the necessary sustainability and growth of the SESC program. Our important partnership for this regulatory program will also help improve the strength of the District and delivery of educational services for improving conservation practice implementation here in Cass. We look forward to reporting to you more program successes in the future.

Korie Blyveis

CCCD Interim Administrator/SESC Administrator

cc: Jim Kings, CCCD Treasurer/SESC Liaison and Alex Bozymowski CCCD Chairman/HR Liaison



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Salary Committee

DATE: November 16, 2023

RE: Elected Official Salary

REQUEST:

Review proposal from Salary Committee regarding Elected Official Salaries for 2024. If approved, a resolution establishing the Elected Official Salaries would be added to the December 7th Regular Meeting Agenda.

BACKGROUND:

The Salary Committee met on November 8th to review Elected Official Salaries. Several options were discussed and the Salary Committee requested that a 3% across the board increase for all Elected Officials be added for discussion for this meeting. Attached is a worksheet breaking down the impact of the proposed 3% increase.

REVIEWS:

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

Salary Committee, Administration

FINANCIAL ANALYSIS:

A 3% increase for Elected Officials would increase the overall budget by \$13,713.80.

RECOMMENDATION:

Discuss the recommendation and determine if said recommendation or any other modified amount shall move forward to the December 7th Regular Meeting. If the recommendation or any revised request moves forward, a resolution will be prepared and added under New Business of the December 7th Regular Meeting.

	<i>Clerk/Reg McMichael</i>	<i>Treasurer Anderson</i>	<i>Prosecutor Fitz</i>	<i>Sheriff Behnke</i>	<i>Drain Commissioner VanBelle</i>
<i>Pay 10/01-12/31</i>	20,438.50	20,012.00	30,564.25	25,599.25	16,788.25
<i>Pay 01/01-09/30</i>	63,154.97	61,837.08	94,443.53	79,101.68	51,875.69
<i>Total Salary</i>	83,593.47	81,849.08	125,007.78	104,700.93	68,663.94
<i>Cell Phone</i>	-	600.50	600.50	-	600.50
<i>Cash Option</i>	2,700.00			2,700.00	
<i>Total Pay</i>	86,293.47	82,449.58	125,608.28	107,400.93	69,264.44

<i>Social Security</i>	5,350.19	5,111.87	7,787.71	6,658.86	4,294.40
<i>Medicare</i>	1,251.26	1,195.52	1,821.32	1,557.31	1,004.33
<i>Health/Dental/Vision</i>	-	20,821.34	7,121.37	519.17	16,695.27
<i>Workers Comp</i>	135.26	129.23	255.94	2,121.10	331.13
<i>MERS</i>	24,800.74	23,696.01	36,099.82	18,258.16	19,906.60
<i>STD</i>	-	-	-	352.80	-
<i>Life Ins/AD&D</i>	72.00	72.00	72.00	72.00	72.00
	117,902.91	133,475.55	178,766.45	136,940.33	111,568.17

<i>Budgeted</i>	115,391.18	131,016.24	175,009.05	134,022.98	109,500.17
<i>Difference</i>	2,511.73	2,459.31	3,757.40	2,917.35	2,068.00

13,713.80

<i>Old Rate</i>	81,754.00	80,048.00	122,257.00	102,397.00	67,153.00
<i>Proposed Increase</i>	3%	3%	3%	3%	3%
<i>Proposed Rate</i>	84,206.62	82,449.44	125,924.71	105,468.91	69,167.59



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Salary Committee

DATE: November 16, 2023

RE: Road Deputy/Detectives Compensation

REQUEST:

Discuss potential increases to Road Deputy/Detectives Compensation.

BACKGROUND:

The Salary Committee met on November 8th to discuss the Road Deputy/Detectives Wage tables. Sheriff Behnke offered information that several area departments had higher wages than are currently in effect for Cass County Road Deputies. The City of Dowagiac is currently at \$30.94 per hour, the Pokagon Tribe is at \$32.38, and Ontwa Township is at \$32.05. Dowagiac and the Pokagon Tribe have a pension program, while Ontwa has a DC with a 10% match. Under the existing contract, the Road Deputies/Detectives do have a DB Pension through the County that contains a trigger where if the contribution rate exceeds 50% of wages, it would convert to a DC. The current contribution rate is approximately 28%.

During the Salary Committee Meeting several options were discussed. Worksheets are attached that show the impact of potential increases of varying levels. A discussion can be held regarding the associated costs with any increase to determine if the BOC may desire to explore any of these options. If there is a desire to proceed with any changes, a Letter of Understanding would have to be approved and executed by both the Union and the BOC. A Draft LOU from the Union is attached for your consideration. Additionally, discussion can also be held regarding whether any other avenues should be explored or considered. Please note, the existing contract is in effect until December 31, 2026.

There is no requirement to make any changes, but Sheriff Behnke has indicated that he feels the current situation creates challenges with respect to both hiring and retention.

