



CASS COUNTY BOARD OF COMMISSIONERS

COMMITTEE OF THE WHOLE

June 20, 2024

5:00 PM

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- A. **CALL TO ORDER** – *Vice-Chair Barrera*
 - B. **INVOCATION** – *Commissioner Howie*
 - C. **PLEDGE OF ALLEGIANCE** – *Chair Jones*
 - D. **ROLL CALL** - *Clerk/Register Monica McMichael*
 - E. **PUBLIC COMMENT – LIMITED TO AGENDA ITEMS ONLY** – Limit 3 minutes/person
 - F. **ADDITIONS/DELETIONS TO AGENDA**
 - G. **APPROVAL OF THE AGENDA** – *Commissioner Marchetti*
 - H. **APPROVAL OF MAY 16, 2024 COMMITTEE OF THE WHOLE MINUTES** – *Commissioner Locke*
 - I. **FINANCE REPORT**
 - J. **UNFINISHED BUSINESS**
 - K. **NEW BUSINESS**
 - 1. Employee Insurance/Benefit Renewal Plan Year 2024-2025 – *Ben Cohen, Rose Street Advisors*
 - 2. Annual Foreclosure Report – *Treasurer Anderson*
 - 3. FY 2025 Community Corrections Application & Plan – *Sheriff Behnke & Community Corrections Manager Krista Smith*
 - 4. ESRI GIS Software – *GIS Director Espeland/Administrator Newton*
 - 5. National Opioid Crisis Management Congress – *Judge Bealor/ Administrator Newton*
 - 6. Cleaning Extension/Interim Agreement – *Administrator Newton/Facilities Director Reiff*
 - 7. Service Weapon Replacement Program – *Sheriff Behnke*
 - 8. Squad Car Replacements – *Sheriff Behnke*
 - 9. Classification & Compensation Study – *Class Compensation Committee*
 - 10. Clerk/Register, Treasurer, Chief Judge Request for Pay Grade Changes – *Clerk/Register McMichael, Treasurer Anderson, Judge Bealor*
 - L. **PUBLIC COMMENT** – Limit 3 minutes/person
 - M. **CLOSED SESSION**
 - N. **BOARD MEMBER COMMENTS/ANNOUNCEMENTS**
 - O. **ADJOURNMENT**

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

May 16, 2024

Vice-Chair Barrera called the meeting to order at 5:00 p.m. in the Commission Chambers on Thursday, May 16, 2024. Chair Jones offered the Invocation. Commissioner Lee led the Pledge of Allegiance to the Flag of the United States of America.

Clerk and Register of Deeds Monica McMichael called roll:

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

COMMISSIONERS ABSENT: None.

PUBLIC COMMENT (agenda items only)

Public comment occurred.

ADDITIONS/DELETIONS TO THE AGENDA

Commissioner Laylin removed item 9 from the agenda and sent it to the Classification and Compensation Committee.

APPROVAL OF THE AGENDA

Commissioner Lawrence moved, seconded by Chair Jones, to approve the May 16, 2024, Cass County Committee of the Whole Agenda as amended. Motion to approve the agenda carried by voice vote.

APPROVAL OF MINUTES

Commissioner Laylin moved, seconded by Commissioner Marchetti, to approve the April 18, 2024, Committee of the Whole Meeting Minutes. Motion carried by voice vote.

INTRODUCTION

Sheriff Behnke introduced new Cass County Sheriff's Office Deputies Kelsey Showers and Jason Higley.

Prosecutor Fitz introduced newly hired Assistant Prosecutor Ken Stecker.

FINANCIAL REPORT

Finance Director Jennifer Rentfrow offered the Finance Report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. Materials Management Planning

Administrator Newton and Commissioner Marchetti stated that commissioners must complete the final two steps of the Materials Management Planning Process as follows:

1. To approve the contract between the Southwest Michigan Planning Commission and the three counties to facilitate the work completed thus far.
2. To approve the Interlocal Agreement between the counties that lays the foundation for the multi-county plan in addition to outlining how the Materials Management Planning Board will be established and managed.

Commissioner Marchetti added that updates were made to the agreement in order to ensure equal representation from all counties.

Commissioner Laylin moved, seconded by Commissioner Howie, to place item 1. on the next regular board meeting agenda.

2. L-4029 Report & Resolution

Equalization Director Tami Stewart requested that the board hold a Truth-In-Taxation Public Hearing at the June 6th Regular Board Meeting in order to set the Operating Millage for FY 25. Without holding the hearing, the county would lose over \$1 million in tax revenue.

Vice-Chair Barrera wanted to ensure the updated figures from the Equalization Department were posted online for the public to access.

Commissioner Laylin moved, seconded by Commissioner Marchetti, to place item 2. on the next regular board meeting agenda. Motion carried by voice vote.

3. Law & Courts Building Camera Upgrade

Administrator Newton requested the board approve \$60,825.17 to upgrade the camera system at the Law & Courts Building. The county will be reimbursed \$30,413.08 through grant funding, for a net project cost of \$37,237.09. Administrator Newton proposed the project be reviewed and funded by the Public Improvement Fund. The project must be completed by September 30, 2024, per grant stipulations.

Commissioner Marchetti, seconded by Commissioner Lee, to place item 3. on the next regular board meeting agenda. Motion carried by voice vote.

4. Opioid Settlement Funding Application

Administrator Newton presented a request for Opioid Funding in the amount of \$13,216.90 from the Cass County Jail MAT Program.

Commissioners commended the Opioid Committee for their work on the project.

Commissioner Marchetti moved, seconded by Commissioner Locke, to place item 4. on the next regular board meeting agenda. Motion carried by voice vote.

5. Policy Updates

i. Elected Official & Chief Deputy Salary Policy

Administrator Newton explained the Elected Official & Chief Deputy Salary Policy was put in place to reflect state legislation.

ii. Commissioner Mileage Policy

Administrator Newton stated that the policy was updated to reflect how business was actually conducted.

iii. Boards & Commissions Per Diem & Mileage Policy

The policy was put in place to separate the Board of Commissioners from other boards & commissions for the purpose of per diem and mileage policies.

Commissioner Marchetti moved, seconded by Commissioner Lee, to place all three policies on the next regular board meeting agenda. Motion carried by voice vote.

6. MSU Extension Amendment to MOA

Administrator Newton asked the board to amend the current MSU Extension Memorandum of Agreement (MOU). The amendment increased MSU Extension staffing by .5 FTE, with a reduction in annual costs by approximately \$6,000.00.

Commissioner Marchetti moved, seconded by Commissioner Howie, to move item 6. to the next regular board meeting agenda. Motion carried by voice vote.

7. Animal Control Fencing

Sheriff Behnke requested approval of up to \$11,000 from the Animal Control Donation Fund to be used to construct a Dog Recreation Yard. Patriot Fence LLC provided plans and a quote in the amount of \$10,125.00.

Commissioner Laylin moved, seconded by Commissioner Lee, to place item 7. on the next regular board meeting agenda. Motion carried by voice vote.

8. FY 24 Budget Amendments

Finance Director Rentfrow presented budget amendments to the board that included allocating \$75,590 from Fund Balance and \$11,000 from the Animal Control Fund.

Commissioner Laylin moved, seconded by Commissioner Marchetti, to place item 8 on the next regular board meeting agenda. Motion carried by voice vote.

10. Law Enforcement Agreement

Administrator Newton explained that the Law Enforcement Agreement between the Pokagon Band of Potawatomi Indians and the County of Cass expired in 2024. The new agreement would expire January 1, 2025, with automatic renewal for an additional four years, unless terminated by one of the parties. According to legal counsel, the Board of Commissioners must approve the agreement by resolution.

Commissioner Laylin moved, seconded by Commissioner Lee, to place item 10. on the next regular board meeting agenda. Motion carried by voice vote.

PUBLIC COMMENT

None.

CLOSED SESSION

None.

BOARD MEMBER COMMENTS/ANNOUNCEMENTS

Commissioners Laylin, Marchetti, Jones and Barrera shared comments.

ADJOURNMENT

Commissioner Marchetti moved, seconded by Commissioner Laylin, to adjourn. The meeting adjourned at 6:04 p.m.

Approved: _____
Date

Vice-Chair Samuel Barrera

Monica McMichael, Clerk/Register

**GENERAL FUND REVENUE BUDGET TO ACTUAL SUMMARY
AS OF 5/31/2024 (67% of Fiscal Year 2023-2024)**

	ACTUAL @ 5/31/2023	2023-2024 ORIGINAL	2023-2024 AMENDED	ACTIVITY FOR MAY 2024	ACTUAL @ 5/31/2024	AVAILABLE BALANCE	% BDGT USED
REVENUE SOURCES LESS GRANT/REIMBURSEMENTS:							
FEES/SERVICES/PERMITS	1,036,499	1,727,834	1,727,834	111,428	906,653	821,181	52.47%
INTEREST & RENTS	253,913	156,500	156,500	84,834	374,262	(217,762)	239.15%
STATE FUNDING	1,634,776	2,945,948	3,132,785	335,839	1,671,695	1,461,090	53.36%
TRANSFERS IN	181,000	992,365	992,365	0	575,524	416,841	58.00%
TAXES	1,293,533	13,094,361	13,094,361	823	1,543,316	11,551,045	11.79%
SUB TOTAL	4,399,722	18,917,008	19,103,845	532,924	5,071,451	14,032,394	26.55%
GRANT/REIMBURSEMENTS:							
GRANTS	720,292	1,699,423	3,562,423	145,372	1,619,078	1,943,345	45.45%
LOCAL CONTRIBUTIONS	182,095	563,427	563,427	24,244	241,657	321,770	42.89%
REIMBURSEMENTS/OTHER REVENUE	47,637	178,412	178,412	24,097	64,217	114,195	35.99%
FUND BALANCE ALLOCATION	0	814,472	1,213,496	0	0	1,213,496	0.00%
SUB TOTAL	950,024	3,255,734	5,517,758	193,713	1,924,951	3,592,807	34.89%
TOTAL REVENUES	5,349,746	22,172,742	24,621,603	726,638	6,996,402	17,625,201	28.42%
TOTAL EXPENSES (See Detail Below)	13,075,642	22,172,742	24,621,603	2,090,759	14,605,407	10,016,196	59.32%

**GENERAL FUND EXPENSE BUDGET TO ACTUAL SUMMARY
AS OF 5/31/2024 (67% of Fiscal Year 2023-2024)**

	ACTUAL @ 5/31/2023	2023-2024 ORIGINAL	2023-2024 AMENDED	ACTIVITY FOR MAY 2024	ACTUAL @ 5/31/2024	AVAILABLE BALANCE	% BDGT USED
101 - BOARD OF COMMISSIONERS	158,573	250,235	250,235	19,046	167,245	82,990	66.84%
172 - ADMINISTRATOR	210,685	285,460	285,460	32,723	198,330	87,130	69.48%
191 - ACCOUNTING DEPT	285,312	467,695	467,695	53,521	321,251	146,444	68.69%
215 - CLERK/ROD	378,158	641,805	644,305	65,363	406,233	238,072	63.05%
228 - INFORMATION TECHNOLOGY	606,207	1,081,059	1,081,059	131,957	675,003	406,056	62.44%
233 - PURCHASING	121,603	166,000	166,000	9,269	82,806	83,194	49.88%
243 - PROPERTY DESCRIPTION DEPT	229,770	460,602	460,602	42,347	247,770	212,832	53.79%
245 - COUNTY SURVEY & REMONUMENTATION	45,614	54,079	54,079	0	53,021	1,058	98.04%
253 - TREASURER	296,490	481,841	484,341	63,854	323,622	160,719	66.82%
257 - ASSESSOR / EQUALIZATION DEPT	186,698	308,179	308,179	35,452	199,193	108,986	64.64%
262 - ELECTIONS	64,474	166,200	226,327	7,073	133,270	93,057	58.88%
265 - BUILDINGS & GROUNDS	726,585	1,167,571	1,167,571	119,909	777,719	389,852	66.61%
266 - ATTORNEY / CORP COUNSEL	31,278	70,000	70,000	2,332	34,577	35,423	49.40%
271 - INSURANCE / TAXES	208,985	538,615	538,615	61	242,821	295,794	45.08%
276 - COURT GRANTS	389,426	826,724	1,258,186	45,649	440,403	817,783	35.00%
279 - FAMILY / JUVENILE COURT	553,858	885,153	873,153	79,230	567,627	305,526	65.01%
283 - CIRCUIT COURT	213,736	341,830	358,830	41,213	235,007	123,823	65.49%
286 - DISTRICT COURT	598,088	951,471	1,018,126	110,002	638,156	379,970	62.68%
289 - FRIEND OF THE COURT	787,187	1,213,629	1,290,229	130,497	804,022	486,207	62.32%
294 - PROBATE COURT	327,237	516,515	516,515	59,575	357,628	158,887	69.24%
296 - PROSECUTING ATTORNEY	664,339	1,144,879	1,254,521	136,351	770,626	483,895	61.43%
301 - SHERIFF	1,901,788	3,136,812	3,235,812	309,493	1,857,917	1,377,895	57.42%
304 - LAW & COURTS SECURITY	107,784	180,427	180,427	17,031	95,461	84,966	52.91%
316 - SECONDARY ROAD PATROL	60,404	108,222	108,222	10,676	69,712	38,510	64.42%
331 - MARINE LAW ENFORCEMENT	96,641	45,408	72,783	3,843	7,758	65,025	10.66%
345 - PUBLIC SAFETY DEPT	178,336	457,311	457,311	20,132	182,664	274,647	39.94%
351 - JAIL OPERATION	2,030,117	3,436,896	3,436,896	365,076	2,155,651	1,281,245	62.72%
426 - EMERGENCY MGMT / HOMELAND SECURITY	66,692	104,504	104,504	11,288	70,797	33,707	67.75%
430 - ANIMAL CONTROL	277,632	437,776	437,776	45,192	275,480	162,296	62.93%
441 - PUBLIC WORKS	415	900	900	0	272	628	30.17%
442 - DRAIN COMMISSIONER	80,311	128,403	130,403	13,322	93,726	36,677	71.87%
528 - WASTE COLLECTION/DISPOSAL	25,460	27,800	27,800	23,442	24,485	3,315	88.08%
568 - SOIL CONSERVATION	5,000	10,000	86,000	0	48,000	38,000	55.81%
601 - HEALTH DEPARTMENT	0	293,544	293,544	0	73,386	220,158	25.00%
631 - SUBSTANCE ABUSE	37,101	60,000	60,000	21,799	30,069	29,931	50.12%
648 - MEDICAL EXAMINER	131,688	172,000	172,000	13,586	95,867	76,133	55.74%
649 - MENTAL HEALTH	85,500	122,000	122,000	0	91,500	30,500	75.00%
681 - VETERANS' BURIALS	6,566	10,000	10,000	695	2,385	7,615	23.85%
682 - VETERANS' COUNSELOR	81,682	138,562	138,562	10,394	64,053	74,509	46.23%
701 - PLANNING COMMISSION	12,578	24,018	24,018	10,727	20,220	3,798	84.19%

	ACTUAL @ 5/31/2023	2023-2024 ORIGINAL	2023-2024 AMENDED	ACTIVITY FOR MAY 2024	ACTUAL @ 5/31/2024	AVAILABLE BALANCE	% BDGT USED
710 - COOPERATIVE EXTENSION	93,584	133,332	133,332	5,173	90,512	42,820	67.88%
751 - PARKS & RECREATION	137,798	252,828	252,828	23,465	145,838	106,990	57.68%
966 - TRANSFERS OUT	574,262	872,457	2,362,457	0	1,433,327	929,130	60.67%
TOTAL EXPENDITURES	13,075,642	22,172,742	24,621,603	2,090,759	14,605,407	10,016,196	59.32%

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	8,028,010	PER 9/30/23 Comprehensive Financial Report
ADOPTED FUND BALANCE ALLOCATION	814,472	Original 2023-2024 Budget as adopted
	399,024	Adjustments to FY24 Budget

1,213,496

EST. UNASSIGNED FUND BALANCE 9/30/24

6,814,514



CASS COUNTY BOARD OF COMMISSIONERS

To: Board of Commissioners
From: Matthew Newton, County Administrator
Re: PA 152 and Employee Insurance/Benefits Renewal for 2024-2025

REQUEST:

Determine path forward with respect to PA 152 as it relates to Hard Cap vs 80/20 Option. If Hard Cap is chosen, no resolution is necessary as that is the standard from the State of Michigan. If 80/20 were to be selected, a resolution would be needed to select that option under the requirements of PA 152.

BACKGROUND:

Ben Cohen from Rose Street Advisors will be in attendance to provide information on our annual insurance renewal for 2024-2025 and an overview of PA 152. Each year, the County can elect to opt-out of the provisions of PA 152 and offer an 80/20 option. However, for this year, with the increases we are seeing with insurance, we believe there is a tangible benefit to the Hard Cap and recommend that option be implemented. Under the Hard Cap, each employee (based on family size) is allotted a preset total determined by the State. Under this method, it can create opportunities for a wider range of insurance options that have variable costs. As such, it can create avenues where there is a greater choice in determining the best options for coverage for each employee and can also result in cost reductions depending on the options selected. Additionally, this route, for next year, would allow us to offer a no-cost plan for individuals that was not feasible before.

With the increases in costs, the whole goal here was to try to increase the ability of employees to find coverage that suits their needs and find avenues where employees may be able to control costs a bit easier. Additionally, the hard cap option provides a benefit to the County in that budgeting is more straightforward as the total contribution on the part of the County is fixed rather than variable as it is under the 80/20 split. Ben will go into greater detail during his presentation and be available for questions that may arise afterward.

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:

The hard cap would provide the following in terms of annual contributions required by the County towards employee health insurance with the remaining total irrespective of the plan an employee may select:

Individual – \$ 7,702.85

Joint – \$16,109.06

Family - \$21,007.83

RECOMMENDATION

Administration recommends the adoption of the Hard Cap under PA 152 for Health Insurance coverage for 2024-2025.



CASS COUNTY BOARD OF COMMISSIONERS

To: Board of Commissioners
From: Hope Anderson, Treasurer
Re: Foreclosure Report

REQUEST:

Determine if the Board would wish to purchase any of the listed properties under the Right of First Refusal. After review, there are none that are recommended.

