

Public Safety Committee

12/13/2010

304 E. Grand River Ave., Howell, MI

7:30 PM

AGENDA

1. **CALL MEETING TO ORDER**
 2. **APPROVAL OF MINUTES**
Meeting minutes dated: November 8, 2010
 3. **APPROVAL OF AGENDA**
 4. **REPORTS**
 5. **CALL TO THE PUBLIC**
 6. **RESOLUTIONS FOR CONSIDERATION:**
-
- 07 Prosecutor**
RESOLUTION APPROVING THE PROMOTION OF MIRIAM CAVANAUGH TO THE POSITION OF SENIOR TRIAL ATTORNEY IN THE PROSECUTORS - Prosecutor/Public Safety/Finance/Board
-
- 08 Sheriff**
RESOLUTION AUTHORIZING EXCEPTION TO HIRING FREEZE TO REPLACE ONE (1) PART TIME OFFICE ASSISTANT – Sheriff/Public Safety/Finance/Board
-
- 09 District Court**
AGREEMENT FOR ATTORNEY SERVICES FOR INDIGENT MISDEMEANOR DEFENDANTS - District Court/Public Safety/Finance/Board
-
- 10 District Court**
RESOLUTION TO ENTER INTO AN AGREEMENT TO RENT SPACE AT THE ASSET BUILDING FOR DRUG/ALCOHOL TESTING FOR THE COURTS - District Court/Public Safety/Finance/Board
-
- 11 Central Dispatch**
RESOLUTION AUTHORIZING ABOVE ENTRY LEVEL PAY FOR A RETURNING PART-TIME EMPLOYEE AND PART-TIME EMPLOYEE HOURLY WAGES TO MATCH FULL-TIME HOURLY WAGES – 9-1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT, PUBLIC SAFETY COMMITTEE, PERSONNEL COMMITTEE, FINANCE COMMITTEE, BOARD OF COMMISSIONERS
-
- 12 Central Dispatch**
RESOLUTION AUTHORIZING THE COUNTY EMERGENCY

MANAGEMENT COORDINATOR TO SUBMIT NAMES FOR APPOINTMENT TO THE LIVINGSTON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) – 9-1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT DEPARTMENT / PUBLIC SAFETY COMMITTEE / FINANCE COMMITTEE / BOARD OF COMMISSIONERS

13 Community Corrections

RESOLUTION AUTHORIZING A CONTRACT WITH CATHOLIC CHARITIES TO PROVIDE COMMUNITY BASED OUTPATIENT TREATMENT FOR 2010-2012 - COMMUNITY CORRECTIONS/Public Safety/Finance/Board

14 Community Corrections

RESOLUTION AUTHORIZING A CONTRACT WITH FIELDWARE LLC. TO PROVIDE OFFENDERLINK CALLOUT SERVICES FOR A PERIOD OF JANUARY 1, 2011 TO DECEMBER 30, 2011 - COMMUNITY CORRECTIONS/Public Safety/Finance/Board

15 Community Corrections

RESOLUTION AUTHORIZING CHAIRPERSON OF THE BOARD OF COMMISSIONERS TO SIGN A CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR THE COMMUNITY CORRECTIONS PA511 GRANT AND APPROPRIATIONS FOR FISCAL YEAR 2011 - Comm Corrections/Public Safety/Finance/Board

16 Circuit Court Administration

RESOLUTION TO AUTHORIZE THE CIRCUIT/FAMILY COURT/FRIEND OF THE COURT TO ENTER INTO A CONTRACT WITH COMPLETE DOCUMENT SERVICES, INC., FOR TRANSCRIPT PREPARATION - Circuit Court/Public Safety/Finance/Board

17 Circuit Court Administration

RESOLUTION TO AUTHORIZE ENTERING INTO FELONY PUBLIC DEFENDER CONTRACTS - Circuit Court/Public Safety/Finance/Board

18 Circuit Court Administration

RESOLUTION TO ENTER INTO FELONY PUBLIC DEFENDER CONTRACT WITH PRINE & PERRAULT - Circuit Court/Public Safety/Finance/Board

19 Circuit Court

RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF FY 2011 MICHIGAN DRUG COURT GRANT PROGRAM FUNDS (MDCGP) FOR THE OPERATION OF THE LIVINGSTON COUNTY ADULT DRUG COURT PROGRAM

20 Circuit Court

RESOLUTION AUTHORIZING ACCEPTANCE OF GRANT FUNDING FOR

PLANNING A FAMILY DEPENDENCY TREATMENT COURT IN THE
FAMILY DIVISION OF THE CIRCUIT COURT

- 21** **District Court**
RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF FY 2011
MICHIGAN DRUG COURT GRANT PROGRAM FUNDS (MDCGP) FOR
THE OPERATION OF THE LIVINGSTON COUNTY SOBRIETY COURT
PROGRAM
-

- 22.** **ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

NOVEMBER 8, 2010 – 7:30 P.M.

ADMINISTRATION BUILDING – BOARD CHAMBERS
304 E. Grand River Avenue, Howell, MI 48843

PUBLIC SAFETY

DAVID DOMAS JACK LA BELLE JIM MANTEY RON VAN HOUTEN

OTHERS:

<u>MARY ELLEN NYGREN</u>	<u>LT. JAKRZEWSKI</u>	_____
<u>DAVID MORSE</u>	<u>JAMES DUQUET</u>	_____
<u>JUDGE GARAGIOLA</u>	<u>CURT GRIFFIN</u>	_____
<u>JUDGE CAROL SUE READER</u>	_____	_____

1. **CALL TO ORDER:** Meeting called to order by: **COMM. DAVE DOMAS** at 8:04 p.m.
2. **APPROVAL OF MINUTES:** **MINUTES OF MEETING DATED OCTOBER 12, 2010:**

MOTION TO APPROVE THE MINUTES, AS PRESENTED.
MOVED BY: VAN HOUTEN / SECONDED BY: LA BELLE
ALL IN FAVOR - MOTION PASSED

3. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.
MOVED BY: VAN HOUTEN / SECONDED BY: MANTEY
ALL IN FAVOR - MOTION PASSED

4. **REPORTS:** None.
5. **CALL TO THE PUBLIC:** None.

6. RESOLUTIONS FOR CONSIDERATION:

- 7. PROSECUTOR: RESOLUTION REQUESTING TO FILL VACANT ADMINISTRATIVE AIDE POSITION WITHIN THE PROSECUTOR'S OFFICE**

RECOMMEND MOTION TO THE: FINANCE
MOVED BY: LA BELLE / SECONDED BY: VAN HOUTEN
ALL IN FAVOR - MOTION PASSED

- 8. PROBATE COURT: RESOLUTION TO FILL VACANT PROBATE COURT RESEARCH ATTORNEY POSITION**

RECOMMEND MOTION TO THE: FINANCE
MOVED BY: VAN HOUTEN / SECONDED BY: MANTEY
ALL IN FAVOR - MOTION PASSED

- 9. DISTRICT COURT: RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF FY 2011 MICHIGAN MENTAL HEALTH COURT GRANT PROGRAM FUNDS (MMHCGP) FOR THE OPERATION OF THE LIVINGSTON COUNTY INTENSIVE TREATMENT COURT PROGRAM**

RECOMMEND MOTION TO THE: FINANCE
MOVED BY: MANTEY / SECONDED BY: LA BELLE
ALL IN FAVOR - MOTION PASSED

- 10. SHERIFF: RESOLUTION AUTHORIZING AN ANNUAL BLANKET APPROVAL OF OUT OF STATE TRAVEL TO OHIO FOR DIVE TEAM TRAINING**

RECOMMEND MOTION TO THE: FINANCE
MOVED BY: LA BELLE / SECONDED BY: MANTEY
ALL IN FAVOR - MOTION PASSED

- 11. ADJOURNMENT:**

MOTION TO ADJOURN AT 8:30 P.M.
MOVED BY: LA BELLE / SECONDED BY: VAN HOUTEN
ALL IN FAVOR - MOTION PASSED

Respectfully Submitted

CINDY MENDOZA
RECORDING SECRETARY

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION APPROVING THE PROMOTION OF MIRIAM CAVANAUGH TO THE POSITION OF SENIOR TRIAL ATTORNEY IN THE PROSECUTORS OFFICE- PERSONNEL COMMITTEE / PUBLIC SAFETY COMMITTEE / FINANCE COMMITTEE

WHEREAS, the Prosecuting Attorney has a need to maintain a flexibility with his legal staff to continue to operate efficiently; and

WHEREAS, a Senior Trial Attorney can regularly practice in all courts which provides the Prosecuting Attorney maximum flexibility in assigning staff based on the nature of cases and providing for court coverage for vacations, illness and training; and

WHEREAS, having the flexibility to freely assign qualified and experienced attorneys to all courts reduces the need for a larger legal staff; and

WHEREAS, Miriam Cavanaugh has been employed as an Assistant Prosecutor since 2003; and

WHEREAS, Miriam Cavanaugh has served in the Juvenile, District and Circuit courts in Livingston County; and

WHEREAS, Miriam Cavanaugh is regularly performing all the duties described in the Senior Trial Attorney job description; and

WHEREAS, Miriam Cavanaugh has consistently demonstrated exceptional skills during each of her assignments.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the promotion of Miriam Cavanaugh from Assistant Prosecutor, Grade O, Level 7, \$76,000, to Senior Trial Attorney, Grade P, Level 6, \$80,492, effective January 1, 2011.