REVIEWS:

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

Salary Committee, Administration

FINANCIAL ANALYSIS:

If any adjustments are approved, the overall wage/benefit impact would require budget amendments for FY 24 and would also continue on into future budget years. The worksheet outlines costs associated with various options.

RECOMMENDATION:

Discuss the current situation, review the attached worksheets and draft LOU, and determine if the BOC would choose to recommend any level of increase and/or if any negotiation should be reopened regarding the existing contract.

101

301 Sheriff

Detective	66,012.96	3%	1,980.39	122.78	28.72	39.11	333.89
Road Deputy	853,530.65	3%	25,605.92	1,587.57	371.29	505.70	4,317.16
Overtime Only	100,000.00	3%	3,000.00	186.00	43.50	59.25	505.80
	1,019,543.61		30,586.31	1,896.35	443.50	604.06	5,156.85

Budget Difference

38,687.07

38,687.07

101

301 Sheriff

	Reg Pay		Proposed Pay Inc	Social Security	Medicare	Workers Comp		MERS	
Detective	66,012.96	5%	3,300.65	204.64	47.86	65.19	0.019749	556.49	16.86%
Road Deputy	853,530.65	5%	42,676.53	2,645.95	618.81	842.84	0.019749	7,195.26	16.86%
Overtime Only	100,000.00	5%	5,000.00	310.00	72.50	98.75	0.019749	843.00	16.86%
	1,019,543.61		50,977.18	3,160.59	739.17	1,006.77		8,594.75	

Budget Difference

64,478.46

64,478.46

101

301 Sheriff

	Reg Pay		Proposed Pay Inc	Social Security	Medicare	Workers Comp		MERS	
Detective	66,012.96	10%	6,601.30	409.28	95.72	130.37	0.019749	1,112.98	16.86%
Road Deputy	853,530.65	10%	85,353.07	5,291.89	1,237.62	1,685.67	0.019749	14,390.53	16.86%
Overtime Only	100,000.00	10%	10,000.00	620.00	145.00	197.49	0.019749	1,686.00	16.86%
	1,019,543.61		101,954.36	6,321.17	1,478.34	2,013.54		17,189.51	

Budget Difference

128,956.91

128,956.91

**DEPUTY & DETECTIVES
LETTER OF UNDERSTANDING
BETWEEN
THE COUNTY OF CASS
AND**

The Cass County Sheriff's Office, like many of the surrounding counties and cities, are having a difficult time hiring and retaining deputies and police officers. This is not only a local problem but a statewide issue. According to the Michigan Commission on Law Enforcement Standards (MCOLES), there were slightly more than 23,000 police officers working in Michigan in 2001 and today that number is approximately 18,500. The MCOLES website currently lists job ads from 88 Michigan police agencies.

The Cass County Sheriff's Office is a service organization, and the quality of their public services are directly linked to the quality of personnel they recruit, hire, and retain. Failing to recruit and retain personnel that "fit" with the agency will have a direct impact on the organization's ability to serve the community.

THEREFORE, IT IS AGREED AS FOLLOWS:

1. The County of Cass shall give all Detectives and Deputies a 10% pay increase effective upon approval of the Cass County Board of Commissioner.
2. See attached adjustment to Appendix A as identified in the collective bargaining agreement effective January 1, 2022, to December 31, 2025.
3. Nothing in this Agreement shall modify any other terms or conditions of the Agreement but for that which is specifically set forth above.

Andy Payne
Business Agent, FOPLC

Jeremiah Jones	Date
County of Cass BOC Chair	

Tim Schuur
FOPLC, Steward

Sheriff Richard Behnke Date _____
County of Cass

APPENDIX A

WAGES

Detective

		<u>Start</u>	<u>1 Year</u>	<u>2 Year</u>	<u>3 Year</u>	<u>4 Year</u>
1/1/2022	3%	25.0677	27.6009	28.6144	29.3729	30.1346
1/1/2023	3%	25.8198	28.4289	29.4729	30.2541	31.0386
Dec Wage Adj	10%	28.4018	31.2718	32.4202	33.2795	34.1425
1/1/2024	3%	29.2538	32.2099	33.3928	34.2779	35.1667
1/1/2025	3%	30.1314	33.1762	34.3946	35.3062	36.2217

Road Deputy

		<u>Start</u>	<u>1 Year</u>	<u>2 Year</u>	<u>3 Year</u>	<u>4 Year</u>
1/1/2022	3%	23.5502	26.0824	27.0949	27.8534	28.6144
1/1/2023	3%	24.2567	26.8649	27.9077	28.6890	29.4729
Dec Wage Adj	10%	26.6824	29.5514	30.6985	31.5579	32.4202
1/1/2024	3%	27.4828	30.4379	31.6194	32.5046	33.3928
1/1/2025	3%	28.3073	31.3511	32.5680	33.4798	34.3946