BACKGROUND:

Annually a report on Tax-Reverted properties is required to be presented to the BOC. Under the Right of First Refusal, the County would have the option to purchase any of the listed properties. While none are recommended, if the Board felt any listed were of interest, a Special Meeting would be required as the deadline for purchase would be July 9, 2024.

REVIEWS:

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

Treasurer, Administration

FINANCIAL ANALYSIS:

N/A

RECOMMENDATION

Review report presented Tax-Reverted Properties and determine whether to move forward with refusal to purchase any of the properties noted.

LOT #	LOT INFORMATION	ADDRESS	MIN BID
1200	PARCEL ID: 14-010-016-279-10 Legal Description: 279A E 100 FT OF W 1073.79 FT OF S 150 FT OF NW 1/4 SEC 16 Comments: Summer Tax: \$	Chain Lake St, Cassopolis, MI 49031	\$
1202	PARCEL ID: 14-010-027-474-20 Legal Description: 474A1 COM N 0 DEG 16'5"W 1176.63 FT FRM E 1/4 COR TH S 89 DEG 43'55"W 681.33 FT N 0 DEG 16'5"W 191.8 FT N 89 DEG 43'55"E 681.33 FT S 0 DEG 16'5"E 191.8 FT TO BEG. SEC 27. 3 A. Comments: Summer Tax: \$	Tharp Lake Rd Cassopolis, MI 49031	\$
1210	PARCEL ID: 14-020-002-006-60 Legal Description: 14C COM AT NW COR SEC, TH E 248.6 FT, S 0 DEG 53' 20" E 76.8 FT, S 85 DEG 23'20"W TO W LINE SEC, N TO BEG. SEC 2 Comments: Summer Tax: \$	Allen St, Dowagiac, MI 49047	\$
1211	PARCEL ID: 14-020-016-027-00 Legal Description: . 211C SEC 16 T7S R16W COM 264 FT S OF NE COR S 1/2 SW 1/4, S 66 FT, W 330 FT, N 66 FT, E 330 FT TO BEG. Comments: Summer Tax: \$	Barron Lake Rd, Niles, MI 49120	\$

LOT #	LOT INFORMATION	ADDRESS	MIN BID
1212	PARCEL ID: 14-020-018-014-51 Legal Description: 235A-1 COM N 89 DEG 53'30"E 81 FT FRM SW COR SEC, TH N 89 DEG 53'30"E 327.32 FT, N 464.47 FT, S 35 DEG 13'W 566.9 FT TO BEG. SEC 18 1.7 A. Comments: Summer Tax: \$	Terminal St, Niles, MI 49120	\$
1213	PARCEL ID: 14-020-370-022-01 Legal Description: 389-272 506A FINCH LAKE ACRES LOT 22. Comments: Summer Tax: \$	1269 Huntly Rd, Niles, MI 49120	\$
1218	PARCEL ID: 14-041-103-010-50 Legal Description: 430-176 V-42 W HAF LOT 10 B1N-2E VIL CASSOPOLIS. Comments: Summer Tax: \$	200 E York St, Cassopolis, MI 49031	\$
1224	PARCEL ID: 14-050-018-007-00 Legal Description: 417-1065 417-1144 349-1 216B 5-13 SEC 18 T5S R13W BEG 300 FT S OF INTERSEC FINCH LKE RD & STEININGER ST, TH S 185.6 FT, E 800 FT, N 50.0 FT, W 400 FT, N 135.6 FT, W 400 FT TO BEG. SEC 18. 2.16 A. Comments: Summer Tax: \$	52251 Finch Rd, Marcellus, MI 49067	\$

LOT#	LOT INFORMATION	ADDRESS	MIN BID
1225	PARCEL ID: 14-050-018-008-00 Legal Description: 374-1189 216B-1 5-13 SEC 18 T5S R13W BEG 400 FT E OF INTERSEC FINCH RD & STEININGER ST, TH S 435.6 FT, E 400 FT, N 435.6 FT, W 400 FT TO BEG. 4 A. Comments: Summer Tax: \$	Steininger Rd, Marcellus, MI 49067	
1226	PARCEL ID: 14-050-275-003-00 Legal Description: . 505 5-13 FINCH LAKE ACRES LOT 3. Comments: Summer Tax: \$	52200 Finch Rd, Marcellus, MI 49067	
1227	PARCEL ID: 14-050-275-009-00 Legal Description: . 505A-4 5-13 FINCH LAKE ACRES LOT 9. Comments: Summer Tax: \$	Finch Rd, Marcellus, MI 49067	\$
1228	PARCEL ID: 14-051-622-026-00 Legal Description: 294 COM 4 RDS E OF SE COR LOT 16, WORDEN & SHILLITO'S ADD, TH S 145 FT, E 5 RDS, N 145 FT, W 5 RDS TO BEG. SEC 22 UNPLATTED VILLAGE OF MARCELLUS Comments: Summer Tax: \$	201 S Worden St, Marcellus, MI 49067	\$

LOT #	LOT INFORMATION	ADDRESS	MIN BID
1253	PARCEL ID: 14-070-019-024-00 Legal Description: . 309D COM 430 FT S OF NW COR E 1/2 NW FRL 1/4 TH S 100 FT E 824.96 FT N ALONG CEN HWY 100 FT W 825.92 FT TO BEG EX HWY BEING LOT 5 PLAT B SEC 19 T8S R16W. Comments: Summer Tax: \$	71080 Ironwood Dr, Niles, MI 49120	\$
1230	PARCEL ID: 14-080-029-021-00 Legal Description: 341-245 395A-4 6-13 SEC 29 T6 R13 COM 598.60 FT E & 1146.91 FT S OF W 1/4 COR, TH E 132 FT TO PT OF BEG, TH S 145 FT, E 44 FT, N 145 FT, W 44 FT TO BEG. Comments: Summer Tax Due: \$	Born St, Jones, MI 49061	\$
1231	PARCEL ID: 14-080-033-013-00 Legal Description: . 441E 6-13 SEC 33 T6 R13 BEG AT A PT ON TH SEC LINE 671.7 FT W OF N 1/4 COR OF SEC 33, TH S 255 FT W 170.8 FT N 255 FT TO TH SEC LINE E 170.8 FT ALONG TH SEC LINE TO PT OF BEG. 1 A. Comments: Summer Tax: \$	13649 Lumley St, Jones, MI 49061	
1233	PARCEL ID: 14-101-180-057-00 Legal Description: 391310 V-137 S 142 FT OF E 132 FT OF LOT 57 ADDITION TO VILLAGE OF VANDALIA AKA; STEPHEN BOGUE'S 4TH ADDITION Comments: Summer Tax: \$	Mulberry St, Vandalia, MI 49095	\$

LOT #	LOT INFORMATION	ADDRESS	MIN BID
1234	PARCEL ID: 14-110-160-128-00 Legal Description: 760 LOTS 128 TO 150 INCL FORBES ADD CITY DOWAGIAC Comments: Summer Tax: \$	385 Grand Blvd, Dowagiac, MI 49047	\$
1236	PARCEL ID: 14-120-204-016-01 Legal Description: . 52 8-13 COM N 273.75 FT FROM S 1/4 COR, TH S 70 DEG 49' W 437.97 FT, N 20 DEG 18' 45" W 197.25 FT N 70 DEG 49' E 510.47 FT, S 208.75 FT TO BEG. EX E 150 FT. SEC 4. Comments Summer Tax: \$	13456 US 12, Union, MI 49130	\$
1254	PARCEL ID: 14-130-370-029-005-20 Legal Description: 1223 LOTS 1 & 2 BLK 38 TWIN SHORES. Comments: Summer Tax: \$	70th St, Dowagiac, MI 49047	\$
1239	PARCEL ID: 14-150-029-005-20 Legal Description: 429D-2 COM N 1332.88 FT FRM E 1/4 COR, TH W 279.77 FT, N 156.73 FT, S 89 DEG 34'39"E 279.78 FT, S 154.67 FT TO BEG. SEC 29 1 A. Comments: Summer Tax: \$	54228 Atwood Rd, Dowagiac, MI 49047	\$

LOT #	LOT INFORMATION	ADDRESS	MIN BID
1242	PARCEL ID: 14-150-169-026-00 Legal Description: . 730 LOTS 26 & 27 BLK 19 TWIN LAKE WOODS. Comments: Summer Tax: \$	Meade St, Dowagiac, MI 49047	\$
1243	Parcel ID: 14-160-100-058-00 Legal Description: DW 86 LOT 96 ORIGINAL PLAT CITY OF DOWAGIAC. Comments: Summer Tax: \$	307 New York Ave, Dowagiac, MI 49047	\$
1245	PARCEL ID: 14-160-100-264-00 Legal Description: . DW 485 COM 9 1/2 RDS E OF NW COR E 1/2 NE 1/4 SW 1/4, TH S 8 RDS, E 4 RDS, N 8 RDS, W 4 RDS TO BEG. UNPLATTED POKAGON SEC 1 CITY OF DOWAGIAC. Comments: Summer Tax: \$	317 Pokagon St, Dowagiac, MI 49047	\$
1246	PARCEL ID: 14-160-100-272-02 Legal Description: DW 492A, COM 152 FT SWLY OF PT 302 1/2 FT NWLY OF INTERSECT OF NWLY LINE MICHIGAN AVE WITH SWLY LINE CHESTNUT ST, TH SWLY 132.2 FT TO HENDRYX ST, SELY 60 FT, NELY 132.2 FT, NWLY 60 FT TO BEG. UNPLATTED POKAGON SEC 1. CITY OF DOWAGIAC. PROPERTY SPLIT: 02.12.2021 PARENT: 14-160-100-272-00 CHILDREN: 14-160-100-272-01 AND 14-160-100-272-02 Comments: Summer Tax: \$	Hendryx St, Dowagiac, MI 49047	\$

LOT #	LOT INFORMATION	ADDRESS	MIN BID
1247	PARCEL ID: 14-160-100-735-00 Legal Description: . DW 2372 LOT 18 ZELNER'S ADD CITY OF DOWAGIAC. Comments: Summer Tax: \$	214 Halstead St, Dowagiac, MI 49047	\$
1248	PARCEL ID: 14-160-100-752-00 Legal Description: . DW 2389 LOT 36 ZELNER'S ADD CITY OF DOWAGIAC. Comments: Summer Tax: \$	207 Halstead St, Dowagiac, MI 49047	\$
1251	PARCEL ID: 14-160-300-177-00 Legal Description: . DW 1071 LOT 9 HARTER ANDREW BLISH ADD CITY OF DOWAGIAC. Comments: Summer Tax: \$	122 E Railroad St, Dowagiac, MI 49047	\$
1252	PARCEL ID: 14-160-300-388-00 Legal Description: . DW 1443 LOT 133 ANDREW LESTER ADD CITY OF DOWAGIAC Comments: Summer Tax: \$	400 E Railroad St (block), Dowagiac, MI 49047	\$

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DB: Cass County

Fees Computed As Of: 07/09/2024

Parcel Number	Base Tax Due	Sale/Transfer	Status		Forcl. Liber	Forcl. Page	Date Recorded	
	Publication	Admin Fee	Interest	EOS	NSF/Other	October Fee	March Fee	Notice Exp
		Pers Visit	Filing Exp	Forf Rcdng	Rdmp Rcdng	Frcl Rcdng	Sale Exp	Addl Filing
								Total Due
14-010-016-279-10		Not Transferred						
	8,715.64	348.63	602.11	0.00	0.00	30.00	175.00	25.00
	10.00	50.00	0.00	60.00	0.00	30.00	0.00	0.00
								10,046.38
						Sale Amount		0.00
						Over/(Under)		(10,046.38)
2023	8,057.17	322.29	402.86	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
								8,782.32
2022	329.03	13.16	55.94	0.00	0.00	15.00	0.00	0.00
	0.00	0.00	0.00	30.00	0.00	0.00	0.00	0.00
								443.13
2021	329.44	13.18	143.31	0.00	0.00	15.00	175.00	25.00
	10.00	50.00	0.00	30.00	0.00	30.00	0.00	0.00
								820.93

14-010-027-474-20		Not Transferred						
	3,689.00	147.56	810.85	0.00	0.00	30.00	175.00	25.00
	10.00	50.00	0.00	60.00	0.00	30.00	0.00	0.00
								5,027.41
						Sale Amount		0.00
						Over/(Under)		(5,027.41)
2023	1,244.53	49.78	62.23	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
								1,356.54
2022	1,187.65	47.51	201.90	0.00	0.00	15.00	0.00	0.00
	0.00	0.00	0.00	30.00	0.00	0.00	0.00	0.00
								1,482.06
2021	1,256.82	50.27	546.72	0.00	0.00	15.00	175.00	25.00
	10.00	50.00	0.00	30.00	0.00	30.00	0.00	0.00
								2,188.81

14-020-002-006-60		Not Transferred						
	262.73	10.50	60.18	0.00	0.00	30.00	175.00	25.00
	10.00	50.00	0.00	60.00	0.00	30.00	0.00	0.00
								713.41
						Sale Amount		0.00
						Over/(Under)		(713.41)
2023	86.12	3.44	4.31	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
								93.87
2022	79.06	3.16	13.44	0.00	0.00	15.00	0.00	0.00
	0.00	0.00	0.00	30.00	0.00	0.00	0.00	0.00
								140.66
2021	97.55	3.90	42.43	0.00	0.00	15.00	175.00	25.00
	10.00	50.00	0.00	30.00	0.00	30.00	0.00	0.00
								478.88

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Fees Computed As Of: 07/09/2024

Parcel Number	Sale/Transfer Base Tax Due Publication	Status Admin Fee Pers Visit	Interest Filing Exp	EOS Forf Rcdng	Liber NSF/Other Rdmp Rcdng	Page October Fee Frcl Rcdng	Date Recorded March Fee Sale Exp	Notice Exp Addl Filing Total Due
14-050-275-003-00	Not Transferred							
	632.74 10.00	25.31 50.00	135.51 0.00	0.00 60.00	0.00 0.00	30.00 30.00	175.00 0.00	25.00 0.00 1,173.56 0.00 (1,173.56)
2023	218.40 0.00	8.74 0.00	10.92 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00 238.06
2022	209.98 0.00	8.40 0.00	35.70 0.00	0.00 30.00	0.00 0.00	15.00 0.00	0.00 0.00	0.00 0.00 299.08
2021	204.36 10.00	8.17 50.00	88.89 0.00	0.00 30.00	0.00 0.00	15.00 30.00	175.00 0.00	25.00 0.00 636.42
14-050-275-009-00	Not Transferred							
	114.62 10.00	4.58 50.00	22.53 0.00	0.00 60.00	0.00 0.00	30.00 30.00	175.00 0.00	25.00 0.00 521.73 0.00 (521.73)
2023	42.71 0.00	1.71 0.00	2.14 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00 46.56
2022	41.08 0.00	1.64 0.00	6.98 0.00	0.00 30.00	0.00 0.00	15.00 0.00	0.00 0.00	0.00 0.00 94.70
2021	30.83 10.00	1.23 50.00	13.41 0.00	0.00 30.00	0.00 0.00	15.00 30.00	175.00 0.00	25.00 0.00 380.47
14-051-622-026-00	Not Transferred							
	9,394.98 10.00	375.80 50.00	1,080.87 0.00	0.00 60.00	0.00 0.00	30.00 30.00	175.00 14,165.00	25.00 0.00 25,396.65 0.00 (25,396.65)
2023	6,494.90 0.00	259.80 0.00	324.75 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00 7,079.45
2022	1,907.22 0.00	76.29 0.00	324.23 0.00	0.00 30.00	0.00 0.00	15.00 0.00	0.00 14,165.00	0.00 0.00 16,517.74
2021	992.86 10.00	39.71 50.00	431.89 0.00	0.00 30.00	0.00 0.00	15.00 30.00	175.00 0.00	25.00 0.00 1,799.46

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DB: Cass County

Fees Computed As Of: 07/09/2024

Parcel Number	Base Tax Due Publication	Sale/Transfer Admin Fee Pers Visit	Status Interest Filing Exp	EOS Forf Rcdng	Forcl. Liber NSF/Other Rdmp Rcdng	Forcl. Page October Fee Frcl Rcdng	Date Recorded March Fee Sale Exp	Notice Exp Addl Filing Total Due
14-160-100-058-00	Not Transferred							
	9,205.67 10.00	368.22 50.00	1,964.53 0.00	0.00 60.00	0.00 0.00	30.00 30.00	175.00 0.00	25.00 0.00 11,918.42 0.00 (11,918.42)
	Sale Amount Over/(Under)							
2023	3,207.75 0.00	128.31 0.00	160.39 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00 3,496.45
2022	3,037.57 0.00	121.50 0.00	516.39 0.00	0.00 30.00	0.00 0.00	15.00 0.00	0.00 0.00	0.00 0.00 3,720.46
2021	2,960.35 10.00	118.41 50.00	1,287.75 0.00	0.00 30.00	0.00 0.00	15.00 30.00	175.00 0.00	25.00 0.00 4,701.51
14-160-100-264-00	Not Transferred							
	400.22 10.00	16.01 50.00	70.13 0.00	0.00 60.00	0.00 0.00	30.00 30.00	175.00 0.00	25.00 0.00 866.36 0.00 (866.36)
	Sale Amount Over/(Under)							
2023	202.05 0.00	8.08 0.00	10.10 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00 220.23
2022	98.76 0.00	3.95 0.00	16.79 0.00	0.00 30.00	0.00 0.00	15.00 0.00	0.00 0.00	0.00 0.00 164.50
2021	99.41 10.00	3.98 50.00	43.24 0.00	0.00 30.00	0.00 0.00	15.00 30.00	175.00 0.00	25.00 0.00 481.63
14-160-100-272-02	Not Transferred							
	312.86 10.00	12.52 50.00	70.08 0.00	0.00 60.00	0.00 0.00	30.00 30.00	175.00 0.00	25.00 0.00 775.46 0.00 (775.46)
	Sale Amount Over/(Under)							
2023	103.47 0.00	4.14 0.00	5.17 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00 112.78
2022	98.76 0.00	3.95 0.00	16.79 0.00	0.00 30.00	0.00 0.00	15.00 0.00	0.00 0.00	0.00 0.00 164.50
2021	110.63 10.00	4.43 50.00	48.12 0.00	0.00 30.00	0.00 0.00	15.00 30.00	175.00 0.00	25.00 0.00 498.18



CASS COUNTY BOARD OF COMMISSIONERS

To: Board of Commissioners
From: Krista Smith, Community Corrections Manager
Re: June 14, 2024

REQUEST:

Approve for the FY 25 Community Corrections Application & Plan be added to the July 11, 2024 Regular Meeting Agenda.