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Moved:

Seconded:

Carried:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF ENTER DEPARTMENT NAME

Enter Address Here
Phone Enter Phone **Fax** Enter FAX
Web Site: co.livingston.mi.us

December 7, 2010

Jennifer Palmbos
Director
Human Resources Department
Livingston County

Dear Ms. Palmbos:

I am submitting for your review and referral to the appropriate Board subcommittee revisions to two job descriptions and a request to reclassify an employee.

The job descriptions I am requesting to be revised are those for Assistant Prosecutor and Senior Trial Attorney. Neither proposed revision, if approved, would need to be reclassified to a different pay grade. The proposals are merely a more accurate reflection of the duties performed by the employees holding those positions.

In the Senior Trial Attorney job description I am proposing adding two "Essential Functions". These are not added duties but merely a more detailed and accurate description of existing duties in order to more clearly differentiate it from the Assistant Prosecutor job description. The other change involves "Qualifications" by raising the level of experience to four (4) years from two (2) years.

In the Assistant Prosecutor job description I am proposing adding two "Essential Functions". Again, this change does not reflect any added duties but merely provides a more detailed and accurate description of existing duties.

I am also proposing a reclassification for Miriam A. Cavanaugh. Ms Cavanaugh is currently classified as an Assistant Prosecutor, Level O, Range: \$60,620-\$76,792. Her salary is \$ 76,061, Level 7. I am requesting she be reclassified as a Senior Trial Attorney, Grade P, Range: \$66,075-\$83,702. The reclassification would put her at Level 6 with a salary of \$80,492.

Ms Cavanaugh has been employed in this office as an Assistant Prosecutor since June 9, 2003. During that time she has practiced for three years in Juvenile Court, three years in Circuit Court and now one year in District Court. Her court assignments require her to regularly perform the duties of a Senior Trial Attorney, even as that position will be described if the proposed changes are made in that job description. In other words, the job description is not being changed so as to be able to reclassify Ms. Cavanaugh. All other attorneys with similar tenure in this Office and who are assigned similar duties as Ms Cavanaugh are classified as Senior Trial Attorneys.

Thank you for your consideration of my proposal and for scheduling this for the appropriate Board subcommittee for further review.

Sincerely,

David L. Morse

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING EXCEPTION TO HIRING FREEZE TO REPLACE ONE (1)
PART TIME OFFICE ASSISTANT – Sheriff**

WHEREAS, The Sheriff’s Department recently lost one (1) part time Office Assistant; and

WHEREAS, the Sheriff’s Department has determined the need to replace these positions in order to maintain an acceptable level of service to the citizens we serve; and

WHEREAS, funding for this position is approved and included in the 2011 operating budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes and approves the hiring of one (1) part time office assistant within the Livingston County Sheriff’s Department.

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MOVED:
SECONDED:
CARRIED:



Livingston County Sheriff Department Memo

TO: Livingston County Board of Commissioners
FROM: Bob Bezotte
DATE: December 2, 2010
SUBJECT: Request for Exception to Hiring Freeze

The intent of this communication is to formally request an exception to the hiring freeze and authorization to hire one (1) part time Office Assistant (Grade E). This would allow us to fill a vacancy created by the termination of one (1) part time Office Assistant (Grade E).

Due to the loss of clerical support in 2005 and again in 2008, we cannot afford to lose additional civilian staff without re-assigning clerical duties to higher paid deputies and corrections officers.

If you have any questions or concerns, please do not hesitate to contact me at 540-7911.

Thank you for your consideration and support of this important adjustment to our operation.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING AN AGREEMENT WITH THE LAW FIRM OF SHERWOOD/MITCHELL TO PROVIDE ATTORNEY SERVICES FOR INDIGENT MISDEMEANOR DEFENDANTS FOR THE 53RD DISTRICT COURT.

WHEREAS, Livingston County has a need for providing attorney services for indigent misdemeanor defendants; and

WHEREAS, Livingston County currently pays a total amount of \$250 per case for these services; and

WHEREAS, the current contract will expire on December 31, 2010 and,

WHEREAS, in accordance with the tradition of the District Court, a bidding process was performed and requests for bids was published ; and

WHEREAS, The law firm of Sherwood/Mitchell of Howell, Michigan submitted a quote that will provide the legal services at the rate of \$250 per case for the year of 2011 and 2012 and \$275 per case for 2013 for the period of 1/1/2013 through 12/31/2013 and

WHEREAS, funding for same is available through the 53rd District Court Budget; and

WHEREAS, this Resolution has been recommended for approval by the Finance Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with the law firm of Sherwood/Mitchell for legal services for indigent misdemeanor defendants at the rate of \$250 per case for the period of 2011 and 2012 and \$275 per case for the period of 1/1/2013 through 12/31/2013.

BE IT FURTHER RESOLVED that the Chairman of the Board of Commissioners be authorized to sign the above-referenced contract upon approval as to form by Civil Counsel.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
Department of 53RD DISTRICT COURT

Phone 517-548-1000 Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Mary Ellen Nygren
Date: November 15, 2010
Re: Public Defender Services for District Court

The 53rd District Court has contracted public defender services since 1987 with various local law firms. The past number of years the contract has been awarded to the law firm of Sherwood and Mitchell, who have provided outstanding services to the Court and indigent misdemeanor defendants at a reasonable rate. The current contract will expire on 12/31/2010. This was a three year contract at the rate of \$250 per case for the year of 2008 and 2009 with an increase to \$275 for the year of 2010. In December of 2009, Jerry Sherwood and Laura Mitchell voluntarily declined the increased fee of the final year in consideration of the budget constraints of the District Court. They continued to offer their services for the previous rate of \$250 per case through 12/31/2010.

In July 2010, the Court advertised for bids again for public defender services, with Sherwood/Mitchell submitting the lowest bid of \$250 per case for a period of 1/1/2011 through 12/31/2012 and \$275 per case for a period of 1/1/2013 through 12/31/2013.

The proposed contract continues to be a savings to the taxpayers of Livingston County. Indigent defendants are provided competent, experienced attorneys at a low fee; while the Court continues to receive outstanding service at a reasonable cost. I have attached a spreadsheet reflecting the history of court appointed cases at District Court for your review.

Please keep in mind that for every case the public defender firm is appointed, the defendant is assessed \$285 repayment of court appointed attorney fee. That fee will increase to \$300 on 1/1/2013.

We would encourage you to support this resolution to concur with the contract. Please contact me if I can provide any further information for you.

HISTORY OF DISTRICT COURT PUBLIC DEFENDER CONTRACTS

CONTRACT YEAR	NUMBER ASSIGNED	COST PER CASE	CONTRACT PRICE PAID
1989-1990	391	\$238.36	\$93,200
1990-1991	531	\$222.22	\$118,000
1991-1992	565	\$143.36	\$81,000
1992-1993	658	\$80.55	\$53,000
1993-1994	606	\$123.76	\$75,000
1994-1995	925	\$90.81	\$84,000
1996	696	\$112.08	\$78,009
1997	750	\$125.00	\$93,750
1/98-6/98	364	\$125.00	\$45,500
7/98-12/98	383	\$140.00	\$53,620
1999	673	\$140.00	\$94,220
2000	748	\$140.00	\$104,720
7/2001-12/2001	345	\$185.00	\$63,825
2002	744	\$185.00	\$137,640
2003	724	\$185.00	\$133,940
2004	811	\$185.00	\$150,035
2005	924	\$200.00	\$184,800
2006	1092	\$200.00	\$218,400

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING AN AGREEMENT WITH SECOND CHANCE DRUG AND ALCOHOL TESTING, LLC TO PROVIDE DRUG/ALCOHOL TESTING SERVICES - LIVINGSTON COUNTY COURTS

WHEREAS, Livingston County has a need for drug and alcohol testing services and,

WHEREAS, Livingston County currently leases the Asset Building to Garry Flanary & Associates for these services at the rate of \$450 per month with the agreement of reduced drug/alcohol testing prices to the defendants referred by the Courts; and,

WHEREAS, the current contract will expire on 12/31/2010; and,

WHEREAS, in accordance with the County’s Purchasing Policy, a formal quoting process was performed and the submitted quotes were evaluated; and

WHEREAS, Second Chance Drug and Alcohol Testing, LLC, submitted a quote that will provide the services for the period of 1/1/2011 through 12/31/2013; and

WHEREAS, this Resolution has been recommended for approval by the Public Safety Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with Second Chance Drug and Alcohol Testing, LLC for leasing of space at the Asset Building at the rate of \$450 per month for the period of 1/1/2011 through 12/31/2013 with the option to renew for an additional two-year period. The total period will not exceed five years.