BACKGROUND:

Annually, the County approves the Community Corrections Application and Plan. The attached documentation contains the Application and Plan for FY 25.

REVIEWS:

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

Community Corrections Advisory Board, Sheriff, Administration

FINANCIAL ANALYSIS:

Grant Funding Request to MDOC of \$81,502.00

RECOMMENDATION

Motion to add the FY 25 Community Corrections Application & Plan to the Consent Agenda of the July 11th Regular Meeting.

Cass County

[illegible]

Program Cost Descriptions FY2025

Cass County

Salary & Wage Costs

Position 1

Title:		OCC Coordinator	Name of Individual:		Krista Smith
Number of Hours Worked Per Year. (Full Time is 2,080)		2080.00	FTE Equivalent:		1.00
Funding Sources & Cost Allocation					
Program Code/Name	CPS	Local/Other	Fee Revenue	Totals	Duties and Terms of Reimbursement
Administration	21,500	38,584		60,084	This position handles all clerical/administrative duties for the office; expenditures, budget, CCAB meeting minutes/agenda, service provider contracts, monitors program participation/completion and enrollment rates and key performance measures. Supervision of service providers and all COMPAS data entry/documentation. Completes annual funding application. OCC Coordinator is part of the Staffing Teams and Core Teams for all Problem-Solving Courts in Cass County, attending weekly staffing and Court. Liaison between the Jail and the Courts and Defense Attorneys. OCC Coordinator meets monthly with Prosecutors Office and Problem-Solving Court Coordinator to review Problem Solving Court referrals. Office of Sheriff provides office space, computer, phone and all necessary office supplies and equipment. Position requires approximately 16 hours per week, 832 hours per year at \$25.84 per hour. Local contribution to this position includes benefits.
F22 - Pretrial Assessment	12,000			12,000	This position Administers the PRAXIS Pre-Trial Assessment for felony offenders in the jail and prepares/provides PRAXIS scoring information and written recommendations to the Court for bond consideration and Pre-Trial release conditions. Attends Court as indicated. Also screening for Treatment Court eligibility, Jail Case Manager Services and making referrals as indicated. Averages approximately 7 hours per week, 364 hours per year at \$32.96 per hour.
F23 - Pretrial Supervision	20,000			20,000	This position monitors defendants on Pretrial Supervision, including providing Court date reminders, regular check-in/reporting, verification of employment/education, treatment services etc. and documenting all contacts. Regular review of Pretrial Supervision enrollees for new offences through LEIN and local jail/Court records. Reviews reports from House Arrest Services to verify electronic monitoring compliance. Coordinates with Problem-Solving staff on referrals. Provides written compliance reports and completion reports to the Court and MDOC. Attends Court as required. Approximately 17 hours per week, 884 hours per year at \$22.62 per hour.
				-	
Totals	53,500	38,584	-	92,084	

Contractual Services

Contract 1

Name of Provider:	Preston Collett
Services Provided:	Facilitation of weekly MRT Mens Group, and weekly attendance and monthly progress reports.
Terms of Reimbursement:	\$150 per weekly group, minimum 3 - maximum 12 participants per group. Estimated 48 weekly group sessions per year. Required MRT books at \$25 per book x 25 = \$550

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

Contract 2

Name of Provider:	Tara Smith
Services Provided:	Facilitation of weekly MRT Womens Group, and weekly attendance and regular progress reports.
Terms of Reimbursement:	All groups must have 3 or more total participants in attendance for any PA 511 reimbursement. It is noted that this group may be shared with another PA 511 funded County. Participants billable to Cass County must be determined eligible and enrolled by Cass County CCAB. Reimbursement shall be paid at a rate of \$30 per person per session, not to exceed \$150 per session (if 3 or more enrolled attendees). Estimated 48 weekly group sessions per year. Required MRT books at \$25 per book x 15 = \$375.00

Funding Sources & Cost Allocation									
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[illegible]

Sub - Total	7,575	-	-	7,575
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Contract 3

Name of Provider:	House Arrest Services
Services Provided:	Electronic Monitoring (SCRAM, SOBERLINK, GPS Tether) installation and monitoring
Terms of Reimbursement:	E.M. (SCRAM/SOBERLINK/GPS Tether) installation fee \$50 per defendant, 17 x \$50 + \$850.00. Daily monitoring fee average of \$7.75 per day x 90 days = \$697 x 17 = \$12,707.00

Funding Sources & Cost Allocation

Program Code	CPS	Local/Other	Fee Revenue	Totals	
F23 - Pretrial Supervision	12,707			12,707	
				-	
				-	
				-	
				-	
				-	
				-	
Sub - Total	12,707	-	-	12,707	

Equipment

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

Supplies

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

Travel

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

Training

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

Board Expenses

Program Code	CPS	Local/Other	Fee Revenue	Totals	Description
				-	

Other

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

MDOC - OCA Use Only.

**MICHIGAN DEPARTMENT OF CORRECTIONS
OFFICE OF COMMUNITY CORRECTIONS
FY 2025 FUNDING PROPOSAL**

Cass County

Comprehensive Plans & Services

Program	Program Code	Funding Request	Approved Funding	Reserved Funding	Total Funding Recommendation
Group-Based Programs					
Education	B00	-			-
Employment	B15	-			-
Cognitive	C01	15,325			-
Domestic Violence	C05	-			-
Sex Offender	C06	-			-
Outpatient Services	G18	-			-
Other Group Services	G00	-			-
Sub-Total		15,325	-	-	-
Supervision Programs					
Intensive Supervision	D23	-			-
Electronic Monitoring	D08	-			-
Pretrial Supervision	F23	32,707			-
Sub-Total		32,707	-	-	-
Assessment Services					
Actuarial Assessment	I22	-			-
Pretrial Assessment	F22	12,000			-
Sub-Total		12,000	-	-	-
Case Management	I24	-			-
Substance Abuse Testing	G17	-			-
Other	Z00	-			-
5 Day Housing	Z02	-			-
Program Total		60,032	-	-	-

Administration				
Salary & Wages	21,500.00			-
Contractual Services	-			-
Equipment	-			-
Supplies	-			-
Travel	-			-
Training	-			-
Board Expenses	-			-
Other	-			-
Administration Total	21,500	-	-	-
Total Comprehensive Plans & Services	81,532	0	0	0

TOTAL FUNDING REQUEST	\$ 81,532.00
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MICHIGAN DEPARTMENT OF CORRECTIONS

“Committed to Protect, Dedicated to Success”



Office of Community Corrections

Community Corrections Plan and Application
Fiscal Year 2025

CCAB Name: CASS COUNTY

Email the application to:

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

DUE DATE: May 1, 2024

SECTION I: COMMUNITY CORRECTIONS ADVISORY BOARD INFORMATION				
Name of CCAB: CASS COUNTY			Federal I.D. Number: 98-600004843	
A: GENERAL CONTACT INFORMATION:				
	CCAB Manager	CCAB Manager's Direct Supervisor	CCAB Chairperson	Agency Serving as Fiduciary of Award & Contact Person
Name:	Krista Smith	Richard Behnke	Greg Feldman	Jennifer Rentfrow
Title:	Community Corrections Coordinator	Sheriff	Defense Attorney	Cass County Administrators Office, Finance Director
Address:	321 M-62 North	321 M-62 North	69045 M-62, Suite C	120 North Broadway
City:	Cassopolis	Cassopolis	Edwardsburg	Cassopolis
State:	MI	MI	MI	MI
Zip:	49031	49031	49112	49031
Phone:	269-445-1212	269-445-1200	269-449-0849	269-445-4420
Fax:	269-445-1245	269-445-1254		
Email:	kristas@cassco.org	rickb@cassco.org	attygfeldman@gmail.com	jenniferr@cassco.org

Type of Community Corrections Board:	County Advisory Board
Counties/Cities Participating in the CCAB:	Cass County
Date application was approved by the local CCAB:	April 26, 2024
Date application was approved by county board(s) of commissioners and/or city council:	Tentative July 11, 2024
Date application was submitted to OCC:	April 29, 2024

B: CCAB MEMBERSHIP (please enter "vacant" for any vacant membership position)		
Representing:	Name	Email
County Sheriff:	Richard Behnke	rickb@cassco.org
Chief of Police:	Jeremy Carlisle	carlislej@michigan.gov
Circuit Court Judge:	Mark Herman	markh@cassco.org
District Court Judge:	Stacey Rentfrow	staceyr@cassco.org
Probate Court Judge:	Carol Bealor	carolb@cassco.org
County Commissioner(s) (One required for each member county):	James Lawrence	jamesl@cassco.org
Service Area (Up to 3):	Bob Weber, Tom Miles	bobw@woodlandsbhn.org, tmiles@tccpc.comcastbiz.net
County Prosecutor:	Victor Fitz	victorf@cassco.org
Criminal Defense Attorney:	Greg Feldman	attygfeldman@gmail.com
Business Community:	VACANT	
Communications Media:	Ambrosia Neldon	ambrosian@cassco.org
Circuit/District Probation:	James Plukas	plukasj@michigan.gov
City Councilperson (Applies to City or City/County Regional CCABs only – one from each member City/County required):	NA	
Workforce Development:	VACANT	
1. Does your CCAB have Bylaws? Yes 2. What steps does your CCAB take to orientate new CCAB members ensuring the understanding of their roles and responsibilities? New CCAB members are provided information regarding PA 511 and the objectives of		

the local CCAB. The Community Corrections Coordinator also personally contacts each new CCAB member to further discuss the role of Community Corrections in Cass County.

3. What steps are your CCAB taking to fill vacant membership positions (enter N/A if you have no vacant positions)? **CCAB members continue to discuss and reach out to community stakeholders in an effort to fill vacant positions. The County Appointments Committee is actively seeking applicants for open CCAB positions.**

SECTION II: DATA ANALYSES & COMPREHENSIVE CORRECTIONS PLAN

Introduction and Instructions for your Comprehensive Corrections Plan:

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

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

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

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

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

Felony Data Analyses:

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

A thorough analysis of the data should include:

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

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

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

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

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

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

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

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

Supportive Strategy: F22 PRAXIS and F23 Pretrial Supervision Services.

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

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

Supportive Strategy: F22 PRAXIS and F23 Pretrial Supervision Services.

A: FELONY DATA ANALYSES

1. Using felony dispositional data supplied by MOCC*, please fill in the rates (%) and number of dispositions for the **previous two years** in the two charts below.

****Please note: Due to MDOC's transition from OMNI to COMS, full Fiscal Year 2023 data could not be obtained. Therefore, you are directed to use the partial year OMNI Felony Dispositional Data Reports for both FY 2022 and FY 2023 provided by MOCC (date ranges of October 1 – July 31). **State Rates identified for both FY 2022 and FY 2023 reflect partial year data (date ranges of October 1 – July 31).***

2. Does the following data exclude felony dispositions with prisoner status at time of the offense? ☒ Yes ☐ No							
**FY 2022 State PCR:	18.6%	Group 2 Rate:	12.7%	Straddle Cell Rate:	21.3%	Group 2 Straddle Rate:	20.5%
Overall PCR:	11.7% - 25 prison dispositions out of 214 felony dispositions						
Group 1:	16.9% - 11 prison dispositions out of 65 felony dispositions						
Group 2:	9.4% - 14 prison dispositions out of 149 felony dispositions						
Straddle PCR:	4.7% - 3 prison dispositions out of 64 felony dispositions						
Group 1:	0% - 0 prison dispositions out of 17 felony dispositions						
Group 2:	6.4% - 3 prison dispositions out of 47 felony dispositions						
**FY 2023 State PCR:	19.4%	Group 2 Rate:	13.2%	Straddle Cell Rate:	21.0%	Group 2 Straddle Rate:	20.5%
Overall PCR:	14.3% - 29 prison dispositions out of 203 felony dispositions						
Group 1:	21.9% - 14 prison dispositions out of 64 felony dispositions						
Group 2:	10.8% - 15 prison dispositions out of 139 felony dispositions						
Straddle PCR:	12.9% - 8 prison dispositions out of 62 felony dispositions						
Group 1:	15% - 3 prison dispositions out of 20 felony dispositions						
Group 2:	11.9% - 5 prison dispositions out of 42 felony dispositions						

3. ANALYSIS a. <u>For returning applicants:</u> Did you meet all your Key Objectives for the previous two fiscal years? ☒ Yes ☐ No b. <u>For all applicants:</u> i. Please provide information/local data analysis to explain any changes in PCRs and dispositions from the previous two fiscal years: OMNI data provided by MDOC-OCC show total Felony Dispositions for FY 2023 at 203, just nine less than 214 Felony Dispositions for FY 2022. With COVID restrictions relaxing in FY 2022, the backlog in criminal cases began to improve and over FY 2023 most of the backlog was addressed. The overall PCR has increased to 14% for FY 2023, two points higher than FY 2022 and well below the State PCR. OMNI data provided by MDOC-OC indicates a total of 20 OUIL 3rd dispositions with no prison commitments for FY 2022. FY 2023 OMNI data provided by MDOC-OCC shows 10 OUIL 3rd dispositions with one prison commitment. This 50% decrease in OUIL 3rd dispositions is attributed to the Prosecutor's Office offering delayed sentencing with a reduction to OUIL 2nd to eligible OUIL 3rd offenders, with or without Treatment Court participation. ii. OMNI data provided by MDOC-OCC indicates Straddle Cell PCR for FY 2023 increased to 13% with 62 dispositions and eight prison commitments compared to FY 2022 Straddle Cell PCR of 5% with 64 dispositions and three prison commitments. iii. The Cass County Prosecutor's Office continues to be understaffed through the second half of FY 2023 and into FY 2024. This has had some impact on Problem Solving Court referrals. The Problem-Solving Courts have also experienced a reorganization, with changes in Program Coordinators and Case Management and a redistribution of staff responsibilities and roles. Cass County continues to have an impact on the overall PCR through Problem Solving Court opportunities for offenders. iv. Local Law Enforcement Agencies have struggled to remain at full staff, possibly impacting arrest rates.
--

- v. Pretrial Supervision continues to have a beneficial impact on the local jail population while supporting public safety and Court appearance. Successful compliance with Pretrial Supervision sets the ground work for improved success on community supervision/probation.
- vi. Are you requesting programming for the Pretrial Population? ☒ Yes ☐ No If yes:
- What was your FY 2023 Public Safety Rate? 98%
 - What was your FY 2023 Appearance Rate? 90%
- vii. Are you requesting funding for specific populations (examples: OUIL-3rds, delayed/deferred sentences, prison diversion, etc.)? ☐ Yes ☒ No If yes, please provide supportive data and analyses for these populations, including any additional pertinent information necessary to establish trends:

B: FELONY RECIDIVISM ANALYSIS

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

**Please note: Due to MDOC's transition from OMNI to COMS, full Fiscal Year 2023 data could not be obtained. Therefore, you are directed to use the partial year OMNI Felony Dispositional Data Report #3 provided by MOCC (date ranges of October 1 – July 31).*

*FY 2023 Recidivism Rates							
County Name	Cass						Totals for Region:
*FY 2023 Probation Violation - New Sentence to Prison							
Total	2						
*FY 2023 Probation Violation – Technical to Prison							
Total	1						

1. ANALYSIS

- a. For all applicants: Please provide information/local data analysis to explain any changes in Probation Violator data, including prison and non-prison dispositions: The OMNI data provided by MDOC-OCC indicates that the total number of Probation Violations filed during FY 2023 was 38 with just three prison commitments. The overall PCR for all Probation Violations was 7.8 % for FY 2023. FY 2023 OMNI data indicates a total of 2 prison commitments for PV New Sentence offenders and just one prison commitment for Probation Violation Technical. The total Probation Violations filed and overall PCR has remained fairly stable over the last two fiscal years, with few prison commitments overall. MDOC Probation Agents have also noted the impact of Senate Bill 1050 that took effect in April 2021 on Probation Violation filings. This has impacted the number of Probation Violations filed and the PCR of PV offenders.

C: IMPACTING STATE BOARD PRIORITIES

❖ TARGET POPULATIONS, KEY OBJECTIVES, AND STRATEGIES

NOTE:

- Target Populations include Sentenced Felons and Pretrial Population.
- CCABs applying for funding targeting Sentenced Felons must have at least one Sentenced Felons Key Objective.

• CCABs applying for funding targeting Pretrial Population <u>must have both</u> Pretrial Population Key Objectives (Appearance Rate and Public Safety Rate). • CCABs may identify additional Key Objectives that support proposed programming. • Key Objectives should be measurable and provide sufficient detail so progress can be monitored. • Strategies are the local programs that will be used to impact your Key Objectives. • Only proposed programs that impact at least one Key Objective will be considered for funding.
1. Key Objective #1 is intended to impact Pretrial Population Please state the Objective: To maintain the County's Appearance Rate at 85% or more
<u>List</u> OCC Programs in support of Objective #1 (include CCIS Code and Local Name of Program <i>as they appear on the program descriptions</i>):
F-22 Pretrial Assessment - continuation F-23 Pretrial Supervision - continuation
<u>List</u> Non-OCC funded Programs in support of Objective #1:
Jail based and community based Case Management Jail based Medication Assisted Treatment Peer Support
2. Key Objective #2 is intended to impact Pretrial Population Please state the Objective: To maintain the County's Public Safety Rate at 90% or more
List OCC Programs in support of Objective #2 (include CCIS Code and Local Name of Program <i>as they appear on the program descriptions</i>):
F-22 Pretrial Assessment - continuation F-23 Pretrial Supervision - continuation
List Non-OCC funded Programs in support of Objective #2:
Jail based and community based Case Management Jail based Medication Assisted Treatment Peer Support
3. Key Objective #3 is intended to impact Sentenced Felons Please state the Objective: To maintain the County's Overall PCR at 15% or lower
<u>List</u> OCC Programs in support of Objective #3 (include CCIS Code and Local Name of Program <i>as they appear on the program descriptions</i>):
F22 Pretrial Assessment - continuation F23 Pretials Supervision - continuation C01 MRT Mens Group - continuation C01 MRT Womens Group - continuation
List Non-OCC funded Programs in support of Objective #3:
Jail Substance Use Disorder Groups (Men & Women's Groups) Jail Case Management Adult Treatment Court/Sobriety Court Mental Health Court Family Treatment Court Family Preservation Program Swift & Sure Sanctions Probation Program Peer Support Jail Base Medication Assisted Treatment Woodlands Behavioral Healthcare Crisis Response Team Celebrate Recovery
4. Key Objective #4 is intended to impact Choose an item. Please state the Objective:
<u>List</u> OCC Programs in support of Objective #4 (include CCIS Code and Local Name of Program <i>as they appear on the program descriptions</i>):

List Non-OCC funded Programs in support of Objective #4:

D: COMPAS CRIMINOGENIC NEEDS PROFILE

1. Please list the Top 3 needs scales (medium/probable and high/highly probable combined) as identified within the COMPAS Criminogenic Needs and Risk Profile for ***all probationers*** provided by OCC. Additionally, identify both the local and proposed OCC strategies that will impact the identified needs scales. ***OCC funded strategies must be identified by CCIS Code and Local Name of Program as it appears on the program descriptions: Data provided by OCC for indicate the following top risks/needs for all probationers:***
2. Substance Abuse
3. Criminal Personality
4. Family Criminality
5. OCC funded programming impacting the top probationer needs:
6. CO-1 MRT Men, CO-1 MRT WOMEN
7. F-23 PRETRIAL SUPERVISION
8. Other local programming impacting the top probationer needs:
9. Jail Substance Use Disorder Group
10. Jail Case Management
11. Medication Assisted Treatment in Jail
12. Veterans Affairs VJO Coordinator
13. Adult Treatment/Sobriety Court
14. Mental Health Court
15. Family Treatment Court
16. Family Preservation Program
17. Swift & Sure Sanctions Probation Program
18. Peer Support
19. COSSAP Grant initiatives
20. Woodlands Behavioral Healthcare Crisis Response Team

E: LOCAL PRACTICES TO ADDRESS PERSONS WITH SUBSTANCE USE DISORDER(S)

1. How do defendants and offenders get screened for substance use services in your area (regardless of funding source)? **Defendants booked into the jail with drug related offenses are identified through the Pretrial Assessment and may be referred to for Problem Solving Court Consideration and screening. All defendants booked into the jail are given a Rapid Opioid Dependence Screen (RODS) to identify inmates that are currently on Medically Assisted Treatment (MAT) or may be a candidate for MAT. All defendants booked into the jail are given a Alcohol Use Disorder screen to identify inmates that may benefit from Jail Substance Use Disorder Group. Jail Case Manager through Woodlands Behavioral Healthcare is instrumental in this process in cooperation with Jail Medical Staff. Defendants in jail may be referred to Jail Substance Use Disorder Group offered by Woodlands Behavioral Healthcare and are screened and assessed for eligibility.**
2. How do defendants and offenders get referred for a substance use assessment and subsequent appropriate ASAM Level of Care in your area (regardless of funding source)? **Referrals for substance use assessment come directly from MDOC probation, Problem Solving Courts to the local service provider Woodlands Behavioral Healthcare. Inmates with a positive RODS score or identified through PRAXIS are referred to Woodlands Jail Case Manager by OCC Coordinator. Carol's Hope, Crisis Intervention Facility may be contacted to assist offenders with access to more intensive SUD services/ residential placement.**
3. Are there any barriers or gaps in service to obtaining an assessment and treatment that your CCAB is requesting OCC funding to fill? **No** If so, please describe in detail:

4. What non-PA 511 funded services are available in your area? Be sure to include treatment court services. 1.
Jail Substance Use Disorder Group Men & Women
5. 2. Jail Case Management
6. 3. Family Treatment Court
7. 4. Family Preservation Program
8. 5. Adult Treatment/Sobriety Court
9. 6. Mental Health Court
10. 7. Swift & Sure Sanctions Probation Program
11. 8. Peer Support Services
12. 9. Sober Living Homes
13. 10. Jail based Medically Assisted Treatment (MAT)
14. 11. Carol's Hope Addiction Services
15. 12. Woodlands Crisis Response Team

F: COMPREHENSIVE CORRECTIONS PLAN SUMMARY

1. Please explain how the Comprehensive Corrections Plan, in coordination with the local practices, will impact the State Board Priorities, and ultimately offender success: The jail based programming and education provides a foundation for improved offender success under community supervision. The OCC Coordinator works closely with all specialty/problem solving court staff and case managers as well as MDOC Probation Office to identify, refer and divert eligible offenders to these programs. With a few exceptions all current specialty/problem solving court participants have had the benefit of programming/treatment/education while in jail, prior to and/or following acceptance into a treatment court program. The ability to begin treatment services and provide education opportunities to offenders as early as possible followed by the structure and support and additional accountability offered through the treatment court track or traditional probation has a significant impact on offender success; reducing recidivism and contributing to the reduced Prison Commitment Rate for Cass County. The addition of Pre-Trial Assessment & Supervision for FY 2019 has enhanced existing programming by providing eligible pre-trial offenders an opportunity to maintain employment, begin programming and/or education and demonstrate their ability to be successful on probation while their criminal case is pending. With the addition of the Comprehensive Opioid, Stimulant, & Substance Abuse Site-Based Program (COSSAP) Grant Cass County will be able to employ collaborative and comprehensive "gap filling" approach to develop, implement, and/or expand/enhance, existing trauma-informed evidence-based programming across the criminal justice system. Identifying, responding to, treat and support those impacted by illicit opioids, stimulants, and other substances. The Cass County Jail now has the ability to continue established Medication Assisted Treatment in the jail for offenders with established MAT provider through the COSSAP Grant. Woodlands Behavioral Healthcare has developed a Crisis Response Team, with the objective of providing intervention and follow-up assistance to divert individuals from criminal justice involvement. Both of these new initiatives will enhance services across all Problem Solving Courts as well as law enforcement overall and will continue support MDOC-OCC objectives.
- 2.
3. What steps will you take if you find that you are not meeting your objectives, or your strategies are not being implemented as planned? **The local CCAB and stakeholders meet regularly to review progress and identify trends and also obstacles to achieving stated objectives. Weekly communication with the MDOC probation staff and speciality/problem solving courts staff and local service providers to evaluate needs and gaps in service is important.**
4. Program eligibility overrides may be requested in writing to the assigned OCC Specialist. Please document any additional override procedures your CCAB has approved. **NA**



Program Description

Administration

FY: 2025

CCAB: CASS COUNTY

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

NOTE:

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

1. Local/other contributions to Administrative functions per fiscal year: \$ 31,495.00 <i>*this amount must be reflected in your budget documents within the OCC Funding Application.</i>
2. How frequently are CCAB meetings held? Quarterly What is included on CCAB meeting agendas? The meeting agenda includes a review of the jail population, sentencing and arrest trends, an update on program status and financial review including review and approval of Quarterly Reports as well as relevant information from MDOC-OCC. CCAB members have the opportunity to address current trends and observations from their various positions, this includes updates from Twin County Community Probation Center, MDOC and local substance abuse services provider.
3. Describe how expenditure reports are processed and verified then forwarded to OCC in Lansing: All monthly invoices submitted are reviewed and approved by the CCAB Manager. By the 30th of each month the CCAB Manager submits expenditures for the month to the County Clerk's Office for payment. The Manager and the County Clerk reconcile any line items as needed. The CCAB Manager prepared and submits the monthly expenditure to OCC; with a copy provided the the County Treasurer's Office.
4. When and how are utilization and expenditures monitored? Utilization and expenditures are reviewed monthly and in more detail in conjunction with the quarterly utilization report preparation.
5. As a contractual requirement, how often does the CCAB manager meet with, visit, and evaluate contracted programs? Monthly The Manager has regular contact by phone and via email with contracted services providers to discuss program status, address trends follow up on referrals and evaluate program direction and offenders needs.



Program Description

Administration

6. How often does the CCAB manager meet with program referral sources? (probation supervisors/agents, prosecutor, defense attorney, judges, etc.)? Weekly Explain: CCAB Coordinator has weekly contact with MDOC Probation, Defense Attorney, Judges and Prosecutor through Problem Solving Courts and Core Team Meetings and other collaborative settings.
7. How often is program utilization reviewed? Explain: Utilization is reviewed monthly and in greater detail in conjunction with the Quarterly Utilization report.
8. What actions are taken when programs are under or over-utilized? When a program is at capacity, a waiting list may be developed, with priority to probation violators. Utilization is evaluated monthly to ensure that every eligible offender has access to appropriate programming. Under/Over utilization is addressed through a review of local trends and evaluation of offenders needs.
9. Describe when and how the comprehensive corrections plan is developed: Discussions regarding FY 2025 plan have been ongoing throughout the current year with CCAB members as well as Problem Solving Court stakeholders and MDOC.
10. Describe the involvement of other stakeholders or subcommittees in data analysis or comprehensive corrections plan/program development. Core Team meetings with the Problem Solving Courts and other stakeholders as well a quarterly CCAB meetings provide an opportunity to discuss and collaborate and coordinate resources to meet the needs of the target populations. These regular meetings are important to identify gaps in services and where new opportunities are identified and developed.
11. What is your plan to provide orientation and to educate all stakeholders? Explain: Communication is important and regular meetings with stakeholders including Judges, Prosecutor, Jail Administration and staff, MDOC Probation as well as Problem Solving Court Program Coordinator and local service providers are key to the continued success and support of MDOC-OCC initiatives, as well as local initiatives.



Program Description

Group Programming

CCAB: Cass County	FY: 2025
Local Program Name: MRT - Men	
Service Provider: Preston Collett	
CCIS Service Type: C01 - Cognitive	
Total projected number of new enrollments: 25	
For Regional CCABs, projected number of new enrollments per member county:	
Program Location (select all that apply): Jail: ☐ Residential: ☐ Community: ☒	
Program status: Continuation	
If modification, describe here:	

GROUP/CLASS DELIVERED PROGRAMMING –

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

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

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

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



Program Description

Group Programming

Sentenced Felons:

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

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

Gender Responsive Scales:

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

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

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

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

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

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

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

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

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

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

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

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



Program Description

Group Programming

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

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

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

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

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

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

Tracking Source -

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



Program Description

Group Programming

3. At what frequency is it being tracked? Quarterly

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

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

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

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

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

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



Program Description

Group Programming

CCAB: CASS COUNTY	FY: 2025
Local Program Name: MRT - WOMEN	
Service Provider: Tara Smith	
CCIS Service Type: C01 - Cognitive	
Total projected number of new enrollments: 15	
For Regional CCABs, projected number of new enrollments per member county:	
Program Location (select all that apply): Jail: ☐ Residential: ☐ Community: ☒	
Program status: Continuation	
If modification, describe here:	

GROUP/CLASS DELIVERED PROGRAMMING –

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

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

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

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



Program Description

Group Programming

Sentenced Felons:

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

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

Gender Responsive Scales:

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

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

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

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

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

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

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

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

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

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

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



Program Description

Group Programming

h. Provide any other pertinent information you feel is necessary: **For FY 2025 MRT service provider will be contracted and providing Women's MRT Group programming to eligible referrals from both Cass County and St. Joseph County OCC. This will support increased and steady enrollment in Women's MRT Group and allow for continued and much needed programming for female offenders in both Cass and St. Joseph Counties.**

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

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

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

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



Program Description

Group Programming

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

Tracking Source -

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

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

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

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

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

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

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



Service Description

Pretrial Risk Assessment Services

CCAB: CASS COUNTY	FY: 2025
Local Program Name: PRETRIAL ASSESSMENT	
Service Provider: CASS COUNTY OFFICE OF COMMUNITY CORRECTIONS	
CCIS Service Type: F22 - Pretrial Assessment	
Total Projected Number of New Assessments (enrollment): 175	
For Regional CCABs, total projected number of new assessments by member county:	
Program Location (select all that apply): Jail: ☒ Community: ☒	
Program Status: Continuation	
If modification, describe here:	

PRETRIAL RISK ASSESSMENT SERVICES –

- Provides for risk assessment of pre-adjudicated defendants.
- Funding under F22 Pretrial Assessment may include the following: The interview with the defendant, criminal history investigation, verification of interview information, and conducting the Praxis and subsequent report to include presentation at arraignment.
- Enrollment projections should also include an appropriate calculation of staff's time. The total amount of time spent per projected enrollee should balance with the requested funding amount.
- To be considered for funding, you must utilize the Praxis Risk Assessment Tool (2023 version) for all completed assessments.

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

1. Describe the service:
a. Describe eligibility criteria, including exclusionary criteria, for the assessment: All defendants charged with a felony or serious misdemeanor awaiting arraignment, with priority to those lodged in jail awaiting arraignment.
b. What PA-511 funded programs does this assessment support (check all that apply): ☒ F23 Pretrial Supervision ☐ D08 Electronic Monitoring
c. Are you using the Praxis Risk Assessment Tool (2023 version)? Yes
d. Is the assessment completed through an interview with the defendant or would the defendant fill out a questionnaire for later scoring? Assessment is complete through an interview with the defendant.
e. Is the assessment completed prior to arraignment? Yes
f. How much time is anticipated to score one pretrial risk assessment (not including subsequent development of a recommendation or plan)? 5 MINUTES
g. How much time is estimated to interview the defendant? 20 MINUTES Explain your response. Defendants are interviewed in person or via phone or ZOOM at the jail, this involves gaining access to the interview area and having defendant escorted to the interview area or phone, completing the assessment interview, and review and signing of release of information document.
h. How much time is estimated to complete a criminal history investigation on the defendant? 15 MINUTES Explain your response. Each assessed defendant is checked through LEIN and also through Indiana MY Case Search as Cass County is



Service Description

Pretrial Risk Assessment Services

	on the Indiana border. Local resources are contacted as indicated, including MDOC Probation, District Probation.
i.	How much time is estimated to verify interview information? 10 MINUTES Explain your response. This may involve email/phone calls to verify employment and/or living arrangements. Also contact with District Court Probation or MDOC if defendant has been on supervision in the past.
j.	How much time is estimated to complete the subsequent report, including the presentation at arraignment/court? 15 MINUTES Explain your response. The information gathered from the defendant during the Pretrial Assessment, the criminal history information and other sources is compiled along with a written recommendation. This is forwarded to the Court, Prosecuting Attorney, and Defense Attorney for review via email or FAX.
k.	What is the total amount of time required to complete the assessment process? (add the time responses to questions i. through m.) 65 MINUTES
l.	Is subsequent verification of information attempted prior to making a recommendation or determining eligibility? Yes
m.	Is the recommendation written? Yes
n.	For defendants who do not gain release, does your County utilize a review process (sequential review)? Choose an item. Explain: Offenders assessed and deemed eligible for Pretrial Supervision Services that remain in jail are reviewed for bond modifications at each Court appearance or upon Motion to reduce Bond filed by Defense Attorney.
o.	Is information about the number of completed assessments entered in COMPAS Case Manager and tracked for CCIS purposes? YES
p.	Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: PRAXIS assessment information is beneficial in identifying potential problem solving court referrals and referrals to Jail Case Management.
2.	Evaluation is part of evidence-based principles which you must identify in section (a). Required key performance measures for this program are identified in section (b). You may include additional key performance measures as well. Be sure to include the data source, how its tracked and measured. <u>NOTE</u> : Successful completion of programming, if listed as the only key performance measure, is not sufficient.
a.	Describe how this program meets each of the following Evidence Based Principles: 1. Assess Actuarial Risk/Needs - Bond/release/supervision conditions are based on risk assessed through utilization of the PRAXIS 2. Enhance Intrinsic Motivation - Through support/use of the PRAXIS the least restrictive means of supervision encourages willfull participation/compliance. 3. Target Interventions (indicate all that apply) a. Risk Principle: Prioritize supervision and treatment resources for higher risk offenders -Through use/support of the PRAXIS Pretrial Supervision employs Court reminder calls to increase compliance and appearance.



Service Description

Pretrial Risk Assessment Services

- b. **Need Principle:** Target interventions to criminogenic needs -
- c. **Responsivity Principle:** Be responsive to temperament, learning style, motivation, culture, and gender when assigning programs -
- d. **Dosage:** Structure 40-70% of high-risk offenders' time for 3-9 months -
- e. **Treatment Principle:** Integrate treatment into the full sentence/sanction requirements -

4. **Skill Train with Directed Practice** - Through support/use of the PRAXIS Pretrial Supervision supports participants to comply with pretrial release order in the least restrictive environment while honoring due process.

5. **Increase Positive Reinforcement** - Through support/use of the PRAXIS Pretrial consistent compliance with supervision conditions results in reduced requirements when indicated

6. **Engage Ongoing Support in Natural Communities** - Through support/use of the PRAXIS Pretrial Supervision utilizes participants available resources to refer participants to relevant/beneficial community support when indicated.

7. **Measure Relevant Processes/Practices** - Through support/use of the PRAXIS Pretrial Supervision captures data regarding supervision process, public safety rate, appearance rate, electronic monitoring compliance and overall success rates.