BE IT FURTHER RESOLVED that the Chairman of the Board of Commissioners be authorized to sign the above-referenced agreement by Civil Counsel.

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MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Mary Ellen Nygren, District Court Administrator
Date: 12/8/2010
Re: Resolution to enter into agreement for drug/alcohol testing for the Courts

The Courts have recently solicited for proposals for drug and alcohol testing services for all Livingston County Courts. After a lengthy process of receiving and reviewing bids and interviewing potential vendors, the "testing Committee" has voted to award the agreement to Second Chance Drug and Alcohol Testing, LLC of Howell, Michigan.

This proposed agreement provides for rental space to Second Chance Drug and Alcohol Testing, LLC at the Asset Building for the rental rate of \$450 per month. In return for the space, Second Chance offers the Court reduced pricing on testing for drugs/alcohol to the defendants referred to them by the Court. The reduced pricing is offered to the Court's speciality courts (sobriety and intensive treatment) as well as Juvenile Court.

The Courts have all worked together on this project and would appreciate the Board's approval of the resolution and proposed agreement.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING ABOVE ENTRY LEVEL PAY FOR A RETURNING PART-TIME EMPLOYEE AND PART-TIME EMPLOYEE HOURLY WAGES TO MATCH FULL-TIME HOURLY WAGES – 9-1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT, PUBLIC SAFETY COMMITTEE, PERSONNEL COMMITTEE, FINANCE COMMITTEE, BOARD OF COMMISSIONERS

WHEREAS, Ms. Karen Konczal retired from the 9-1-1 Central Dispatch/Emergency Management Department in February 2010 as a shift leader, and;

WHEREAS, after a break in service, Ms. Konczal returned to work as a part-time dispatcher in November 2010 at the entry level hourly wage of \$16.49 per hour, and;

WHEREAS, Ms. Meagan Houhanisin is also a part-time employee, her wages have been frozen at the three year level since July 23, 2009, when she converted to part-time employment, and does not match the hourly rate of the department’s other part-time dispatcher, \$21.16 per hour, who converted to part-time after reaching top-of-the-scale, and;

WHEREAS, part-time dispatch personnel are not covered by collective bargaining agreement, and;

WHEREAS, the 9-1-1 Central Dispatch/Emergency Management Department is currently negotiating for a collective bargaining agreement renewal with the dispatchers’ union.

THEREFORE, BE IT RESOLVED the Livingston County Board of Commissioners hereby authorizes the 9-1-1 Central Dispatch/Emergency Management Department to increase the hourly wage of Ms. Megan Houhanisin to the fifth year level effective January 20, 2011, or resolution passage, whichever is later, and to increase Karen Konczal to the fifth year level effective upon resolution passage .

BE IT FURTHER RESOLVED the Livingston County Board of Commissioners hereby authorizes the 9-1-1 Central Dispatch/Emergency Department to match the hourly pay rates of its part-time dispatchers with its full-time dispatchers.

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MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
**9-1-1 CENTRAL DISPATCH/
EMERGENCY MANAGEMENT DEPARTMENT**

300 S. Highlander Way, Howell, Michigan 48843
Phone 517.546.4620 Fax 517.546.5008
Web Site: co.livingston.mi.us

Memorandum

To: Personnel Committee
Public Safety Committee
Finance Committee
Board of Commissioners

From: Donald T. Arbic, Director

Date: December 7, 2010

Re: Request to Pay Former Full-time Employee Returning as a
Part-time Employee Above Starting Wage

The only part-time dispatchers this department employs are its former full-time employees.

Ms. Karen Konczal retired from this department as a shift leader at the end of February 2010. In November Ms. Konczal returned as a part-time employee.

The department has two other part-time employees. Both went to part-time without a break in service. As a result, the department continued to pay both at their former rates. One employee, Ms. Dawn DeJean, is paid at the top-of-the-pay-scale full-time rate of \$21.16¹ per hour and the other, Ms. Meagan Houhanisin, at her former pay rate of \$19.15 per hour.

At the time of her retirement, Ms. Konczal earned \$22.80 per hour as a shift leader. As a result of her break in service, when Ms. Konczal was re-employed she began at the entry level dispatcher rate of \$16.49 per hour.

Ms. Houhanisin has been frozen at her former pay rate since July 23, 2009. Ordinarily, she would have received a step increase January 20, 2010, to the four-year level and reach top-of-the-scale fifth year rate January 20, 2011.

Ms. Konczal and Ms. Houhanisin have maintained all their dispatcher qualifications and their service benefits the department. It is an injustice to pay them less than the other part-time dispatcher.

Writer requests resolution authorizing the department to pay Ms. Konczal at the top-of-the-scale fifth year dispatcher rate effective upon passage of said resolution and

¹ Wage rates calculated to two decimal points from tables in the collective bargaining agreement. Payroll calculates to four decimal places.

to pay Ms. Houhanisin at the same rate effective January 20, 2011, or the passage of said resolution, whichever is later.

The department is currently involved in contract negotiations with the dispatchers' union. Current part-time wages match full-time wage scale. Part-time employees are not covered by the union contract. Nevertheless, writer believes it is desirable for part-time and full-time employee hourly wages to match when a contract renewal is achieved.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE COUNTY EMERGENCY MANAGEMENT COORDINATOR TO SUBMIT NAMES FOR APPOINTMENT TO THE LIVINGSTON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) – 9-1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT DEPARTMENT / PUBLIC SAFETY COMMITTEE / FINANCE COMMITTEE / BOARD OF COMMISSIONERS

WHEREAS, the LEPC commenced work under SARA Title III Emergency Planning effective August 3, 1987, per Livingston County Resolution 887-192; and

WHEREAS, the terms of the current appointments expired November 31, 2010, and the County Emergency Management Coordinator submits names to be appointed and re-appointed (* denotes re-appointments) for new two-year terms as follows:

Steven Williams*	County Commissioner
Michael Kinaschuk	Emergency Program Manager, LEPC Chair
Rob Stanford	Planning Department, LEPC Vice Chair
Michael Craine*	County Road Commission, Managing Director
Jeff Boyd*	County EMS Department, Director
Donald Arbic*	County 9-1-1 Department, Director
Michael Murphy*	County Sheriff Department, Undersheriff
Andy Pless*	Howell Area Fire Department, Chief
Randolf Murdock*	CSX Transportation, Inc., Safety Specialist
Donald Hayduk*	County Health Department, Environmental Health Specialist
Adam Carroll*	Hartland Deerfield Area Fire Department, Chief
Henry Kumon*	American Red Cross, Communications Specialist
Robert Brookins*	Green Oak Township Police Department, Chief
Mark Jones*	Howell Area Fire Department, Haz-mat Specialist
Ted Westmeier*	County Health Department, Director
Michael Markel*	St. Joseph Mercy Livingston Hospital, Nursing Director
John King*	WHMI Radio, Media Specialist
Gary Brannock*	Young's Environmental Clean-up, Inc., Haz-mat Specialist
William Steele*	Green Oak Township Fire Department, Chief
Doug Britz*	Livingston Essential Transportation Service, Director
F/Lt. Joel Allen*	Michigan State Police, Brighton Post Commander
Brian Jonckheere*	Livingston County Drain Commissioner
Gary Novak*	TRW Automotive, EHS Specialist
Mark Tomasik*	March Coatings, Inc., EHS Specialist

THEREFORE, BE IT RESOLVED the Livingston County Board of Commissioners hereby approves the submission of the individuals named above to the Michigan Emergency Response and Community Right-To-Know Commission for appointments to the Livingston County Local Emergency Planning Committee for a two-year term expiring November 31, 2012, without compensation.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
**911 CENTRAL DISPATCH/
EMERGENCY MANAGEMENT DEPARTMENT**

300 S. Highlander Way, Howell, Michigan 48843
Phone 517-546-4620 Fax 517-546-5008
Web Site: co.livingston.mi.us

Memorandum

To: Public Safety Committee
Finance Committee
Board of Commissioners

From: Donald T. Arbic, Director

Date: November 23, 2010

Re: Re-appointments to the Livingston County Local Emergency Planning Committee

The *Emergency Planning and Community Right-To-Know Act*, also known as *SARA Title III of 1986*, establishes requirements for federal, state and local governments, as well as industries, regarding emergency planning and a community's right-to-know about hazardous and toxic chemicals within that community.

The aforementioned act requires the governor of each state to designate a State Emergency Response Commission (SERC). The SERC is then responsible for designating local emergency planning districts and appointing local emergency planning committees (LEPC) within each district. Livingston County is a planning district with a serving LEPC.

The current terms of all Livingston County LEPC members expires November 31, 2010. The Livingston County 9-1-1 Central Dispatch/Emergency Management Department requests the Board of Commissioners pass the attached resolution re-appointing current members for uncompensated two-year terms expiring November 31, 2012, appointing Michael Kinaschuk, the Livingston County Emergency Program Manager the LEPC Chair during his forthcoming term.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING A CONTRACT WITH CATHOLIC CHARITIES TO PROVIDE COMMUNITY BASED OUTPATIENT TREATMENT FOR 2010-2012 - COMMUNITY CORRECTIONS/PUBLIC SAFETY/FINANCE/BOARD

WHEREAS, the Michigan Department of Corrections awarded Livingston County the amount of \$123,195.00 for Community Corrections Services and Programs.