8. **Provide Measurement Feedback** - Through use/support of the PRAXIS the Locat CCAB and other stakeholders are provided data regarding the supervision process effectiveness of interventions.

b. **Program Key Performance Measure** - **Concurrence Rate – (REQUIRED)** – *Enter your projected percentage in the text box: 80 % of OCC-funded defendants will have release decisions/court-ordered bail corresponding with their assessed risk level (Praxis).*

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

Tracking Source -

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

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

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

Tracking Source –

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



Service Description

Pretrial Risk Assessment Services

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

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

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

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



Program Description

Pretrial Supervision Services

CCAB: CASS COUNTY	FY: 2025
Local Program Name: Pretrial Supervision	
Service Provider: Cass County Office of Community Corrections/House Arrest Services	
CCIS Service Type: F23 – Pretrial Supervision Services	
Total Projected New Enrollment: 70 with 17 EM	
For Regional CCABs, total projected new enrollment by member county:	
Projected Length of Stay in Days: 120	
Program Location (select all that apply): Jail: ☐ Residential: ☐ Community: ☒	
Program Status: Continuation	
If modification, describe here:	

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

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

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

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

☒ Pretrial

2. Describe the program:

- A Pretrial risk assessment is mandatory for pretrial supervision services. What are your eligibility criteria based on the assessed risk levels? **Be sure to include assessment scores. The eligibility criteria for pretrial supervision (scores that will generate a recommendation of supervision) are:**
- 1) Defendants that score 0-2 on the PRAXIS and are charged with a violent felony;**
- 2) Defendants that score 3-5 on the PRAXIS and are charged with a serious misdemeanor or non violent felony; and**
- 3) Defendants that score 6-9 PRAXIS and are charged with a misdemeanor.**
- Electronic monitoring while on pretrial supervision is supported for the following:**
- 1. Defendants charged with an OUIL-3rd;**



Program Description

Pretrial Supervision Services

g.	g.	2.	Victim cases;
h.	h.	3.	Serious misdemeanor or non-violent felony scoring 6 or higher on the PRAXIS;
i.	i.	4.	Violent felony scoring 3 or higher on the PRAXIS.
j.	If using electronic monitoring (GPS and/or SCRAM) answer and clearly explain the following questions (use NA if not applicable to your program): **Refer to the first page for information on pretrial EM eligibility information.		
	i.	What kind of equipment/system: GPS tether/ SCRAM/SoberLink	
	ii.	Vendor for equipment/service: House Arrest Services	
	iii.	Cost assessed by the vendor per unit/defendant/day (clearly describe): House Arrest Services daily user fee is \$8.25 for a SCRAM unit, an additional \$1.25 for ethernet. \$7.50 per day for GPS unit. Both units require a \$50.00 hookup/installation/activation fee. SoberLink Alcohol monitor is \$5.75 per day with a \$25 installation/activation fee.	
	iv.	Who does the equipment installation/retrieval? House Arrest Services and/or Cass County Office of Community Corrections	
	v.	Who sets up schedules and/or monitors compliance? CCAB Manager establishes a curfew if indicated as well as exclusions zones as indicated. House Arrest Services Monitoring Center monitors compliance and provides daily email reports to local OCC.	
k.	What are your supervision reporting requirements, i.e. frequency and type of reporting? Defendants on Pretrial Supervision are required to report by phone or TEXT weekly or bi-weekly, and to report immediately any address/phone/employment changes or contact with police. In person reporting may be required as indicated by PRAXIS score and on a case by case basis in place of phone reporting. Consistent compliance with supervision requirements may result in a reduced level of supervision.		
l.	What is your average daily caseload per full time equivalent position (FTE) for pretrial supervision? 24		
m.	What happens during a typical "check-in" and how long is it estimated to take? Court date reminder: ☒ Verification of address: ☒ New criminal contact: ☒ Verification of bond conditions: ☒ Referrals to programs: ☒ Other (describe): Employment and or education status. Provide ZOOM information for access to Court hearings. Provide contact information for assigned Defense Attorney. Time per check in (including the time to complete compliance report documentation) 15 minutes per enrollee		
n.	Does the program design include collateral contacts with family, employer, school, treatment provider, etc.? Yes		
o.	This program does not use PA-511 funds for drug/alcohol testing. <i>If you select "uses PA-511 funds" then you are required to complete a G17 Substance Abuse Testing program description.</i>		



Program Description

Pretrial Supervision Services

p. Pretrial release conditions which include drug/alcohol testing should be limited. Describe the County's plan should a defendant test positive for a controlled substance. What interventions are available and presented to the court and/or defendant: NA
q. How is the County's plan mentioned in (h.) documented per defendant? NA
r. Are compliance reports shared with MDOC PSI writers? Pretrial Supervision Status Reports and Discharge Reports are shared with MDOC PSI writers and Supervising Agents.
s. Review your answers above. Summarize other aspects of the program not specifically identified above that you feel are critical to understanding this program: The population of the Cass County Jail has experienced an elevated number of unsentenced felony inmates awaiting trial, unable to post bond over the last several years; further impacted by COVID. The addition of Pretrial Assessment/Pretrial Supervision to MDOC-OCC funded programming in FY 2019 has has a positive impact on the jail population by reducing the unsentenced felony population significantly. Pre-Trial Supervision is intended to balance the rights of the accused with the need to protect the community and assure court appearances by providing supervision and support services to pretrial defendants.
3. Provide the following information: <i>(For CCABs requesting a new initiative, provide the <u>expected or current</u> Appearance and Public Safety Rates as defined below)</i>
a. What is your current Appearance Rate? 90% (The percentage of released defendants on OCC-funded pretrial supervision who attend all scheduled court appearances pending case disposition.)
b. What is your current Public Safety Rate? 98% (The percentage of released defendants on OCC-funded pretrial supervision who are not charged with a new criminal offense pending case disposition.)
c. What is your current Success/Compliance Rate? 94% (The percentage of released defendants on OCC-funded pretrial supervision who appear for all scheduled court appearances and are not charged with a new crime pending case disposition.)
4. Evaluation is part of evidence-based principles which you must identify in section (a). Required key performance measures for this program are identified in section (b). You may identify additional key performance measures as well. Be sure to include the data source, how its tracked and measured.
a. Describe how this program meets each of the following Evidence Based Principles: 1. Assess Actuarial Risk/Needs - Bond/release/supervision conditions are based on risk assessed through utilization of the PRAXIS. 2. Enhance Intrinsic Motivation - Least restrictive means of supervision encourages willfull participation/compliance 3. Target Interventions (indicate all that apply) a. Risk Principle: Prioritize supervision and treatment resources for higher risk offenders -Employ Court reminder calls to increase compliance and appearance



Program Description

Pretrial Supervision Services

- b. Need Principle: Target interventions to criminogenic needs -
- c. Responsivity Principle: Be responsive to temperament, learning style, motivation, culture, and gender when assigning programs -
- d. Dosage: Structure 40-70% of high-risk offenders' time for 3-9 months -
- e. Treatment Principle: Integrate treatment into the full sentence/sanction requirements -

4. **Skill Train with Directed Practice** - Supports participant to comply with pretrial release order in least restrictive environment while honoring due process.

5. **Increase Positive Reinforcement** - Consistent compliance with supervision conditions results in reduced requirements when indicated.

6. **Engage Ongoing Support in Natural Communities** - Utilizes participants available resources to refer participants to relevant/beneficial community support when indicated.

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

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

b. Program Key Performance Measure – **Appearance Rate (REQUIRED)** – Enter your projected percentage in the text box: **85 % of released defendants on OCC-funded pretrial supervision will attend all scheduled court appearances pending case disposition.**

Data Element – Court Docket / Court Records

Tracking Source -

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

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

Data Element – Jail Bookings, INdiana MyCase, LEIN

Tracking Source –

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

Program Key Performance Measure – **Success/Compliance Rate (REQUIRED)** – Enter your projected percentage in the text box: **87 % of released defendants on OCC-funded pretrial**



Program Description

Pretrial Supervision Services

supervision will appear for all scheduled court appearances and will not be charged with a new criminal offense pending case disposition.

Data Element – Court Docket / Court Records, Jail Bookings, Indiana MyCAsE, LEIN

Tracking Source -

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

Additional Program Key Performance Measure -

Data Element -

Tracking Source -

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



CASS COUNTY BOARD OF COMMISSIONERS

To: Board of Commissioners
From: Erika Espeland, GIS Director
Re: Renewal of ESRI GIS Software Licensing

REQUEST:

Approve renewal of ESRI GIS software agreement for 3 years.

BACKGROUND:

ESRI GIS software is the global market leader and long-standing industry standard for both public and private sector GIS. ESRI was established in 1969 and currently provides GIS software to over 650,000 customer organizations, including 90% of Fortune 100 companies, most national governments, 30,000 cities and local governments, all 50 US states, and over 12,000 universities. ESRI GIS software is used by all surrounding counties, the State of Michigan, and Federal Government.

Cass County entered into a three-year agreement with ESRI on August 19, 2021 (Reference: R-145-21) to supply GIS Software. The contract is currently up for renewal and must be renewed for a minimum of 3 years. This software is procured from a sole source provider and is associated with State of Michigan Contract #180000000018.

The software serves various vital purposes within Cass County, including maintaining geospatial data, integration with dispatch systems, compatibility with BS&A software, RoadSoft, existing drone and GPS equipment, as well as fulfilling obligations under the City of Dowagiac GIS MOU and powering various public & internal interactive mapping sites dashboards, and web apps. Additionally, it is also utilized for analysis purposes, as well as compliance and reporting assistance for assessment, remonumentation, reapportionment, 911 repository, NENA, EOC Hazard Mitigation plan, Master Plan, drains, conservation, soil erosion & sedimentation control, millages, etc.

The contract encompasses maintenance services, software licenses, training provisions, technical support, and data access for all departments, offices, partners, and contractors in need of GIS software, data, and/or services.

REVIEWS:

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

Administration
IT

FINANCIAL ANALYSIS:

Annual cost of software of \$58,500.00 will be budgeted for in 101-243-855.000

RECOMMENDATION

Motion to add the ESRI Enterprise Agreement to the Consent Agenda of the July Regular Meeting.



April 17, 2024

Erika Espeland
County of Cass
120 N Broadway St
Cassopolis, MI 49031-1370

Dear Erika,

The Esri Small Municipal and County Government Enterprise Agreement (SGEA) is a three-year agreement that will grant your organization access to Esri term license software. The EA will be effective on the date executed and will require a firm, three-year commitment.

Based on Esri's work with several organizations similar to yours, we know there is significant potential to apply Geographic Information System (GIS) technology in many operational and technical areas within your organization. For this reason, we believe that your organization will greatly benefit from an Enterprise Agreement (EA).

An EA will provide your organization with numerous benefits including:

- A lower cost per unit for licensed software
- Substantially reduced administrative and procurement expenses
- Complete flexibility to deploy software products when and where needed

The following business terms and conditions will apply:

- All current departments, employees, and in-house contractors of the organization will be eligible to use the software and services included in the EA.
- If your organization wishes to acquire and/or maintain any Esri software during the term of the agreement that is not included in the EA, it may do so separately at the Esri pricing that is generally available for your organization for software and maintenance.
- The organization will establish a single point of contact for orders and deliveries and will be responsible for redistribution to eligible users.
- The organization will establish a Tier 1 support center to field calls from internal users of Esri software. The organization may designate individuals as specified in the EA who may directly contact Esri for Tier 2 technical support.
- The organization will provide an annual report of installed Esri software to Esri.
- Esri software and updates that the organization is licensed to use will be automatically available for downloading.
- The fee and benefits offered in this EA proposal are contingent upon your acceptance of Esri's Small Municipal and County Government EA terms and conditions.

- Licenses are valid for the term of the EA.

This program offer is valid for 90 days. To complete the agreement within this time frame, please contact me within the next seven days to work through any questions or concerns you may have.

To expedite your acceptance of this EA offer:

1. Sign and return the EA contract with a Purchase Order or issue a Purchase Order that references this EA Quotation and includes the following statement on the face of the Purchase Order:

"THIS PURCHASE ORDER IS GOVERNED BY THE TERMS AND CONDITIONS OF THE ESRI SMALL MUNICIPAL AND COUNTY GOVERNMENT EA, AND ADDITIONAL TERMS AND CONDITIONS IN THIS PURCHASE ORDER WILL NOT APPLY."

Have it signed by an authorized representative of the organization.

2. On the first page of the EA, identify the central point of contact/agreement administrator. The agreement administrator is the party that will be the contact for management of the software, administration issues, and general operations. Information should include name, title (if applicable), address, phone number, and e-mail address.
3. In the purchase order, identify the "Ship to" and "Bill to" information for your organization.
4. Send the purchase order and agreement to the address, email or fax noted below:

Esri
Attn: Customer Service SG-EA
380 New York Street
Redlands, CA 92373-8100

e-mail: service@esri.com
fax documents to: 909-307-3083

I appreciate the opportunity to present you with this proposal, and I believe it will bring great benefits to your organization.

Thank you very much for your consideration.

Best Regards,

Derek Barthel



Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

*To expedite your order, please attach a copy of
this quotation to your purchase order.
Quote is valid from: 4/17/2024 To: 7/16/2024*

Quotation # Q-509210

Date: April 17, 2024

Customer # 665291 Contract #

County of Cass
GIS Dept
120 N Broadway St
Cassopolis, MI 49031-1370

ATTENTION: Erika Espeland
PHONE: 231-690-5624
EMAIL: erikae@cassco.org

Material	Qty	Term	Unit Price	Total
168179	1	Year 1	\$58,500.00	\$58,500.00
Populations of 50,001 to 100,000 Small Government Enterprise Agreement Annual Subscription				
168179	1	Year 2	\$58,500.00	\$58,500.00
Populations of 50,001 to 100,000 Small Government Enterprise Agreement Annual Subscription				
168179	1	Year 3	\$58,500.00	\$58,500.00
Populations of 50,001 to 100,000 Small Government Enterprise Agreement Annual Subscription				
			Subtotal:	\$175,500.00
			Sales Tax:	\$0.00
			Estimated Shipping and Handling (2 Day Delivery):	\$0.00
			Contract Price Adjust:	\$0.00
			Total:	\$175,500.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact:

Derek Barthel

Email:

dbarthel@esri.com

Phone:

(909) 793-2853

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <https://go.esri.com/MAPS> apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, then unless otherwise stated in this quotation, Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. US Federal government entities and US government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <https://www.esri.com/en-us/legal/terms/state-supplemental> apply to some US state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin for customers located in the USA.

BARTHELD

This offer is limited to the terms and conditions incorporated and attached herein.

Esri Use Only:

Cust. Name _____
 Cust. # _____
 PO # _____
 Esri Agreement # _____



SMALL ENTERPRISE AGREEMENT COUNTY AND MUNICIPALITY GOVERNMENT (E214-3)

This Agreement is by and between the organization identified in the Quotation ("**Customer**") and **Environmental Systems Research Institute, Inc. ("Esri")**.

This Agreement sets forth the terms for Customer's use of Products and incorporates by reference (i) the Quotation and (ii) the Master Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this Agreement, the order of precedence for the documents shall be as follows: (i) the Quotation, (ii) this Agreement, and (iii) the Master Agreement. This Agreement shall be governed by and construed in accordance with the laws of the state in which Customer is located without reference to conflict of laws principles, and the United States of America federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this Agreement apply only to the Products listed in Table A.

Table A
List of Products

Uncapped Quantities**Desktop Software and Extensions (Single Use)**

ArcGIS Desktop Advanced
 ArcGIS Desktop Standard
 ArcGIS Desktop Basic
 ArcGIS Desktop Extensions: ArcGIS 3D Analyst,
 ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst,
 ArcGIS Publisher, ArcGIS Network Analyst, ArcGIS
 Schematics, ArcGIS Workflow Manager, ArcGIS Data
 Reviewer

Enterprise Software and Extensions

ArcGIS Enterprise (Advanced and Standard)
 ArcGIS Monitor
 ArcGIS Enterprise Extensions: ArcGIS 3D Analyst,
 ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst,
 ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS
 Workflow Manager, ArcGIS Data Reviewer

Enterprise Additional Capability Servers

ArcGIS Image Server

Developer Tools

ArcGIS Runtime Standard
 ArcGIS Runtime Analysis Extension

Limited Quantities

One (1) Professional subscription to ArcGIS Developer
 Two (2) ArcGIS CityEngine Single Use Licenses
 250 ArcGIS Online Viewers
 250 ArcGIS Online Creators
 37,500 ArcGIS Online Service Credits
 250 ArcGIS Enterprise Creators
 5 ArcGIS Insights in ArcGIS Enterprise
 5 ArcGIS Insights in ArcGIS Online
 50 ArcGIS Location Sharing User Type Extension (Enterprise)
 50 ArcGIS Location Sharing User Type Extension (Online)
 12 ArcGIS Advanced Editing User Type Extension (Enterprise)

OTHER BENEFITS

Number of Esri User Conference registrations provided annually	4
Number of Tier 1 Help Desk individuals authorized to call Esri	4
Maximum number of sets of backup media, if requested*	2
Five percent (5%) discount on all individual commercially available instructor-led training classes at Esri facilities purchased outside this Agreement	

*Additional sets of backup media may be purchased for a fee

Customer may accept this Agreement by signing and returning the whole Agreement with (i) the Quotation attached, (ii) a purchase order, or (iii) another document that matches the Quotation and references this Agreement ("**Ordering Document**"). **ADDITIONAL OR CONFLICTING TERMS IN CUSTOMER'S PURCHASE ORDER OR OTHER DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS AGREEMENT WILL GOVERN.** This Agreement is effective as of the date of Esri's receipt of an Ordering Document, unless otherwise agreed to by the parties ("**Effective Date**").

Term of Agreement: Three (3) years

This Agreement supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Products. Except as provided in Article 4—Product Updates, no modifications can be made to this Agreement.

Accepted and Agreed:

(Customer)

By: _____
Authorized Signature

Printed Name: _____

Title: _____

Date: _____

CUSTOMER CONTACT INFORMATION

Contact: _____

Telephone: _____

Address: _____

Fax: _____

City, State, Postal Code: _____

E-mail: _____

Country: _____

Quotation Number (if applicable): _____

1.0—ADDITIONAL DEFINITIONS

In addition to the definitions provided in the Master Agreement, the following definitions apply to this Agreement:

"Case" means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

"Deploy", "Deployed" and "Deployment" mean to redistribute and install the Products and related Authorization Codes within Customer's organization(s).

"Fee" means the fee set forth in the Quotation.

"Maintenance" means Tier 2 Support, Product updates, and Product patches provided to Customer during the Term of Agreement.

"Master Agreement" means the applicable master agreement for Esri Products incorporated by this reference that is (i) found at <https://www.esri.com/en-us/legal/terms/full-master-agreement> and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed Esri master agreement or license agreement that supersedes such electronically acknowledged master agreement.

"Product(s)" means the products identified in Table A—List of Products and any updates to the list Esri provides in writing.

"Quotation" means the offer letter and quotation provided separately to Customer.

"Technical Support" means the technical assistance for attempting resolution of a reported Case through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of Product corrections or modifications.

"Tier 1 Help Desk" means Customer's point of contact(s) to provide all Tier 1 Support within Customer's organization(s).

"Tier 1 Support" means the Technical Support provided by the Tier 1 Help Desk.

"Tier 2 Support" means the Esri Technical Support provided to the Tier 1 Help Desk when a Case cannot be resolved through Tier 1 Support.

2.0—ADDITIONAL GRANT OF LICENSE

2.1 Grant of License. Subject to the terms and conditions of this Agreement, Esri grants to Customer a personal, nonexclusive, nontransferable license solely to use, copy, and Deploy quantities of the Products listed in Table A—List of Products for the Term of Agreement (i) for the applicable Fee and (ii) in accordance with the Master Agreement.

2.2 Consultant Access. Esri grants Customer the right to permit Customer's consultants or contractors to use the Products exclusively for Customer's benefit. Customer will be solely responsible for compliance by consultants and contractors with this Agreement and will ensure that the consultant or contractor discontinues use of Products upon completion of work for Customer. Access to or use of Products by consultants or contractors not exclusively for Customer's benefit is prohibited. Customer may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the Software or Data on Contractor servers for the benefit of Customer.

3.0—TERM, TERMINATION, AND EXPIRATION

3.1 Term. This Agreement and all licenses hereunder will commence on the Effective Date and continue for the duration identified in the Term of Agreement, unless this Agreement is terminated earlier as provided herein. Customer is only authorized to use Products during the Term of Agreement. For an Agreement with a limited term, Esri does not grant Customer an indefinite or a perpetual license to Products.

3.2 No Use upon Agreement Expiration or Termination. All Product licenses, all Maintenance, and Esri User Conference registrations terminate upon expiration or termination of this Agreement.

3.3 Termination for a Material Breach. Either party may terminate this Agreement for a material breach by the other party. The breaching party will have thirty (30) days from the date of written notice to cure any material breach.

3.4 Termination for Lack of Funds. For an Agreement with government or government-

owned entities, either party may terminate this Agreement before any subsequent year if Customer is unable to secure funding through the legislative or governing body's approval process.

3.5 Follow-on Term. If the parties enter into another agreement substantially similar to this Agreement for an additional term, the effective date of the follow-on agreement will be the day after the expiration date of this Agreement.

4.0—PRODUCT UPDATES

4.1 Future Updates. Esri reserves the right to update the list of Products in Table A—List of Products by providing written notice to Customer. Customer may continue to use all Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Products are incorporated into the standard program, they will be offered to Customer via written notice for incorporation into the Products schedule at no additional charge. Customer's use of new or updated Products requires Customer to adhere to applicable additional or revised terms and conditions in the Master Agreement.

4.2 Product Life Cycle. During the Term of Agreement, some Products may be retired or may no longer be available to Deploy in the identified quantities. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at <https://support.esri.com/en/other-resources/product-life-cycle>. Updates for Products in the mature and retired phases may not be available. Customer may continue to use Products already Deployed, but Customer will not be able to Deploy retired Products.

5.0—MAINTENANCE

The Fee includes standard maintenance benefits during the Term of Agreement as specified in the most current applicable Esri Maintenance and Support Program document (found at <https://www.esri.com/en-us/legal/terms/maintenance>). At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other

than the defined Products will receive Maintenance. Customer may acquire maintenance for other Software outside this Agreement.

a. Tier 1 Support

1. Customer will provide Tier 1 Support through the Tier 1 Help Desk to all Customer's authorized users.
2. The Tier 1 Help Desk will be fully trained in the Products.
3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.
4. The Tier 1 Help Desk will be the initial point of contact for all questions and reporting of a Case. The Tier 1 Help Desk will obtain a full description of each reported Case and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Case.
5. If the Tier 1 Help Desk cannot resolve the Case, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Customer's organization.
6. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Customer may change the Tier 1 Help Desk individuals by written notice to Esri.

b. Tier 2 Support

1. Tier 2 Support will log the calls received from Tier 1 Help Desk.
2. Tier 2 Support will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.
3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to

supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.

4. Tier 2 Support will attempt to resolve the Case submitted by Tier 1 Help Desk.
5. When the Case is resolved, Tier 2 Support will communicate the information to Tier 1 Help Desk, and Tier 1 Help Desk will disseminate the resolution to the user(s).

6.0—ENDORSEMENT AND PUBLICITY

This Agreement will not be construed or interpreted as an exclusive dealings agreement or Customer's endorsement of Products. Either party may publicize the existence of this Agreement.

7.0—ADMINISTRATIVE REQUIREMENTS

7.1 OEM Licenses. Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this Agreement. Customer will not seek any discount from the OEM partner or Esri based on the availability of Products under this Agreement. Customer will not decouple Esri products or services from the OEM partners' application or service.

7.2 Annual Report of Deployments. At each anniversary date and ninety (90) calendar days prior to the expiration of this Agreement, Customer will provide Esri with a written report detailing all Deployments. Upon request, Customer will provide records sufficient to verify the accuracy of the annual report.

8.0—ORDERING, ADMINISTRATIVE PROCEDURES, DELIVERY, AND DEPLOYMENT

8.1 Orders, Delivery, and Deployment

- a. Upon the Effective Date, Esri will invoice Customer and provide Authorization Codes to activate the nondestructive copy protection program that enables Customer to download,

operate, or allow access to the Products. If this is a multi-year Agreement, Esri may invoice the Fee up to thirty (30) calendar days before the annual anniversary date for each year.

- b. Undisputed invoices will be due and payable within thirty (30) calendar days from the date of invoice. Esri reserves the right to suspend Customer's access to and use of Products if Customer fails to pay any undisputed amount owed on or before its due date. Esri may charge Customer interest at a monthly rate equal to the lesser of one percent (1.0%) per month or the maximum rate permitted by applicable law on any overdue fees plus all expenses of collection for any overdue balance that remains unpaid ten (10) days after Esri has notified Customer of the past-due balance.

- c. Esri's federal ID number is 95-2775-732.

- d. If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB Destination, with shipping charges prepaid. Customer acknowledges that should sales or use taxes become due as a result of any shipments of tangible media, Esri has a right to invoice and Customer will pay any such sales or use tax associated with the receipt of tangible media.

8.2 Order Requirements. Esri does not require Customer to issue a purchase order. Customer may submit a purchase order in accordance with its own process requirements, provided that if Customer issues a purchase order, Customer will submit its initial purchase order on the Effective Date. If this is a multi-year Agreement, Customer will submit subsequent purchase orders to Esri at least thirty (30) calendar days before the annual anniversary date for each year.

- a. All orders pertaining to this Agreement will be processed through Customer's centralized point of contact.
- b. The following information will be included in each Ordering Document:
 - (1) Customer name; Esri customer number, if known; and bill-to and ship-to addresses
 - (2) Order number
 - (3) Applicable annual payment due

9.0—MERGERS, ACQUISITIONS, OR DIVESTITURES

If Customer is a commercial entity, Customer will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Customer with or into another corporation or entity; (ii) Customer's acquisition of another entity; or (iii) a transfer or sale of all or part of Customer's organization (subsections i, ii, and iii, collectively referred to as "**Ownership Change**"). There will be no decrease in Fee as a result of any Ownership Change.

- 9.1 If an Ownership Change increases the cumulative program count beyond the maximum level for this Agreement, Esri reserves the right to increase the Fee or terminate this Agreement and the parties will negotiate a new agreement.
- 9.2 If an Ownership Change results in transfer or sale of a portion of Customer's organization, that portion of Customer's organization will transfer the Products to Customer or uninstall, remove, and destroy all copies of the Products.
- 9.3 This Agreement may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Customer will require any successor entity to uninstall, remove, and destroy the Products. This Agreement will terminate upon such Ownership Change.

SOLE SOURCE LETTER

Environmental Systems Research Institute, Inc. (Esri)
380 New York Street
Redlands, CA 92373



DATE: May 14, 2024

TO: County of Cass, Michigan

FROM: Jackie Ricks, Contracts Specialist I, Contracts and Legal Services Dept.

RE: Esri Sole Source Justification for Small Municipal and County Government Enterprise Agreement

This letter confirms Esri, as owner and manufacturer, is the sole source provider of all U.S. domestic Small Municipal and County Government Enterprise Agreements (EA). The Small Municipal and County Government EA is a bundled package of term limited software licenses and maintenance that includes the right to copy.

Subject to the disclosures set forth below, Esri is the only source that can grant a right to copy and deploy Enterprise Software within your organization (Enterprise). Also, domestically Esri is the only source of maintenance (updates and technical support) for all Esri® software.

Esri has authorized certain resellers to resell Small Local Government Cloud-Based Enterprise Agreements for populations of less than 15,000.

If you have further questions, please feel free to call our Contracts and Legal Services Department at 909-793-2853, extension 1990.

A handwritten signature in blue ink that reads "J. Ricks". Below the signature, the name "Jackie Ricks" is printed in a small, black, sans-serif font.

Jackie Ricks



STATE OF MICHIGAN
CENTRAL PROCUREMENT SERVICES
Department of Technology, Management, and Budget
320 S. WALNUT ST., LANSING, MICHIGAN 48933
P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **17**
to
Contract Number **180000000018**

CONTRACTOR	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE INC
	380 New York Street
	Redlands, CA 92373-8100
	Tim Brazeal
	609-793-2853 1607
	tbrazeal@esri.com
	CV0066756

STATE	Program Manager	Mark Holmes	DTMB
		517-241-6469	
		Holmesm3@Michigan.gov	
	Contract Administrator	Sean Regan	DTMB
		(517) 243-8459	
		regans@michigan.gov	

CONTRACT SUMMARY							
ESRI MASTER PURCHASE AGREEMENT							
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE				
October 16, 2017	October 15, 2022	5 - 1 Year	October 15, 2025				
PAYMENT TERMS		DELIVERY TIMEFRAME					
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING				
☐ P-Card	☐ PRC	☐ Other	☒ Yes ☐ No				
MINIMUM DELIVERY REQUIREMENTS							
DESCRIPTION OF CHANGE NOTICE							
OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	REVISED EXP. DATE			
☐		☐		October 15, 2025			
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE					
\$13,770,542.00	\$0.00	\$13,770,542.00					
DESCRIPTION							
Effective September 6th 2023, the attached Annual Maintenance and Support Statement of Work(SOW) for Fiscal Year 2024 is hereby incorporated in this Contract.							
All other terms, conditions, specifications and pricing remain the same. Per contractor and agency agreement, and DTMB Central Procurement Services approval.							



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Opioid Settlement Advisory Committee

DATE: 6/13/24

RE: Attendance at 8TH annual National Opioid Crisis Management Congress

REQUEST:

Utilize Opioid Settlement Funds to pay for up to 2 people's attendance at the 8th annual National Opioid Crisis Management Congress on 9/30/24 and 10/1/24 in Nashville, Tennessee in an amount up to \$2,500 per person for an amount not to exceed \$5,000 to include allowable travel costs which may include airfare, mileage, hotel, registration, and food costs—with person attending approved by Cass County's Opioid Settlement Advisory Committee. Conference information can be found at this link: <https://brinetwork.com/8th-annual-national-opioid-crisis-management-congress/>

BACKGROUND:

With the adoption by the BOC of the Cass County Opioid Settlement Funding Plan on 3/7/24 and Cass County's Opioid Settlement Advisory Committee's continued work to engage our community and prioritize funding in line with priorities set forth in the Funding Plan, it is important for Cass County to collaborate with others as to spending to address the Opioid Crisis. The 8th annual National Opioid Crisis Management Congress provides a training and collaboration opportunity for Cass County connect with others around the country to learn of innovations and ideas that have been proven successful elsewhere and could be implemented in Cass County as well as to forge relationships with others who we can continue to innovate with as we move forward. This expenditure would be supported by the priorities laid forth in the Funding Plan adopted by the BOC.

REVIEWS:

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

This request has been reviewed by the Chair of Cass County's Opioid Settlement Advisory Committee, Judge Bealor, Administrator Newton, and Finance Director Rentfrow.

FINANCIAL ANALYSIS:

If approved, this would be paid for out of Opioid Settlement Funds so there would be no impact to the County's general fund.

RECOMMENDATION:

Move this request forward for approval at the next scheduled BOC regular meeting on the consent agenda.

8th Annual National Opioid Crisis Management Congress



8th Annual National Opioid Crisis Management Congress

September 30 – October 1, 2024 * JW Marriott Nashville * Nashville, TN

[Register Now](#)

[Request Brochure](#)



Join us at Business Research Intelligence Network's premier conference on addressing the opioid crisis and discover the latest strategies, best practices and innovations in prevention, treatment and recovery efforts. This two-day event brings together a diverse group of stakeholders, including healthcare providers, policymakers, researchers and community leaders to share insights and collaborate on developing comprehensive solutions to this complex public health challenge.

Throughout the conference, you will have the opportunity to learn about the current state of the opioid epidemic, including the latest data on overdose rates, prescription patterns, and the impact on communities nationwide. You'll also explore cutting-edge approaches to opioid use disorder treatment and recovery, such as medication-assisted treatment, telehealth, and peer support programs, and discuss strategies for implementing these approaches in diverse healthcare settings.

In addition to gaining valuable knowledge and insights, you'll have the chance to network with other professionals who are passionate about addressing the opioid crisis and building healthier, more resilient communities. Whether you're a healthcare provider looking to improve your ability to care for patients with opioid use disorder, a policymaker seeking to develop more effective prevention and treatment strategies, or a community leader working to support long-term recovery, this conference offers a unique opportunity to connect with others who share your commitment to ending the opioid epidemic.

Who Should Attend?



Conference Agenda

Day One - Monday, September 30, 2024



7:15am – 8:00am

Conference Registration & Networking Breakfast

8:00am – 8:15am

Chairperson's Opening Remarks

8:15am – 9:00am

The Current State of the Opioid Crisis: A National Overview

Examine the latest data and trends surrounding the opioid epidemic, including overdose rates, prescription patterns, and the impact on communities across the country. Gain insights into the demographic groups most affected by the crisis and the regions experiencing the highest rates of opioid-related morbidity and mortality. We'll also discuss the evolving nature of the epidemic, including the rise of synthetic opioids and the increasing prevalence of polysubstance use.

Sam MacMaster



opioid abatement councils are beginning to award money to grant applicants, what are the early learnings? What are the major challenges in overcoming innovative, effective use of these valuable resources? How can stakeholders provide input and influence decision-making? How are internal politics and macro PR considerations affecting resource allocation?

Jim Murphy

President and CEO

Reach!!

9:45am – 10:15am

Networking & Refreshments Break

10:15am – 11:00am

The Role of Law Enforcement in Combating the Opioid Crisis

In this session we will examine the evolving role of law enforcement agencies in addressing the opioid epidemic, including strategies for reducing the supply of illicit opioids, promoting harm reduction, and connecting individuals to treatment. Learn about successful models for collaboration between law enforcement and public health agencies, such as pre-arrest diversion programs and naloxone distribution initiatives. We'll also discuss the challenges faced by law enforcement in balancing public safety and public health priorities and explore opportunities for enhancing these efforts through training, funding, and policy change.

Alan L. McGill

Senior Supervisory Special Agent

Pennsylvania Office of Attorney General

Office of Public Engagement

11:00am – 11:45am

Harm Reduction Psychotherapy: Practical Applications for Any Stage of Change

If you want to help people reduce the consequences of their substance use, you need to know about harm reduction. This presentation will give an overview of Harm Reduction Psychotherapy, explore why it is a controversial topic, and review its core concepts. Participants will walk away with tangible tools to engage clients in any stage of change and experience a paradigm shift in how we treat people with drug and alcohol problems.

Cyndi Turner, LCSW, LSATP, MAC

Co-Founder

Insight Into Action Therapy

11:45am – 12:30pm

Implementing Medication-Assisted Treatment in Primary Care Settings

Participate in an interactive session designed to provide hands-on training and guidance for implementing medication-assisted treatment (MAT) for opioid use disorder in primary care settings. Learn about best practices for patient assessment, treatment planning, and ongoing monitoring, and gain practical skills for integrating MAT into your practice. Hear from experienced providers about strategies for overcoming common challenges, such as patient resistance and lack of familiarity with addiction treatment and discuss opportunities for collaboration with behavioral health providers and other specialists to provide comprehensive, coordinated care for patients with opioid use disorder.

Learning Objectives:

- Understand the principles and best practices of medication-assisted treatment (MAT) for opioid use



- Develop skills in patient assessment, treatment planning, and ongoing monitoring for patients receiving MAT
- Identify strategies for overcoming common challenges in implementing MAT, such as patient resistance and lack of familiarity with addiction treatment
- Explore opportunities for collaboration with behavioral health providers and other specialists to provide comprehensive, coordinated care for patients with opioid use disorder

Manassa Hany, MD

Director, Addiction Psychiatry Fellowship

Mount Sinai West/Morningside Program

Medical Director, Mount Sinai West Addiction Institute Outpatient

Assistant Professor, Department of Psychiatry

The Icahn School of Medicine at Mount Sinai

12:30pm – 1:30pm

Luncheon

1:30pm – 2:15pm

Leveraging Technology to Enhance Opioid Crisis Response Efforts

Discover how innovative technologies, such as predictive analytics, electronic health records, and mobile apps, are being used to improve opioid prescribing practices, monitor patient outcomes, and support recovery efforts. Learn about the potential for these technologies to enhance the efficiency and effectiveness of opioid crisis response efforts and discuss strategies for overcoming barriers to adoption, such as privacy concerns and interoperability challenges. You'll also hear about emerging trends and future directions in the use of technology to address the opioid crisis.

Joseph Conte, PhD, CPHQ

Executive Director

Staten Island Performing Provider System

2:15pm – 3:15pm

Panel: Collaborative Approaches to Addressing the Opioid Crisis

This panel will share insights on fostering cross-sector collaboration to combat the opioid epidemic. Learn about successful models for collaboration, such as opioid task forces and community-based coalitions, and discuss strategies for overcoming barriers to partnership, such as siloed funding streams and competing priorities. In addition, you will learn about opportunities for leveraging the unique strengths and resources of each sector to develop comprehensive, coordinated responses to the opioid crisis.

Panelists:

John A. Gale, M.S.

Senior Research Associate

Maine Rural Health Research Center

University of Southern Maine

3:15pm – 3:45pm

Networking & Refreshments Break

3:45pm – 4:30pm

Implementing Effective Opioid Stewardship Programs in Healthcare Systems

Discover best practices for developing and implementing comprehensive opioid stewardship programs



prescribing guidelines, and patient monitoring and follow-up. We'll also explore strategies for overcoming barriers to implementation and securing buy-in from key stakeholders.