WHEREAS, the Michigan Department of Corrections (MDOC) currently has entered into a contract with Catholic Charities to provide Community Based Outpatient Treatment for high risk felons and parolees in Livingston County; and,

WHEREAS, Livingston County has a need for Community Based Outpatient Treatment to be provided through the PA 511 grant to low risk felons, probation violators, OUIL 2nd and 3rd offenders and high risk misdemeanants; and,

WHEREAS, the terms of the contract MDOC has entered into with Catholic Charities can be extended to Livingston County to provide this treatment for PA 511 offenders; and,

WHEREAS, a contract with Catholic Charities would provide services varying in cost and type of service at a total cost not to exceed; \$70,000 and is contingent of availability of funding from the State of Michigan for the period of January 1, 2011, through December 31, 2012,

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves entering into a contract with Catholic Charities, for Community Based Outpatient Treatment not to exceed \$70,000 and contingent upon availability of funding from the State Of Michigan, for the period of January 1, 2011, through December 31, 2012.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorizes the Chairman to sign the Agreement upon preparation by civil counsel.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorizes the Chairman to sign any amendments, modifications and riders to the agreement upon preparation and review by civil counsel.

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Moved:

Seconded:

Carried:



**LIVINGSTON COUNTY, MICHIGAN
COMMUNITY CORRECTIONS**

200 S. Highlander Way
Phone (517)540-7620 Fax (517) 546-8358
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Diane D. Bockhausen
Date: 12/8/2010
**Re: RESOLUTION AUTHORIZING A CONTRACT WITH
CATHOLIC CHARITIES TO PROVIDE COMMUNITY BASED
OUTPATIENT TREATMENT FOR 2010-2012**

Livingston County Community Corrections (LCCC) has entered into a contract with the Michigan Department of Corrections (MDOC) to provide comprehensive plans and services for Livingston County under PA511. The LCCC is guided by its Advisory Board which examines local corrections data in order to determine how Livingston County can reduce recidivism rates, reduce jail time and reduce the prison commitment rates in favor of alternative programming.

In order to fulfill the terms and agreement of the contract with the MDOC for the 2011 grant year, the Advisory Board has authorized the expenditure of PA 511 funds for a Community Based Outpatient Treatment Program.

The MDOC currently has a contract with Catholic Charities through 2012 to provide Community Based Outpatient Treatment. The LCCC is seeking authorization to provide this treatment to offenders using Catholic Charities. The MDOC Contract will need some slight modification in terms of eligible offenders because the current MDOC contract provides for high risk felons and parolees while LCCC provides for low risk felons, OUIL 2nd and 3rd offenders, probation violators and high risk misdemeanants.

Time is critical in approving this contract because the PA 511 contract year began October 1, 2010 and the County is at risk of lapsing these funds. Catholic Charities is prepared to begin Community Based Outpatient Treatment as soon as civil counsel prepares the contract and contingent upon the availability of funds from the State of Michigan.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING A CONTRACT WITH FIELDWARE LLC TO PROVIDE OFFENDERLINK CALLOUT SERVICES FOR A PERIOD OF JANUARY 1, 2011 TO DECEMBER 30, 2011 - COMMUNITY CORRECTIONS/PUBLIC SAFETY/FINANCE/BOARD

WHEREAS, the Michigan Department of Corrections (MDOC) awarded Livingston County the amount of \$123,195.00 for Community Corrections Services and Programs; and,

WHEREAS, the MDOC currently has a contract with Fieldware LLC. to provide callout services for offenders scheduled for court appearances; and,

WHEREAS, Livingston County has a need for callout services in order to reduce the number of offenders who fail to appear on their court cases; and,

WHEREAS, the terms of the contract the MDOC has entered into with Fieldware can be extended to Livingston County to provide callout services; and,

WHEREAS, a contract with Fieldware to provide callout services would be at a cost not to exceed \$20,000 for the period of January 1, 2011, through December 31, 2011, contingent on the availability of funding from MDOC under the PA 511 grant; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves entering into a contract with Fieldware, for Offenderlink callout services not to exceed \$20,000 and contingent upon availability of funding from the State Of Michigan, for the period of January 1, 2011, through December 31, 2011.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorizes the Chairman to sign the Agreement upon preparation by civil counsel.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorizes the Chairman to sign any amendments or modifications to the Agreement upon preparation by civil counsel.

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Moved:

Seconded:

Carried:



LIVINGSTON COUNTY, MICHIGAN
COMMUNITY CORRECTIONS

200 S. Highlander Way
Phone (517)540-7620 Fax (517) 546-8358
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Diane D. Bockhausen
Date: 12/8/2010
Re: RESOLUTION AUTHORIZING A CONTRACT WITH
FIELDWARE LLC., TO PROVIDE OFFENDERLINK
CALLOUT SERVICES FOR 2011

Livingston County Community Corrections (LCCC) has entered into a contract with the Michigan Department of Corrections (MDOC) to provide comprehensive plans and services for Livingston County under PA 511. The LCCC is guided by its Advisory Board which examines local corrections data in order to determine how Livingston County can reduce recidivism rates, reduce jail time and reduce the prison commitment rates in favor of alternative programming.

In order to fulfill the terms and agreement of the contract with the MDOC for the 2011 grant year, the Advisory Board approved expenditure of PA 511 funds for an automated callout program that will call offenders prior to their criminal court appearances to remind the offender of their appearance. The Advisory Board noted that it has been shown that an automated callout system will reduce the number of offenders who are sent to jail for failing to appear.

The MDOC currently has a contract with Fieldware LLC. through 2011 to provide automated callout services. The LCCC is seeking authorization to provide this service to offenders scheduled for criminal court appearances. The MDOC contract will need some slight modification in terms of scope because the current MDOC contract provides for a wider range of services offered by Fieldware LLC., than will be used by LCCC.

Time is critical in approving this contract because the PA 511 contract year began October 1, 2010 and the County is at risk of lapsing these funds. Fieldware LLC is prepared to begin the callout service on January 4, 2011. The contract with Fieldware LLC., is contingent upon the availability of funds from the State of Michigan.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING CHAIRPERSON OF THE BOARD OF COMMISSIONERS TO SIGN A CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR THE COMMUNITY CORRECTIONS PA511 GRANT AND APPROPRIATIONS FOR FISCAL YEAR 2011 – Community Corrections / Public Safety Committee / Finance Committee

WHEREAS, funding is available through the Michigan Department of Corrections for the purpose of operational expenses, program and Residential Treatment Services; and the Livingston County Community Corrections Advisory Board has approved and recommended application to the Michigan Department of Corrections for Fiscal Year 2011 (October 1, 2010 through September 30, 2011); and

WHEREAS, Livingston County has received approval and a contract from MDOC to receive \$205,525.00 for the period of October 1, 2010, through September 30, 2011, to be allocated the following:

Comprehensive Plans and Services	\$197,735
<u>In Jail Housing</u>	<u>\$7,790</u>
Grant Total	\$205,525

WHEREAS, this resolution has been approved by the Public Safety Committee

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize the Chairperson of the Board of Commissioners to sign the FY 2011 Grant contract.

BE IT FURTHER RESOLVED that the Chairman of the Board of Commissioners be authorized to sign any future amendments for monetary and contractual language adjustments upon review by Civil Counsel.

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MOVED:

SECONDED:

CARRIED:



Livingston County Community Corrections

200 S. Highlander Way

Howell, MI 48843

Office: 517.545.1047

Fax: 517.546.8358

November 17, 2010

Maggie Jones,
Chairperson
Livingston County Board of Commissioners

Livingston County Community Corrections has received a contract for funding from the Michigan Department of Corrections. The terms of the contract require a signature from the Livingston County Board of Commissioners.

Livingston County Community Corrections is requesting that the Livingston County Board of Commissioners authorize a signature to be placed upon the contract thereby enabling Livingston County to be reimbursed for Livingston County Community Corrections programming and services.

Diane Bockhausen, Manager
Livingston County Community Corrections

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AUTHORIZE THE CIRCUIT/FAMILY COURT/FRIEND OF THE COURT TO ENTER INTO A CONTRACT WITH COMPLETE DOCUMENT SERVICES., INC., FOR TRANSCRIPT PREPARATION.

WHEREAS, Livingston County has a need for transcription services; and

WHEREAS, Livingston County currently pays a total not to exceed \$50,000.00 per year for these services; and

WHEREAS, the current contract will expire on December 31, 2010; and,

WHEREAS, in accordance with the County's Purchasing Policy, a formal quoting process was performed and the submitted quotes were evaluated; and

WHEREAS, Complete Document Services, of Howell, Michigan submitted a quote that will provide the transcript services at the rate of \$1.75 per original page and \$.30 per copy page for the period of January 1, 2011 through December 31, 2013, and

WHEREAS, funding for same is available through the Appellate Court Budget; and

WHEREAS, this Resolution has been recommended for approval by the Finance Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with Complete Document Service, Inc. for transcript services at the rate of \$1.75 per original page and \$.30 per copy page for the period of January 1, 2011 through December 31, 2013.