Benjamin Lai, MB BCH BAO, M.Sc., FAAFP

Assistant Professor & Consultant | Department of Family Medicine

Chair | Opioid Stewardship Program

Mayo Clinic

4:30pm – 5:15pm

Lisa Blanchard, MA, LMHC

Chief Clinical Officer

Spectrum Health Systems

5:15pm

End of Day One

Day Two – Tuesday, October 1, 2024

7:15am – 8:00am

Networking Breakfast

8:00am – 8:15am

Chairperson's Remarks

8:15am – 9:00am

Emerging Drug Trends and Harm Reduction

Wesley Geminn, Pharm.D., BCPP

Chief Pharmacist | State Opioid Treatment Authority | PGY-1 Residency Program Director

Division of Clinical Leadership

Tennessee Department of Mental Health and Substance Abuse Services

9:00am – 9:45am

Michael Meit, MA, MPH

Director

East Tennessee State University Center for Rural Health Research

9:45am – 10:15am

Networking & Refreshments Break

10:15am – 11:00am

TBD

11:00am – 11:45am

John A. Gale, M.S.

Senior Research Associate



11:45am – 12:30pm

A Call to Action for Collaborative, Comprehensive Opioid Crisis Response

Be inspired by a closing keynote address that issues a powerful call to action for all stakeholders to work together in developing and implementing collaborative, comprehensive strategies to address the opioid crisis and build a healthier, more resilient future for communities nationwide. Learn about the critical importance of breaking down silos and fostering partnerships across sectors, as well as the need for sustained funding and political will to support ongoing efforts.

Siobhan A. Morse, MHSA, CRC, CAI, MAC

Product Director, SUD Services

UHS, Inc.

12:30pm

Conference Concludes

Workshop - Tuesday, October 1, 2024



12:45pm – 2:45pm

Workshop: Implementing Medication-Assisted Treatment in Primary Care Settings

Participate in an interactive workshop designed to provide hands-on training and guidance for implementing medication-assisted treatment (MAT) for opioid use disorder in primary care settings. Learn about best practices for patient assessment, treatment planning, and ongoing monitoring, and gain practical skills for integrating MAT into your practice. Hear from experienced providers about strategies for overcoming common challenges, such as patient resistance and lack of familiarity with addiction treatment and discuss opportunities for collaboration with behavioral health providers and other specialists to provide comprehensive, coordinated care for patients with opioid use disorder.

Learning Objectives:

- Understand the principles and best practices of medication-assisted treatment (MAT) for opioid use disorder in primary care settings
- Develop skills in patient assessment, treatment planning, and ongoing monitoring for patients receiving MAT
- Identify strategies for overcoming common challenges in implementing MAT, such as patient resistance and lack of familiarity with addiction treatment
- Explore opportunities for collaboration with behavioral health providers and other specialists to provide comprehensive, coordinated care for patients with opioid use disorder

Featured Speakers



Register Your Team Today!

Register Now

Register by July 19th & Save an Additional \$200 off the Registration Fee – Mention Promo Code WB200!

Register As: *

- ☐ Substance Abuse Centers/Clinics/Hospitals/Health Systems/Health Plans/Employers/Social Workers/Psychiatry/Recovery Centers/Gov't Agencies/Law Enforcement
- ☐ Vendors/Solution Providers/Pharmaceutical Companies/Drug Developers

Substance Abuse Centers/Clinics/Hospitals/Health Systems/Health Plans/Employers/Social Workers/Psychiatry/Recovery Centers/Gov't Agencies/Law Enforcement	Register by 7/26/24	Register by 8/9/24	Register by 9/30/24
Conference Only	\$1095	\$1295	\$1495
Conference & Workshop	\$1295	\$1495	\$1695
Vendors/Solution Providers/Pharmaceutical Companies/Drug Developers	Register by 7/26/24	Register by 8/9/24	Register by 9/30/24
Conference Only	\$1595	\$1695	\$1895
Conference & Workshop	\$1795	\$1895	\$2095

Venue

JW Marriott Nashville
201 8th Avenue South
Nashville, TN 37203
615-291-8600

Mention BRI Network for the Discounted rate of \$299/night



CASS COUNTY BOARD OF COMMISSIONERS

To: Board of Commissioners
From: Matthew Newton, County Administrator
Re: County Facility Cleaning Services

REQUEST:

Approve for an Interim Agreement/Extension to be entered for the Cleanest Co.

BACKGROUND:

The current cleaning contract for Custodial Services across the County expires at the end of July. As such we will be completing an RFP as part of the process of determining the path forward. As part of this process, we are evaluating several possible paths including adding options for tiered services, essentially exploring different options for level of service as it pertains to public areas vs private offices as well as options for internal staffing.

One major challenge with this process is that the current contract expires before the completion of the Historic Courthouse Renovation Project. The addition of that space as well as the changes to cleaning services that will result from that building coming online is a significant change. And, in its current state, it is not possible to really allow us to engage cleaning vendors to be able to give us any semblance of a realistic quote. As such, Facilities Director Reiff, Finance Director Rentfrow, and I have met on a few occasions to review the status of the situation and evaluate what path we may recommend.

After consideration, we feel the best option would be to enter into a short-term, interim agreement with the Cleanest Co. for a period that would cover a period of an additional 2 months. By proceeding in this way, we can ensure that we could finalize the necessary cleaning services for the Historic Courthouse as well as working through each office/department as to what may be acceptable as far as the tiered service options noted above.

An RFP for services would be completed in time to be considered at the Committee of the Whole Meeting in August for approval to be finalized at the September Regular Meeting. From a budgetary standpoint, we also feel this would be advantageous as we can then set any contract that may be approved to run in parallel with our fiscal year as well.

REVIEWS:

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

Administration, Facilities

FINANCIAL ANALYSIS:

The Interim Agreement/Extension would provide for existing cleaning services to continue through September 30th at \$17,780 per month.

RECOMMENDATION

Motion to add the Interim Cleaning Agreement to the Consent Agenda of the July 11th Regular Meeting.

Professional Janitorial Service

Interim

Prepared for:

Cass County Administration Offices
C/O Matthew Newton
120 N Broadway
Cassopolis, MI 49031

Submitted by:

The Cleanest Co LLC
23547 Engle St
Cassopolis, MI 49031
Alexandra Laylin
Owner & Resident Agent
269.635.7437
Alex.cleanestco@gmail.com



Professional Janitorial Service Proposal for interim

General

The Cleanest Co LLC agrees to provide all labor, supervision, material, and equipment necessary to assure performance of specified cleaning service for the customer. This shall include all services described in the written specifications attached. The Cleanest Co LLC agrees to furnish such cleaning service from August 1, 2024-September 30, 2024

Compensation

5 days per week Professional Janitorial Services: \$17,780/month

This will include everything that is under job specifications. Special services are priced and billed separately.

Addition to scope or normal business will be added and billed with the monthly invoice.

Square Footage Cost

Many factors go into the cost breakdown. These include; square footage, numbers of bathrooms and break-rooms, detail work (wood work, polishing chrome), and number of windows.

Total cleanable service footage: 81,260

Special Services

Carpet Extraction Cleaning is billed after first service. This will be done once per year, on the weekend.

Price: \$7,500 per year.

Carpet spot cleaning will be done upon request. Price varies on size of extraction and will be billed at time of service.

Law & Court Building-Jury Rooms-Cleaning service of jury rooms during day can be completed upon request. Service will be billed at time of service. Costs \$195 per jury room.

Kitchen appliances can be cleaned at an additional costs.

Light fixtures in each building can be serviced upon request. This service is \$40/hour and will be billed after service is completed with an building itemization for times.

Service Schedule

Cleaning service operations described in this program will be performed 5 days per week. Sheriff's Department & Animal control services will be completed Monday through Friday. Administration, Law & Courts, Dispatch, and Fitness center services will be completed Monday-Thursday, Friday services will be completed between Friday-Sunday to complete additional tasks. Services at all buildings will begin after 5pm. The Cleanest Co LLC will work with designated person for schedules of meetings and gatherings at buildings, to avoid disruptions of meetings/gatherings. Meeting/Gathering schedules will need to be sent out weekly, with updates as needed.

The cleaning crew will observe holidays observed by the customer. The Cleanest Co LLC is prepared to adapt this work schedule to coincide with the needs and requests of the customer provided that such requests do not alter the cost of operations.

Services to be performed by the Contractor

Janitorial Services to the Animal Control Building, Central Dispatch/Emergency Management Center, County Building, Employee Fitness Center, Law & Courts Building, and Sheriff's Department.

Invoicing

All invoicing will be submitted monthly and payments due on the first Friday of each month.

Supplies

The client will furnish roll paper towel, soap for dispensers, bags, seat covers, toilet paper, feminine products, and deodorant blocks/as needed. During winter months, the county will provide floor mats at the law & courts building.

All supplies for Law & Courts are to be delivered weekly every Monday. All supplies for the dispatch & fitness center are to be delivered monthly, on the 1st Monday of the month. All Cleaning supplies are owned by The Cleanest Co LLC and are not for use by county employees.

The Cleanest Co LLC will furnish all cleaning supplies inclusive of but not limited to : cleaning agents, disinfectants, etc.

Equipment

The Cleanest Co LLC will furnish and maintain all necessary cleaning equipment inclusive of but not limited to: floor machines, carpet extractor, vacuums, maid carts, mop buckets, mops, and brooms. The client agrees to provide a secure space for storage of this equipment, as may be necessary.

The Cleanest Co LLC will comply with current OSHA regulations and proven procedures pertaining to all work performed at the customer's location.

Insurance

The Cleanest Co LLC will furnish all forms of insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
- Property Damage
- Bonded
- Workers' Compensation

Employee Status

Personnel supplied by The Cleanest Co LLC are deemed employees of The Cleanest Co LLC and will not for any purpose be considered employees or agents of the client.

Equal Opportunity Employer

The Cleanest Co LLC is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.

Our Philosophy

The Cleanest Co LLC is committed to providing quality janitorial services that deliver the highest levels of customer satisfactions. Our goal is to create a clean and healthy environment for all your employees.

Building Safety

The County is responsible for providing a safe & secure work environment. Doors will not be propped opened for meetings. Employees personal animals are not to be on premises after 5pm, when cleaning services take place. Janitor closet door is locked nightly, the only people that have access will be the cleaning staff and maintenance. No county employees.

Term

The term of this agreement shall be for two (2) months. The agreement will be subject to negotiation when buildings are added or total square footage to be maintained has been changed. An amendment will be added for price changes if scope of work is adjusted, construction, or times are changed.

Cancellation

This agreement may be terminated or canceled at any time with a minimum of ninety (90) days written notice from either party.

Previous Contract began on June 17, 2021.
Scope of work changes made verbally or by email without compensation.

Miscellaneous
Pay schedule went from bi-weekly to monthly.
A cleaning email was created.

All Buildings

Cleaning sinks added-13 sinks total for all buildings.
Refilling paper towel dispensers in break rooms for all buildings & jury rooms for law & courts.
Cleaning break room counters was added.
Cleaning public counters was added.
Originally when we started services during the height of COVID, all trash cans were placed in hallway outside of offices. We did not enter.

Administration Building

For the original walk through, the MSU office was closed and it was said that we will not be cleaning that. When they re-opened we were contacted to start cleaning.
The DOC offices were moved to the building in an area we were not cleaning. (6 offices, 1 public area)
Trash for Michigan works.
There are personal plants brought in during winter months, that we clean up after.
New entry is in use that was not apart of scope of work.

Law & Courts Building

Originally the courtrooms were being cleaned with Clorox machine and it was said we would not be entering those areas. When they stopped using machine, those were added to scope. (3 large courtrooms, 3 small rooms)
Judges bathrooms were not apart of the original walkthrough (3) and were added later.
Stairs and their entries were not apart of original walkthrough (3) and were added later.
Elevators were not apart of original walkthrough (3) and were added later.
During walkthrough our company was told not to enter the security office or mail room, those were added to scope of work after a later date due to complaints from staff.
During walkthrough, it was said that there would be carpets at the entry tile to help absorb some of the snow and salt during winter time and this was not done.
Soap dispensers added to jury rooms & break-rooms.
An employee brings in a personal dog, that jumps on our employees and their vehicles. The dog is locked in areas while employee works, so that we cannot enter that area to clean.

Dispatch

Shredders were not apart of original scope but has been added.

Sheriff's Department

Locker Rooms were not apart of original scope but have been added.

Animal Control

Original RFP did not state that services needed to be performed before 5 pm.

Current Contract began on July 7, 2022

Scope of work changes made verbally or by email without compensation.

Courthouse

Cleaning Judges Bathroom-twice/week
Cleaning Judges entrance

Use of our supplies/equipment
Deep clean toilets, with pumice stone

Admin Building

Construction
New offices added to DOC

Fitness Center

Cleaning women's/men's locker rooms and replacing shower curtains

Sheriffs Department

Cleaning during business hours

Animal Control

Cleaning during business hours
Inmate worker in same area
Use of our supplies

INDEPENDENT CONTRACTOR CUSTODIAL MAINTENANCE AGREEMENT

AGREEMENT entered this _____ day of August 2024, by and between the County of Cass ("County")
and _____.

WHEREAS, the County is in need of janitorial and cleaning services for the maintenance and upkeep of:
Animal Control, 323 M-62

Central Dispatch/Emergency Management Center, 130 N. Broadway (Upstairs) County Building, 120 N. Broadway Street
Employee Fitness Center, 130 N. Broadway Street (Downstairs)
Law & Courts Building, 60296 M-62
Sheriff's Department, 321 M-62
located in Cassopolis, Michigan; and

WHEREAS, the Contractor is qualified to provide such services and desires to perform the same.
NOW THEREFORE, for and in consideration of the mutual covenants hereinafter contained, it is hereby agreed as follows:

A. Services to be performed by the Contractor:

1. The Contractor shall provide janitorial services to the Animal Control Building, Central Dispatch/Emergency Management Center, County Building, Employee Fitness Center, Law & Courts Building and Sheriff's Department pursuant to and in accordance with the General Conditions (Exhibit A) and the sanitation specification that are incorporated by reference into this Agreement and made a part thereof.
2. The Contractor shall provide, at its own expense, all equipment, labor and cleaning materials required for the performance of the services to be provided under this Agreement.

B. Compensation

1. For performance of the services more fully described in Exhibit A, the County shall pay to Contractor the sum of \$ _____, to be paid on the first Friday of the work is being completed.

C. Representations and Warranties of Contractor

1. The Contractor represents and warrants that its performance under this Agreement shall be in a workmanlike manner and shall meet the satisfaction and approval of the County Administrator or his/her designee. The Contractor agrees that a designated representative or agent of the County shall have the right to inspect Contractor's performance of its services at any time.
2. The Contractor represents and warrants that all of its employees performing services on the County's premises will sign a condition of employment with the Contractor that states that they have never been convicted of any felony or any misdemeanor involving theft or dishonesty. The Contractor shall furnish to Cass County information meeting the above criteria on each employee.
3. The Contractor represents and warrants that it will perform reasonable employment reference checks and obtain a criminal history background check from the Michigan State Police on each employee of the Contractor working on the County's premises. The Contractor shall not employ on the County's premises any employee who has been convicted of any felony or any misdemeanor involving theft or dishonesty, or any employee who has been fired from a job for theft or dishonesty.
4. The Contractor represents and warrants that it shall render the services required by this Agreement in complete compliance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Contractor shall also meet all federal, state, and local license and authorization requirements.

The Contractor represents and warrants that it shall adhere to Federal, state, and local laws, ordinances, and regulations prohibiting discrimination with regard to persons seeking employment. The Contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, condition, or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual preference, sexual orientation, handicap, height, weight, marital status, political affiliation or beliefs, or citizenship.

D. Independent Contractor.

1. It is expressly understood and agreed that the Contractor is an Independent Contractor. The personnel employed by the Contractor shall in no way be deemed to be and shall not hold themselves out as the employees, servant, or agents of the County and shall not be entitled to any fringe benefits of the County, such as, but not limited to, health and accident insurance, life insurance, paid sick leave or vacation leave, or longevity. The Contractor shall be responsible for the withholding and payment of all applicable taxes, including but not limited to, income and social security taxes, to the proper federal, state, and local governments. The Contractor shall carry worker's compensation and unemployment compensation coverage for its employees, as required by law.

E. Insurance.

1. The Contractor shall procure, pay the premium on, keep and maintain during the term of this Agreement the insurance coverage as required by this paragraph. Workers Compensation and Employer Liability: statutory requirements and employer liability with limits of \$1,000,000. Commercial General Liability: at least \$1,000,000 for each occurrence of Bodily Injury/Property Damage and \$2,000,000 aggregate. Insurance policies obtained by the Contractor for the services it provides hereunder shall name the County as an additional insured. The Contractor shall provide the County with a Certificate of Insurance evidencing the insurance coverage required by this paragraph. The insurance will not be canceled, nor any major changes made in the policy that restrict or reduce the insurance provided or change the name of the insured without first giving ten (10) days notice in writing to Cass County.

F. Term and Termination.

1. The Contractor shall commence performance of the services and obligations required of it under this Agreement on _____ and shall continue until _____.

All submissions for invitation to bid will be itemized with a monthly charge on price page.

2. Either party may terminate this Agreement upon the material breach by the other party of any one or more of the terms and conditions of the Agreement or its Exhibits. The party so failing shall be notified in writing by the other party of the failure and, unless cured or a satisfactory resolution has been agreed upon with thirty (30) calendar days of said written notification, the non-breaching party may terminate this Agreement.

3. This Agreement may be terminated by either party with 90 days' notice.

4. In the event of early termination of this Agreement, the County shall reimburse the Contractor for services rendered by the Contractor up to the effective date of termination on a prorated basis, based upon the number of days in the month of the termination.

G. Indemnification.

1. To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the County, its officers and employees, from and against costs, losses and damages (including, but not limited to

reasonable fees and charges of attorneys and other professionals, and reasonable court or arbitration or other disputed resolution costs) caused solely by the negligent acts, errors, or omissions of the Contractor or Contractor's officers, directors and employees in the performance of Contractor's services under this Agreement.

H. Dispute Resolution.

1. The County and the Contractor agree that they shall diligently pursue resolution of all disagreements for a period of thirty (30) days, using a mutually acceptable form of mediated dispute resolution, prior to exercising their rights under other provisions of this Agreement or under the law. All errors or complaints are to be reviewed by Maintenance director and if needed, corrected within 24 hours by contractor. Disagreements consisting of claims, counter-claims, disputes, and other matters in question between the parties arising out of or relating to this Agreement shall be in writing.