BE IT FURTHER RESOLVED that the Chairman of the Board of Commissioners be authorized to sign the above-referenced contract upon approval as to form by Civil Counsel..

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
44TH CIRCUIT COURT

204 S. Highlander Way, Judicial Center, Howell, MI.
Phone 517-546-8079 Fax 517-546-0048
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: William Newhouse
Date: December 8, 2010
Re: Transcript contract

The 44th Circuit Court is requesting to enter into a contract with Complete Document Services for transcription services at a total county cost not to exceed \$50,000.00.

The 44th Circuit Court has previously contracted with Complete Document Services and was very satisfied with their performance. The agreement with Complete Document Services will ensure the efficient preparation of transcripts, which is a mandated function for all divisions of the 44th Circuit Court.

I am requesting that the proposed resolution be placed on the next appropriate committee agenda. Thank you for your consideration.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO CONCUR WITH THE PUBLIC DEFENDER CONTRACTS MADE BY THE 44TH CIRCUIT COURT FOR 1/1/2011 THROUGH 12/31/2012 – Circuit Court/Finance Committee

WHEREAS, Livingston County Circuit and District Courts have contracted privately for Legal Counsel for indigent criminal defendants; and

WHEREAS, the 44th Circuit Court intends to contract with the following attorneys to provide services to all indigent felony defendants: **JAMES D.A. BUTTREY, GATESMAN & SPICKARD, PLC., HEATHER K. SUTPHIN, PLC., MARK L. SCHARRER, STEVEN M. DODGE, PLLC., and MARCUS WILCOX.** See attached chart for individual contract amounts and per case cost.

WHEREAS, the current contract will expire on December 31, 2010; and,

WHEREAS, the monies for these contracts will be appropriated in the 2011 and 2012 Judicial Center Budget, 101-168-819.010; and

WHEREAS, this Resolution has been recommended for approval by the Finance Committee; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners concur with the indigent felony contracts as listed in the attached chart.

BE IT FURTHER RESOLVED that the Chairman of the Board of Commissioners be authorized to sign the above-referenced contracts upon approval as to form by Civil Counsel.

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MOVED:
SECONDED:
CARRIED:

**2011 & 2012
FELONY DEFENDER CONTRACTS**

	James Buttrey	Gatesman & Spickard	Marcus Wilcox	Steven M. Dodge, PLLC	Mark L. Scharrer	Heather K. Sutphin	Prine & Perrault
Number of cases per year	400	275	45	30	50	45	25
Per case cost	\$794.00	\$794.00	\$680.00	\$665.00	\$692.00	\$692.00	\$650.00
Per Month Cost	\$26,466.66	\$18,195.32	\$2,550.00	\$1,662.50	\$2,883.33	\$2,595.00	\$1,354.17
Per Year Cost	\$317,600.00	\$218,349.98	\$30,600.00	\$19,950.00	\$34,600.00	\$31,140.00	\$16,250.00



Memorandum

To: Livingston County Board of Commissioners
From: William H. Newhouse
Date: 12/8/2010
Re: Felony Public Defender Contracts

The contracts for attorney services for adult criminal indigent defendants expire on December 31, 2010 and new contracts must be awarded so that representation of defendants is assured. There has been a Request For Proposal issued and a number of firms and individual attorneys have submitted bids for consideration.

The assignment of attorneys for indigent defendants at public expense is mandated by the U.S. Constitution. The Circuit Court is responsible for making assignments that ensure adequate representation. The Court has employed use of contracts with attorneys as being the most efficient, effective means of providing this representation. The average cost per case received by the contract attorneys is \$710.

Because of possible conflicts, it is necessary that multiple contracts be awarded. It is also advantageous for the Court to have a mixture of attorney expertise for assignments so that adequate representation is available for a wide range of cases.

The Court is sensitive to the difficult economic conditions in Michigan and Livingston County. The Court has worked diligently to hold contract costs at a reasonable rate that reflects county budget constraints but that does not unreasonable penalize attorneys who provide indigent defendant representation.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO CONCUR WITH THE PUBLIC DEFENDER CONTRACTS MADE BY THE 44TH CIRCUIT COURT FOR 1/1/2011 THROUGH 12/31/2012 – Circuit Court/Finance Committee

WHEREAS, Livingston County Circuit and District Courts have contracted privately for Legal Counsel for indigent criminal defendants; and

WHEREAS, the 44th Circuit Court intends to contract with MITCHELL J. PERRAULT & DAVID PRINE to provide services to indigent felony defendants.

WHEREAS, the current contract will expire on December 31, 2010; and,

WHEREAS, the monies for these contracts will be appropriated in the 2011 and 2012 Judicial Center Budget, 101-168-819.010; and

WHEREAS, the Resolution has been recommended for approval by the Finance Committee; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners concur with the indigent felony contract as listed in the attached chart.

BE IT FURTHER RESOLVED that the Chairman of the Board of Commissioners be authorized to sign the above-referenced contract upon approval as to form by Civil Counsel.

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MOVED:
SECONDED:
CARRIED:

**2011 & 2012
FELONY DEFENDER CONTRACTS**

	James Buttrey	Gatesman & Spickard	Marcus Wilcox	Steven M. Dodge, PLLC	Mark L. Scharrer	Heather K. Sutphin	Prine & Perrault
Number of cases per year	400	255	45	30	50	45	25
Per case cost	\$794.00	\$794.00	\$680.00	\$665.00	\$692.00	\$692.00	\$650.00
Per Month Cost	\$26,466.66	\$16,872.50	\$2,550.00	\$1,662.50	\$2,883.33	\$2,595.00	\$1,354.17
Per Year Cost	\$317,600.00	\$202,470.00	\$30,600.00	\$19,950.00	\$34,600.00	\$31,140.00	\$16,250.00



LIVINGSTON COUNTY, MICHIGAN
CIRCUIT COURT

204 S. Highlander Way
Phone (517)546-8079 Fax (517) 546-0048
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: William H. Newhouse
Date: 12/8/2010
Re: Resolution to concur with Felony Public Defender Contracts

The contracts for attorney services for adult criminal indigent defendants expire on December 31, 2010 and new contracts must be awarded so that representation of defendants is assured. There has been a Request For Proposal issued and a number of firms and individual attorneys have submitted bids for consideration.

The assignment of attorneys for indigent defendants at public expense is mandated by the U.S. Constitution. The Circuit Court is responsible for making assignments that ensure adequate representation. The Court has employed use of contracts with attorneys as being the most efficient, effective means of providing this representation. The average cost per case received by the contract attorneys is \$710.

Because of possible conflicts, it is necessary that multiple contracts be awarded. It is also advantageous for the Court to have a mixture of attorney expertise for assignments so that adequate representation is available for a wide range of cases.

The Court is sensitive to the difficult economic conditions in Michigan and Livingston County. The Court has worked diligently to hold contract costs at a reasonable rate that reflects county budget constraints but that does not unreasonable penalize attorneys who provide indigent defendant representation.

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



LIVINGSTON COUNTY, MICHIGAN
CIRCUIT COURT

204 S. Highlander Way
Phone (517)546-8079 Fax (517) 546-0048
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: William H. Newhouse
Date: 12/8/2010
Re: Resolution to concur with Felony Public Defender Contracts

The contracts for attorney services for adult criminal indigent defendants expire on December 31, 2010 and new contracts must be awarded so that representation of defendants is assured. There has been a Request For Proposal issued and a number of firms and individual attorneys have submitted bids for consideration.

The assignment of attorneys for indigent defendants at public expense is mandated by the U.S. Constitution. The Circuit Court is responsible for making assignments that ensure adequate representation. The Court has employed use of contracts with attorneys as being the most efficient, effective means of providing this representation. The average cost per case received by the contract attorneys is \$710.

Because of possible conflicts, it is necessary that multiple contracts be awarded. It is also advantageous for the Court to have a mixture of attorney expertise for assignments so that adequate representation is available for a wide range of cases.

The Court is sensitive to the difficult economic conditions in Michigan and Livingston County. The Court has worked diligently to hold contract costs at a reasonable rate that reflects county budget constraints but that does not unreasonable penalize attorneys who provide indigent defendant representation.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF FY 2011 MICHIGAN DRUG COURT GRANT PROGRAM FUNDS (MDCGP) FOR THE OPERATION OF THE LIVINGSTON COUNTY ADULT DRUG COURT PROGRAM - CIRCUIT COURT / PUBLIC SAFETY & JUDICIARY COMMITTEE / FINANCE COMMITTEE / FULL BOARD

WHEREAS, the Livingston County 44th Circuit Court’s application to continue operation of an Adult Drug Court Program into 2011 was approved for funding through the State Court Administrative Office (SCAO); and

WHEREAS, Livingston County would receive \$90,000 from October 1, 2010 through September 30, 2011, with no County match required; and

WHEREAS, funding provides for 25% of the Specialty Court Administrator’s salary, other necessary program staff, contractual services including treatment, testing and service coordination, and supplies; and

WHEREAS, the cost of drug testing, treatment, and community service coordination are important components of the project and for which contracts will be created and for which funds are provided by the grant; and

WHEREAS, the current contracts will expire on September 30, 2010; and

WHEREAS, in accordance with the County’s Purchasing Policy, a formal quoting process was performed, quotes were submitted and evaluated with the following contracts being awarded:

VENDOR	SERVICE	TERM	AWARD
KEY DEVELOPMENT CENTER, INC. (DENNIS MCHALE, MSW)	Jail-Based Treatment	One (1) Year: 10/1/10 to 9/30/11	\$8,125 (\$65 / Hour)
WASHTENAW COMMUNITY HEALTH ORGANIZATION (WCHO)	Community Coordination of Services	Nine (9) Months: 1/1/11 to 9/30/11	\$21,825 (\$2,425 / Month)
TO BE DETERMINED THROUGH BID PROCESS (submitted quotes are currently under review)	Drug Testing	One (1) Year: 10/1/10 to 9/30/11	Not to Exceed: \$30,000

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the acceptance of the FY 2011 Michigan Drug Court Grant Program Funds awarded by the State Court Administrative Office for the purpose of continued operation of the Livingston County Adult Drug Court.

BE IT FURTHER RESOLVED the Livingston County Board of Commissioners hereby approves the issuance and execution of the above-referenced contracts for the purpose of delivering an intensive level

of judicial supervision and treatment to adult drug court participants in an effort to lessen the probability of jail overcrowding and state prison commitments.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners be authorized to sign the above Grant Agreement, subsequent Contracts referenced above and any future amendments for monetary and contractual language adjustments upon review by Civil Counsel.

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MOVED:

SECONDED:

CARRIED:

BUDGET NARRATIVE

The budget narrative should justify all costs associated with the proposed project. Use additional pages as needed.

A. Personnel:

Project Coordinator: Is provided by the Specialty Courts & Grants Administrator. Responsibilities include team management, consultation, data review, quality assurance, panel and meeting coordination, writing and submission of reports, and community organization. Twelve hours per week of the Specialty Courts & Grants Administrator's salary is charged to the grant.

Sheriff's Deputy: Provides security during court proceedings, transports incarcerated participants, and participates in the home-check supervision program. *300 hours in-kind service.*

Prosecutor: Reviews all cases and determines program eligibility; files all related legal documents; participates in all sentencing and review hearings to assist with making decisions regarding sanctions, rewards, and continued program enrollment based upon treatment progress. *400 hours in-kind service.*

Judicial Secretary: Responsible for ensuring the Judge's calendar is in order for Adult Drug Court and that necessary documents are presented to the Judge in a timely manner. *200 hours in-kind service.*

Court Clerk: Records all Adult Drug Court Status Review Hearings, Sentencing Hearings, and Probation Violation Hearings; properly notes all proceedings for case file register; processes regular paperwork including bond forms, plea forms and judgment of sentence. *200 hours in-kind service.*

B. Fringe Benefits:

Fringe benefits are not charged to this grant.

C. Contractual:

Washtenaw Community Health Organization (WCHO), Health Services/ACCESS: WCHO is the Coordinating Agency responsible for the primary mental health and substance abuse evaluations for the County of Livingston. The provider holds a State license (in good standing) to practice substance abuse treatment. Provider services include: 1) Detox; 2) Outpatient; 3) Short-term residential; and 4) Long-term residential. The Agency designates a member of the advisory/staffing team, who is responsible for submitting progress notes and reports. The primary form of drug treatment is weekly group therapy with ten-to-fifteen clients. Participants in Phase I will engage in primary group treatment weekly during the first six months of a participant's enrollment in Drug Court; upon transition to Phase II with D. C. Team approval, the participant will attend primary group treatment bi-weekly. This treatment is provided for one full year of Drug Court participation for each member. The treatment provider will serve approximately 20-40 participants weekly. In addition, 2-5 additional treatment sessions per week are anticipated, as well as up to 7 telephone contacts for follow-up case management purposes. The treatment provider will also maintain close contact with the Probation Department for case management.

Dennis McHale, MSW: Mr. McHale provides jail-based treatment services.

Miller & B. Kelly: Ms. Miller and Ms. Kelly assist with data collection, and provide data entry services, quality assurance, exception reporting, and data reports to the Project Coordinator.

Lee C. Gough, Defense Counsel: Mr. Gough serves as defense counsel for offenders.

TBD, Drug Testing Service: To be determined by a bid process, this contractor will provide drug testing service, reports, and assist with the data entry of test results in the DCCMIS system.

D. Supplies and Operating:

Supplies and Miscellaneous expenses include incentives, graduation certificates, bus tokens, costs of tethers, and drug testing funds to be used as needed for indigent participants. *L.E.T.S. provides a 1:1 match for the cost of bus tokens (\$4,000).*

E. Travel:

No travel is charged to this grant.

C. Contractual								
Name of Contractor	Unit Cost of Service & # of Units	MDCGP Award SCAO	SCAO/Byrne JAG Award	SCAO/OHSP Award	Other Grant or Funding	Contributions		Total
						Cash	In Kind	
Contractor: WCHO	\$2,425/ mo x 9 mo	\$	\$ 21,825	\$	\$	\$	\$	\$ 21,825
Services to be Provided: Community-based treatment services and assessments								
Contractor: Dennis McHale	\$65/hr x 125 hours	\$	\$ 8,125	\$	\$	\$	\$	\$ 8,125
Services to be Provided: Jail-based treatment services								
Contractor: C. Miller and B. Kelly	\$15/hr x 260 hours	\$	\$ 3,900	\$	\$	\$	\$	\$ 3,900
Services to be Provided: Data collection and entry into DCCMIS								
Contractor: Lee Gough	\$1,000/ mo x 12 mo	\$	\$	\$	\$	\$	\$ 12,000	\$ 12,000
Services to be Provided: Defense Counsel								
Contractor: TBD	\$10/Drug \$25/ETG	\$	\$ 30,000	\$	\$	\$	\$	\$ 30,000
Services to be Provided: Drug Testing Services								
Total Contractual	\$	\$	\$ 63,850	\$	\$	\$	\$ 12,000	\$ 75,850

D. Supplies/Operating								
Item	Unit Cost of Item & # of Units	MDCGP Award SCAO	SCAO/Byrne JAG Award	SCAO/OHSP Award	Other Grant or Funding	Contributions		Total
						Cash	In Kind	
L.E.T.S. Bus Tokens	\$2.00 x 1000 ea	\$	\$ 2,000	\$	\$	\$	\$ 2,000	\$ 4,000
Incentive and Recognition Gifts for Participants; Drug testing	\$25 ea x80 part + drug test		\$ 4,532					\$ 4,532
SCRAM Tether	\$13/day x 80 days	\$	\$ 1,040	\$	\$	\$	\$	\$ 1,040
Total Supplies/Operating	\$	\$	\$ 7,572	\$	\$	\$	\$ 2,000	\$ 9,572

E. Travel (mileage for participant purposes and/or MADCP registration)								
Type of Travel Expense	Computation	MDCGP Award SCAO	SCAO/Byrne JAG Award	SCAO/OHSP Award	Other Grant or Funding	Contributions		Total
						Cash	In Kind	
		\$	\$	\$	\$	\$	\$	\$
Total Travel		\$	\$	\$	\$	\$	\$	\$
None charged to this Grant								

Projected Cost Per Participant : (Total estimated participants annually: 75)

\$ 1,200 (Grant funds only) \$ 1,840 (Including in-kind)



LIVINGSTON COUNTY, MICHIGAN
44TH CIRCUIT COURT

204 S. Highlander Way
Phone (517)540-7827 Fax (517)546-3731
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners

From: Joanne Hartmeyer
517-540-7827; jhartmeyer@co.livingston.mi.us

Date: 12/1/2010

Re: RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF FY 2011
MICHIGAN DRUG COURT GRANT PROGRAM FUNDS (MDCGP)
FOR THE OPERATION OF THE LIVINGSTON COUNTY ADULT
DRUG COURT PROGRAM – Circuit Court

The 44th Circuit Court is requesting approval to accept grant funding from the Michigan Drug Court Grant Program (MDCGP) to continue operation of the Livingston Adult Drug Court.

This award totaling \$90,000 provides for 30% of the Specialty Court & Grants Administrator salary, data collection, drug testing services, incentive and graduation recognition items, bus tokens, and for subcontracts with three service providers for assessment and treatment services.

Active, enrolled participants currently number 48 cases, with an anticipated increase of 15-20 new enrollees during the next year. Due to the demonstrated success of this program, funding for FY2011 was renewed at \$90,000.

Should you have any questions, please do not hesitate to contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

Date:

RESOLUTION AUTHORIZING ACCEPTANCE OF GRANT FUNDING FOR PLANNING A FAMILY DEPENDENCY TREATMENT COURT IN THE FAMILY DIVISION OF THE CIRCUIT COURT - CIRCUIT COURT – PUBLIC SAFETY COMMITTEE

WHEREAS, the Family Division of the Circuit Court has applied for a Planning Grant to explore the feasibility of establishing a Family Dependency Drug Treatment Court;

WHEREAS, the Court has been awarded a grant in the amount of \$15,000 from the Michigan Drug Court Grant Program, administered by the State Court Administrative Office;

WHEREAS, the community can benefit from a Family Dependency Drug Treatment Court;

WHEREAS, the budget of \$15,000 pays for a Project Coordinator to assess the feasibility of the project and to identify community needs;

WHEREAS, the Project Coordinator is currently employed by the Circuit Court as Project Coordinator for the Safe Havens grant, and this grant would support the additional responsibilities for planning a Family Dependency Treatment Court;

WHEREAS, this Resolution is recommended for approval by the Public Safety Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby: authorizes the acceptance of the Family Dependency Drug Treatment Court Planning Grant; and, authorizes the Chairman to sign the above Grant Agreement, subsequent Contract(s), if any, and any future amendments for monetary and contractual language adjustments upon review by Civil Counsel.

MOVED:

SECONDED:

CARRIED:

*Livingston County Circuit Court
Court Administration Office
Judicial Center
204 S. Highlander Way, Suite 5
Howell, MI 48843*

David J. Reader
Chief Judge of the Circuit Court
and Family Court

Michael P. Hatty
Circuit Court Judge

Carol Hackett Garagiola
Chief Probate Court Judge

William Newhouse
Circuit Court Administrator

Peggy Toms
Administrative Coordinator
517/546/8079
517/546/0048 Fax

Jury Commission
517/546-1661
Public Defender Services
517/546-8078

Memorandum

To: Livingston County Board of Commissioners

From: William Newhouse, Circuit Court Administrator

Date: 12-03-10

Re: Grant Funding for Planning for a Family Dependency Drug Treatment Court

In June of this year, Livingston County Circuit Court submitted an application for a Planning Grant from the Michigan Drug Court Grant Program, administered by the State Court Administrative Office, to be used to assess the feasibility of establishing a Family Dependency Drug Treatment Court. This Court would allow the Court to coordinate and effectively deliver substance abuse treatment services to parents of children involved in Neglect and Abuse cases in the Juvenile Court.

The Family Dependency Drug Treatment Court will allow parents to have every opportunity to achieve a drug free lifestyle with adequate supports and skills, to better manage their lives and provide adequate care for their children. This in turn should support achieving permanency for children within required time frames and through reunification.

We received notice in October that we were awarded a \$15,000 planning grant, for the grant period October 1, 2010 through September 30, 2011. This amount is very close to the amount we had originally requested, allowing us sufficient budget to fund a Project Coordinator, 10 hours per week, assisted by a consultant with expertise in Family Dependency Drug Treatment Court development, and a minimal budget to support travel to see other, operating courts in the state. The Project Coordinator would be the current Project coordinator for the Safe Havens grant, and this grant would add 10 hours per week to her schedule for a total of 30 hours per week.

The budget for this project is attached to this Memorandum for review. We request that the Board of Commissioners authorize the acceptance of this funding and signing of the contract. If you have any questions, please contact me.

BUDGET SUMMARY BASED ON ACTUAL AWARD

Court Name: 44th Circuit Court, Family Division

Contract Year: FY 2011

Budget Summary		G	H	I.	I. 1	J		K
Budget Category		MDCGP Award SCAO	SCAO/Byrne JAG Award	SCAO/OHSP Award	Other Grant or Funding Sources (OVW Safe Havens)	Contributions		Total Cost
						Cash	In-Kind	
A	Personnel	\$ 11,935	\$	\$	\$ 35,810	\$	\$ 5,000	\$ 52,745
B	Fringe Benefits	\$	\$	\$	\$	\$	\$	\$
C	Contractual	\$2,700	\$	\$	\$	\$	\$	\$ 2,700
D	Supplies/Operating	\$	\$	\$	\$	\$	\$	\$
E	Travel	\$ 365	\$	\$	\$	\$ 675	\$	\$1,040
F	Total Project Cost (by Funding Source)	\$ 15,000	\$	\$	\$ 35,810	\$ 675	\$ 5,000	\$ 56,485

Summary of Drug Court Funding		
G	MDCGP Award SCAO	\$ 15,000
H, I	Byrne Award [] or OHSP Award []	\$
I.1	Other Grant or Funding Sources (Identify: e.g., Child Care Fund, BJA Discretionary Grant, etc.)	
	1. OVW Safe Havens Grant	\$ 35,810
	2.	\$
	3.	\$
J	Local Contributions	
	1. Cash	\$ 675
	2. In-Kind	\$ 5,000
		\$
K	Total All Funding Sources	\$ 56,485

Person Completing Budget (Signature) Date

SCAO Finance: Approved By (Signature) Date

Print Name Contact Number

SCAO Finance: Print Name Contact Number

BUDGET NARRATIVE

The budget narrative should justify all costs associated with the proposed project. Use additional pages as needed.

A. Personnel:

The Project Coordinator will schedule meetings, coordinate tasks associated with the stakeholders and advisory team (budget management, evaluation, community organization, submission of reports, etc.). Coordinator maintains the LAO, MOU, and the Policy and Procedures Manual; works with team members to develop and maintain all necessary contracts, agreements, presentation materials and forms; serves as resource and contact person for the project. This position integrates all 44th Circuit Court, Family Division projects with the Family Dependency Court Project planning including the work of the Safe Havens Supervised Visitation Program and the Livingston County Model Court Project. Total Salaries Charged to Grant: \$11,935

The in-kind contribution to the project reflects the estimated time of the Circuit Court Administrator to assist with project planning and facilitation, particularly the interagency collaboration, necessary to identify the target caseload and define data elements necessary to support the project.

B. Fringe Benefits:

None required.

C. Contractual:

The Community Needs Assessment will be provided by funding/staffing through the Safe Havens Supervised Visitation and Safe Exchange Program and the SCAO Data Analysis project; the community needs assessment examines, through independent research and input from community partners, the court, and stakeholders, a comprehensive collection of information regarding case processing for vulnerable families and children.

The Feasibility Study will be performed by a research team from the University of Michigan, School of Social Work. The study will consist of a proposal that establishes per 44th Circuit Family Division caseload data, an analysis of the population, assets, barriers, risks, and design elements of a Family Dependency Court in Livingston County. It will be presented to the court leadership for their consideration in the decision-making process and used with potential funders and stakeholders to engage continued support. Contractual Fees Charged to Grant: \$2,700.

D. Supplies and Operating:

None required.

E. Travel:

Mileage for travel to meet with established Family Dependency Courts in Michigan will be charged to the grant at the approved rate of \$0.50

per mile. Total Mileage Charged to Grant: \$365.

Travel to the Michigan Association of Drug Court Professionals Conference for 3 attendees at \$225.00, plus additional travel costs will be contributed by Livingston County.

BUDGET DETAIL WORKSHEET

A. Personnel								
Name/Position	Computation (Hours/Rate)	MDCGP Award SCAO	SCAO/Byrne JAG Award	SCAO/OHSP Award	Other Grant or Funding	Contributions		Total
						Cash	In-Kind	
Carole Church, Project Coordinator	10 hours/wk @ \$22.95/hr	\$ 11,935	\$	\$	\$ 35,810	\$	\$ 5,000	\$ 52,745
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
Personnel Total		\$ 11,935	\$	\$	\$ 35,810	\$	\$ 5,000	\$ 52,745

B. Fringe Benefits			
<input type="checkbox"/> Employer FICA _____%	<input type="checkbox"/> Retirement _____%	<input type="checkbox"/> Hospital insurance _____%	<input type="checkbox"/> Dental insurance _____%
<input type="checkbox"/> Vision insurance _____%	<input type="checkbox"/> Unemployment insurance _____%	<input type="checkbox"/> Workers' Compensation _____%	<input type="checkbox"/> Life insurance _____%
<input type="checkbox"/> Other _____%		<input type="checkbox"/> Other _____%	
Composite Rate _____%			

	MDCGP Award SCAO	SCAO/Byrne JAG Award	SCAO/ OHSP Award	Other Grant or Funding	Contributions		Total
					Cash	In-Kind	
Fringe Benefit Total	\$	\$	\$	\$	\$	\$	\$
Total Personnel and Fringe Benefits	\$ 11,935	\$	\$	\$ 35,810	\$	\$ 5,000	\$ 52,745

C. Contractual								
Name of Contractor	Unit Cost of Service & # of Units	MDCGP Award SCAO	SCAO/Byrne JAG Award	SCAO/OHSP Award	Other Grant or Funding	Contributions		Total
						Cash	In Kind	
Contractor TBD	54 hrs @ \$ 50.00/hr	\$ 2,700	\$	\$	\$	\$	\$	\$ 2,700
Services to be Provided Conduct Feasibility Study and provide report.								
Contractor	\$	\$	\$	\$	\$	\$	\$	\$
Services to be Provided								
Contractor	\$	\$	\$	\$	\$	\$	\$	\$
Services to be Provided								
Contractor	\$	\$	\$	\$	\$	\$	\$	\$
Services to be Provided								
Contractor	\$	\$	\$	\$	\$	\$	\$	\$
Services to be Provided								
Contractor	\$	\$	\$	\$	\$	\$	\$	\$
Services to be Provided								
Total Contractual	\$	\$ 2,700	\$	\$	\$	\$	\$	\$ 2,700

D. Supplies/Operating								
Item	Unit Cost of Item & # of Units	MDCGP Award SCAO	SCAO/Byrne JAG Award	SCAO/OHSP Award	Other Grant or Funding	Contributions		Total
						Cash	In Kind	
	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$
Total Supplies/Operating	\$	\$	\$	\$	\$	\$	\$	\$

E. Travel (mileage for participant purposes and/or MADCP registration)								
Type of Travel Expense	Computation	MDCGP Award SCAO	SCAO/Byrne JAG Award	SCAO/OHSP Award	Other Grant or Funding	Contributions		Total
						Cash	In Kind	
Mileage	\$ 0.50/mi	\$ 365	\$	\$	\$	\$	\$	\$ 365
MADCP Attendance	3 Persons	\$	\$	\$	\$	\$ 675	\$	\$ 675
		\$	\$	\$	\$	\$	\$	\$
Total Travel		\$	\$	\$	\$	\$	\$	\$ 1,040

Projected Cost Per Participant

Calculation for Cost per Participant is neither relevant, nor required, for a Planning Grant.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF FY 2011 MICHIGAN DRUG COURT GRANT PROGRAM FUNDS (MDCGP) FOR THE OPERATION OF THE LIVINGSTON COUNTY SOBRIETY COURT PROGRAM - DISTRICT COURT / PUBLIC SAFETY & JUDICIARY COMMITTEE / FINANCE COMMITTEE / FULL BOARD

WHEREAS, the Livingston County 53rd District Court's application to continue operation of a Sobriety Court Program into 2011 was approved for funding through the State Court Administrative Office (SCAO); and

WHEREAS, Livingston County would receive \$30,000 from October 1, 2010 through September 30, 2011, with no County match required; and

WHEREAS, funding provides for 16.5 hours of a Probation Officer's salary and weekly group therapy services; and

WHEREAS, group therapy treatment sessions are important components of the project and for which contracts will be created and for which funds are provided by the grant; and

WHEREAS, the current contracts will expire on September 30, 2010; and

WHEREAS, in accordance with the County's Purchasing Policy, a formal quoting process was performed, quotes were submitted and evaluated with the following contracts being awarded:

VENDOR	SERVICE	TERM	AWARD
KEY DEVELOPMENT CENTER, INC. (DENNIS McHALE, MSW)	Weekly Male Group Therapy	One (1) Year: 10/1/10 to 9/30/11	\$4,900 (\$100 / Session)
LGS OPTIONS COUNSELING	Weekly Female Group Therapy	One (1) Year: 10/1/10 to 9/30/11	\$4,900 (\$100 / Session)
TO BE DETERMINED	Alumni Group Therapy Monthly	One (1) Year: 10/1/10 to 9/30/11	\$1,200 (\$100 / Session)

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the acceptance of the FY 2011 Michigan Drug Court Grant Program Funds awarded by the State Court Administrative Office for the purpose of continued operation of the Livingston County Sobriety Court.

BE IT FURTHER RESOLVED the Livingston County Board of Commissioners hereby approves the issuance and execution of the above-referenced contracts for the purpose of delivering an intensive level of judicial supervision and treatment to Sobriety Court participants in an effort to lessen the probability of jail overcrowding and state prison commitments.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners be authorized to sign the above Grant Agreement, subsequent Contracts referenced above and any future amendments for monetary and contractual language adjustments upon review by Civil Counsel.

#

MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
53RD DISTRICT COURT

204 S. Highlander Way
Phone (517)540-7827 Fax (517)546-3731
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners

From: Joanne Hartmeyer
517-540-7827; jhartmeyer@co.livingston.mi.us

Date: 12/1/2010

Re: RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF FY 2011
MICHIGAN DRUG COURT GRANT PROGRAM FUNDS (MDCGP)
FOR THE OPERATION OF THE LIVINGSTON COUNTY
SOBRIETY COURT PROGRAM – District Court

The 53rd District Court is requesting approval to accept grant funding from the Michigan Drug Court Grant Program (MDCGP) to continue operation of the Livingston County Sobriety Court Program.

This award totaling \$30,000 provides for a part-time Probation Officer, and service providers for treatment services.

Sobriety Court has graduated 15 participants and, currently, 8 active participants are working toward graduation.

Should you have any questions, please do not hesitate to contact me.

BUDGET SUMMARY BASED ON ACTUAL AWARD

Court Name: REVISED Budget for 53rd District Court SOBRIETY COURT

Contract Year: FY 2011

Budget Summary		G	H	I.	I. 1	J		K
Budget Category		MDCGP Award SCAO	SCAO/Byrne JAG Award	SCAO/OHSP Award	Other Grant or Funding Sources (Specify)	Contributions		Total Cost
						Cash	In-Kind	
A	Personnel	\$ 18,960	\$	\$	\$	\$	\$	\$ 18,960
B	Fringe Benefits	\$	\$	\$	\$	\$	\$	\$
C	Contractual	\$ 11,000	\$	\$	\$	\$	\$	\$ 11,000
D	Supplies/Operating	\$ 40	\$	\$	\$	\$	\$	\$ 40
E	Travel	\$	\$	\$	\$	\$	\$	\$
F	Total Project Cost (by Funding Source)	\$ 30,000	\$	\$	\$	\$	\$	\$ 30,000

Summary of Drug Court Funding		
G	MDCGP Award SCAO	\$ 30,000
H, I	Byrne Award [] or OHSP Award []	\$
I.1	Other Grant or Funding Sources (Identify: e.g., Child Care Fund, BJA Discretionary Grant, etc.)	
	1.	\$
	2.	\$
	3.	\$
J	Local Contributions	
	1. Cash	\$
	2. In-Kind	\$
		\$
K	Total All Funding Sources	\$ 30,000

Person Completing Budget (Signature) **Date**

Print Name **Contact Number**

SCAO Finance: Approved By (Signature) **Date**

SCAO Finance: Print Name **Contact Number**

BUDGET NARRATIVE

The budget narrative should justify all costs associated with the proposed project. Use additional pages as needed.

A. Personnel:

Probation Officer: Manages participant files for the specialized Sobriety Court docket, maintains continuous supervision with participants, closely monitors cases and treatment processes, stays abreast of developments in the lives of participants, coordinates referral to testing and treatment. The Probation Officer makes recommendations to the Judge and staffing team regarding the progress of participants and appropriate sanctions, incentives or rewards.

B. Finge Benefits:

None charged to this grant.

C. Contractual:

Addiction Group Therapy: Group sessions for program participants are distinct based upon their history – those who have never received addiction counseling, and those participants who have been active in the program and require additional support beyond AA and/or other treatments. Group sessions set the foundation for, and maintain, a continuum of group counseling and compliance. Male and females meet separately, with the exception of the monthly Alumni Group meetings which meet once per month for Phase IV participants; Phase IV participants have graduated from the program and are now engaged in traditional probation.

Treatment providers hold state licensure in good standing to practice substance abuse treatment. He or she is a member of the staffing team, and obligated to submit progress reports. Costs for the groups are \$100 per session. Fifty-two sessions (one per week) are held for male and female groups (\$10,400 total), and twelve sessions (one per month) are provided for the Alumni (\$1,200 annually), for a total of \$11,600 in group fees.

D. Supplies and Operating:

Supplies: \$300 is included in the budget for the costs of recognition and incentive supplies such as certificate paper, ribbon, buttons, etc.

E. Travel:

None charged to this grant.

D. Supplies/Operating								
Item	Unit Cost of Item & # of Units	MDCGP Award SCAO	SCAO/Byrne JAG Award	SCAO/OHSP Award	Other Grant or Funding	Contributions		Total
						Cash	In Kind	
Stationery and other supplies	\$	\$ 40	\$	\$	\$	\$	\$	\$ 40
	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$
Total Supplies/Operating	\$	\$ 40	\$	\$	\$	\$	\$	\$ 40

E. Travel (mileage for participant purposes and/or MADCP registration)								
Type of Travel Expense	Computation	MDCGP Award SCAO	SCAO/Byrne JAG Award	SCAO/OHSP Award	Other Grant or Funding	Contributions		Total
						Cash	In Kind	
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
Total Travel		\$	\$	\$	\$	\$	\$	\$

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Projected Cost Per Participant (estimated 25 new + 23 current participants)

\$ 625.00