I. Waivers.

1. No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

J. Modification of Agreement.

1. Modifications, amendments or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.

K. Assignment.

1. The Contractor shall not assign, subcontract or otherwise transfer its duties and/or obligations under this Agreement without the prior written consent of the County.

L. Disregarding Titles.

1. The titles of the paragraph set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

M. Completeness of the Agreement.

1. This Agreement contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof, shall have any validity or bind any of the parties hereto.

N. Invalid Provisions.

1. If any provision of this Agreement is held to be invalid, the remainder of the Agreement shall not be affected thereby, except where the invalidity of the provision would result in the illegality and/or unenforceability of this Agreement.

O. Certification.

1. The persons signing this Agreement on behalf of the parties hereto certify by said signatures that they
are
duly authorized to sign on behalf of said parties and that said parties have authorized this Agreement.
IN WITNESS WHEREOF, the parties hereto have fully executed this Agreement on the day and year first
above written.

By: _____ Dated: _____
Chair, Board of Commissioners
By: _____
Dated: _____

Cass County
Job Specifications

All buildings are 5 times a week for daily tasks
Monday through Friday
Janitorial Responsibilities will begin after 5pm

Sheriff's Department, Monday-Friday
Animal Control Building, Monday-Friday
County Building, Monday-Thursday
Law & Courts Building, Monday-Thursday
Central Dispatch/Emergency Management Center, Monday-Thursday
Employee Fitness Center, Monday-Thursday
*Friday services performed over the weekend

Job Specifications are broken down for each building

****Cleaning**

- Spot Cleaning – to clean only visible dirt
- Detail Clean – A Full Clean

****Hygiene**

- Sanitizing – Reduces microorganisms
- Disinfecting – Eliminates all microorganisms

**We do not clean desk, phones, computers, or other electronic devices. For dusting, all personal & secure items must be removed.

**We do not wash dishes, clean out refrigerators, microwaves, etc

**We do not dust areas with personal items. For example window sills, file cabinets, etc

**Normal business, all other is billed separately

**Trash-furniture to be removed by Maintenance

**Trash from office clean out to be removed by Maintenance

**toilets are cleaned with toilet brush and cleaner. For deeper clean or pumice stone, there will be additional pricing.

Sheriff's Department

Public Area	Service Days
Empty Waste Receptacles	5 days/week
Waiting area tables disinfected	5 days/week
Public counters & windows cleaned/disinfected	5 days/week
Entry foyer-windows interior	5 days/week
Floors vacuumed & mopped	5 days/week
Window sills	1 day/week
Dust	1 day/week

Public Bathrooms (Men's & Women's-3 stalls, 1 urinal, 3 sinks)	Service Days
Empty Waste Receptacles	5 days/week
Toilets cleaned & disinfected	5 days/week
Sinks cleaned & disinfected	5 days/week
Paper products & soap replaced	As needed
Mirrors cleaned of smudges	5 days/week
Door handles & fixtures disinfected	5 days/week
Floors-swept & mopped	5 days/week

Sheriff-Admin area(2 desks, 6 offices, kitchenette)	Service Days
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Empty Waste Receptacles	5 days/week
Sweep & mop floors	5 days/week
Vacuum under desks	1 day/week
Locker room floors swept & mopped	5 days/week
Evidence room floors swept & mopped	5 days/week
Report room floors swept & mopped	5 days/ week
Large meeting room- floors swept & mopped, tables disinfected	5 days/week
Door handles disinfected	5 days/week
Employee entry-floors vacuumed, glass cleaned	5 days/week
Kitchenette sink cleaned on Thursdays	1 day/week
Dust	1 day/week

Staff/officer Bathrooms (3 Bathrooms: 1 of each-toilet, sink, mirror)	Service Days
Empty Waste Receptacles	5 days/week
Toilets cleaned & disinfected	5 days/week
Sinks cleaned & disinfected	5 days/week
Paper products & soap replaced	As needed
Mirrors cleaned of smudges	5 days/week
Door handles & fixtures disinfected	5 days/week
Floors-swept & mopped	5 days/week

Animal Control

Public Area	Service Days
Empty Waste Receptacles	5 days/week
Public counters & windows cleaned/disinfected	5 days/week
Entry foyer-windows interior	5 days/week
Floors vacuumed & mopped	5 days/week
Window sills	1 day/week
Dust	1 day/week

Public Bathrooms (1-toilet, sink, mirror)	Service Days
Empty Waste Receptacles	5 days/week
Toilets cleaned & disinfected	5 days/week
Sinks cleaned & disinfected	5 days/week
Paper products & soap replaced	As needed
Mirrors cleaned of smudges	5 days/week
Door handles & fixtures disinfected	5 days/week
Floors-swept & mopped	5 days/week

Animal-Admin area (2 individual offices, 1 shared w/3 desks, front desk, 1 kitchen)	Service Days
Empty Waste Receptacles	5 days/week

Sweep & mop floors	5 days/week
Vacuum under desks	1 day/week
Door handles disinfected	5 days/week
Dust	1 day/week
Kitchenette Sink Cleaned on Thursdays	1 day/week

Staff Bathrooms (2-each has toilet, sink, & mirror)	Service Days
Empty Waste Receptacles	5 days/week
Toilets cleaned & disinfected	5 days/week
Sinks cleaned & disinfected	5 days/week
Paper products & soap replaced	As needed
Mirrors cleaned of smudges	5 days/week
Door handles & fixtures disinfected	5 days/week
Floors-swept & mopped	5 days/week

Dispatch Center

Call Center (3 desks, kitchen, bathroom) we do not have access to offices	Service Days
Empty Waste Receptacles	5 days/week
Vacuum carpet floors	5 days/week
Kitchen-replace paper towel, disinfect counter & table, sweep & mop floors	5 days/week
Door handles & lights fixture disinfected	5 days/week
Clean glass of any smudges or fingerprints	5 days/week
Kitchenette Sink cleaned on Thursdays	1 day/week
Dust	1 day/week

Call Center Bathroom(1-toilet, sink, & mirror)	Service Days
Empty Waste Receptacles	5 days/week
Toilet cleaned & disinfected	5 days/week
Sink cleaned & disinfected	5 days/week
Paper products & soap replaced	As needed
Mirror cleaned of smudges	5 days/week
Door handles & fixtures disinfected	5 days/week
Floor-swept & mopped	5 days/week
	Service Days

Dispatch	
Conference Rooms-floors vacuumed, tables disinfected, door handles & switches	5 days/week
Trash	5 days/week

Entry-floors vacuumed, glass cleaned	5 days/week
Hallway carpet vacuumed	5 days/week
Dust	1 day/week

Dispatch Staff Bathrooms(Men's & Women's(3 stalls, 1 urinal, 2 sinks, 2 mirrors	Service Days
Empty Waste Receptacles	5 days/week
Toilet cleaned & disinfected	5 days/week
Sink cleaned & disinfected	5 days/week
Paper products & soap replaced	As needed
Mirror cleaned of smudges	5 days/week
Door handles & fixtures disinfected	5 days/week
Floor-swept & mopped	5 days/week
Trash	5 days/week

Fitness Center

Fitness Center-not equipment	Service Days
Empty Waste Receptacles	5 days/week
Vacuum carpet floors	5 days/week
Sweep stairs	1 day/week
Door handles disinfected	5 days/week
Clean glass of any smudges or fingerprints	5 days/week
Dust	1 day/week

Fitness Bathrooms-Men's & Women's(3 stalls, 1 urinal, 2 sinks, 2 mirrors)	Service Days
Empty Waste Receptacles	5 days/week
Toilet cleaned & disinfected	5 days/week
Sink cleaned & disinfected	5 days/week
Paper products & soap replaced	As needed
Mirror cleaned of smudges	5 days/week
Door handles & fixtures disinfected	5 days/week
Floor-swept & mopped	5 days/week
Trash	5 days/week
Locker Room-Vacuum carpet, dust, clean shower (Fridays)	1 day/week

County Building(Administration)

Downstairs Lobby/Entry	Service Days
Disinfect Drinking fountain	5 days/week
Floors-swept & mopped	5 days/week
Rugs vacuumed	5 days/week
Windows(2)-clean smudges and fingerprints (interior)	5 days/week
Doors(2)-clean smudges and fingerprints	5 days/week
Window sill dusted	1 day/week
Window sill washed	1 day/annually
Baseboards dusted	1 day/week
Table disinfected	5 days/week
Set of white double doors(2) disinfect handles	5 days/week

Dusting	1 day/week
Trash	5 days/week
Door handles disinfected	5 days/week

Downstairs Employee Back entrance	Service Days
Disinfect Drinking fountain	5 days/week
Floors-swept & mopped	5 days/week
Floor mat vacuumed	5 days/week
Doors(2)-clean smudges and fingerprints	5 days/week
Baseboards dusted	1 day/week
Set of white double doors(2) disinfect handles	5 days/week
Dusting	1 day/week
Trash	5 days/week

Elevator	Service Days
Disinfect all control inside and on walls outside of elevator	5 days/week
Floors-swept & mopped	5 days/week

Men's & Women's Bathroom both upstairs & downstairs	Service Days
4 bathrooms total	
Men's: 4 stalls each, 4 urinals, 6 sinks, 6 mirrors	
Women's: 6 stalls, 6 sinks, 6 mirrors	
Empty Waste Receptacles	5 days/week
Toilet cleaned & disinfected	5 days/week
Sink cleaned & disinfected	5 days/week
Paper products & soap replaced	As needed
Mirror cleaned of smudges	5 days/week
Door handles & fixtures disinfected	5 days/week
Floor-swept & mopped	5 days/week
Trash	5 days/week

Stairs (2) (Thursdays)	Service Days
Sweep	1 day/week
Disinfect handle rail	1 day/week
Dust	1 day/week
Door handles disinfected	5 days/week

Upstairs Lobby/Entry	Service Days
Disinfect Drinking fountain	5 days/week
Floors-swept & mopped	5 days/week
Rugs vacuumed	5 days/week
Windows-clean smudges and fingerprints (interior)	5 days/week
Doors(2)-clean smudges and fingerprints	5 days/week
Window sills dusted	1 day/week
Window sill washed	1 day/annually
Baseboards dusted	1 day/week
Table disinfected	5 days/week
Set of white double doors(2) disinfect handles	5 days/week

Dusting	1 day/week
Trash	5 days/week
Door handles disinfected	5 days/week
Bench dusted	1 day/week
Carpeted Hallways(2) upstairs & downstairs	Service Days
Floors vacuumed	5 days/week
Light switches & door handles disinfected	5 days/week
Dusting	1 day/week
Trash	5 days/week
Commissioner Room 217-as needed, to be notified by Administrator of meetings	Service Days
All tables & podium disinfected	As needed
Door handles disinfected	As needed
Dusting	As needed
Floors vacuumed	As needed
We do not touch table with electronics	
Michigan Works, we do not enter offices	Service Days
Trash from hallway	5 days/week
DOC Room 215	Service Days
6 offices, public area, hallway	
Trash	5 days/week
Public Area-vacuum, clean glass for smudges	5 days/week
Dusting	1 day/week
Floors vacuumed	5 days/week
Door handles disinfected	5 days/week
IT Room 218	Service Days
*We do not enter office area	
Trash from hallway	5 days/week
Door handle disinfected	5 days/week
Conference Room 210 & 212	Service Days
Tables & Chairs, Kitchen	
Trash	5 days/week
Tables disinfected	5 days/week
Kitchen sink cleaned Thursdays	1 days/week
Counter cleaned	5 days/week
Floors vacuumed	5 days/week
Paper towel refilled	As needed
Admin Room 200	Service Days
6 offices, printer room, 1 desk, conference room	
Trash	5 days/week
Public Area-vacuum, clean glass for smudges, counter disinfected	5 days/week
Dusting	1 day/week

Floors vacuumed	5 days/week
Door handles disinfected	5 days/week
Common table disinfected	5 days/week
Conference table disinfected	5 days/week
We do not clean up after personal plants	
Clerk Room 123	Service Days
2 offices, 3 desks, public area w/2 tables, break-room	
Trash	5 days/week
Public Area-vacuum, clean glass for smudges, counter disinfected	5 days/week
Dusting	1 day/week
Floors vacuumed	5 days/week
Door handles disinfected	5 days/week
MSU Extension Room 116	Service Days
2 offices, 1 desk, kitchen, public area	
Trash	5 days/week
Public Area-vacuum, clean glass for smudges, counter disinfected	5 days/week
Paper towel refilled	As needed
Veteran Room 112-we do not enter	Service Days
Trash left in hallway	5 days/week
Treasurer Room 113	Service Days
Public area, break area, 2 offices, 3 desks	
Trash	5 days/week
Public Area-vacuum, clean glass for smudges, counter disinfected	5 days/week
Dusting	1 day/week
Floors vacuumed	5 days/week
Door handles disinfected	5 days/week
Break area table disinfected	5 days/week
Equalization Room 111	Service Days
2 offices, 3 desk, break area, public area	
Trash	5 days/week
Public Area-vacuum, clean glass for smudges, counter disinfected	5 days/week
Dusting	1 day/week
Floors vacuumed	5 days/week
Door handles & light switches disinfected	5 days/week
Break area table disinfected	5 days/week
Kincheloe Room 120-as needed, to be notified by Administrator of meetings	Service Days
Trash	5 days/week
Tables & podium disinfected	As needed
Floors vacuumed	As needed
Law & Courts Building	
Entry	Service Days
Entry doors (4) smudges & fingerprints cleaned	5 days/week
Window sills cleaned	1 day/week
Floors vacuumed	5 days/week

Dusting	1 day/week
Metal Detector dusted	1 day/week
Security station top counter disinfected, floor vacuumed	5 day/week
Drinking fountain disinfected	5 day/week
Baseboards dusted	1 day/week
Floors dust mopped	5 days/week
Floors mopped	5 days/week
Floor mats vacuumed	5 days/week
Trash	5 days/week
Door handles disinfected	5 days/week
Bench dusted	1 day/week
Security office	Service Days
Trash-left in hallway	5 days/week
Mail Room (Mondays & Thursdays)	Service Days
Floors swept	2 days/week
Door handles & light switches	2 day/week
Floors mopped	2 days/week
Law Library	Service Days
Trash-left in hallway	5 days/week
#3 FOC	Service Days
1 bathroom, 1 break-room, 14 offices, 1 desk, public area, storage room	
Trash	5 days/week
Public Area-vacuum, clean glass for smudges, counter disinfected	5 days/week
Dusting	1 day/week
Floors vacuumed	5 days/week
Door handles disinfected	5 days/week
Break area table disinfected	5 days/week
Break-room paper towel & soap refilled	5 days/week
Kitchen Sink Cleaned Thursdays	1 day/week
Bathroom-toilet, sink, counter, mirror, paper & soap products, floors	5 days/week
#5 Waiting Area	Service Days
Trash	5 days/week
Floors dust mopped & mopped	5 days/week
Dusting	1 day/week
#7 Probation	Service Days
2 offices, 1 public area	
Trash	5 days/week
Public Area-vacuum, counter disinfected	5 days/week
Dusting	1 day/week
Floors vacuumed	5 days/week
#12Waiting Area	Service Days
Trash	5 days/week
Floors dust mopped & mopped	5 days/week
Dusting	1 day/week

#9 District Court	Service Days
We do not clean judges' desks or reporter's desks	
Trash	5 days/week
Clean smudges & fingerprint from glass	5 days/week
Conference tables wiped down	5 day/week
All tables disinfected	5 days/week
Door handles & light switches disinfected	5 days/week
Woodwork detailed	1 day/month
Floors vacuumed	5 days/week
Dusting	1 day/week
#10 Central Filing	Service Days
Trash	5 days/week
Public Counter-counter disinfected, smudges/fingerprints cleaned off gas	5 days/week
Dusting	1 day/week
Floors vacuumed	5 days/week
Door handles disinfected	5 days/week
Break area table disinfected	5 days/week
Break-room paper towel & soap refilled	5 days/week
Break-room floor swept & mopped	5 days/week
Kitchen Sink Cleaned Thursdays	1 day/week
#11 4th District Court Room	Service Days
#11 A Conference Room	
Trash	5 days/week
Clean smudges & fingerprint from glass	5 days/week
Conference tables wiped down	5 day/week
All tables disinfected	5 days/week
Door handles disinfected	5 days/week
Woodwork detailed	1 day/month
Floors vacuumed	5 days/week
Dusting	1 day/week
#12 Waiting Area	Service Days
Trash	5 days/week
Floors dust mopped & mopped	5 days/week
Dusting	1 day/week
#13 43rd Circuit Court	Service Days
Trash	5 days/week
Clean smudges & fingerprint from glass	5 days/week
Conference tables wiped down	5 day/week
Door handles & light switches disinfected	5 days/week
Woodwork detailed	1 day/month
Floors vacuumed	5 days/week
Dusting	1 day/week
#13B Off Base Public Terminal	Service Days
Trash-left in hallway	5 days/week
#14 Attorneys Workroom	Service Days
Trash	5 days/week

Tables Disinfected	5 days/week
Floors Vacuumed	5 days/week
Door handles disinfected	5 days/week
#15 CASA	
Trash	5 days/week
Floors Vacuumed	1 days/week
Door handles disinfected	5 days/week
#16 Public Defenders Workroom	
Trash	5 days/week
Floors Vacuumed	5 days/week
Door handles disinfected	5 days/week
#17 FOC Court	
Trash	5 days/week
Clean smudges & fingerprint from glass	5 days/week
Conference tables wiped down	5 day/week
All tables disinfected	5 days/week
Door handles & light switches disinfected	5 days/week
Woodwork detailed	1 day/month
Floors vacuumed	5 days/week
Dusting	1 day/week
#18 Family/Juvenile Court	
Trash	5 days/week
Clean smudges & fingerprint from glass	5 days/week
Conference tables wiped down	5 day/week
All tables disinfected	5 days/week
Door handles disinfected	5 days/week
Woodwork detailed	1 day/month
Floors vacuumed	5 days/week
Dusting	1 day/week
#19 Juvenile Probation	
Public Area, 1 Bathroom, 1 Cubical, 6 offices, Kitchenette	Service Days
Trash	5 days/week
Public Area-vacuum, clean glass for smudges, counter disinfected	5 days/week
Dusting	1 day/week
Floors vacuumed	5 days/week
Door handles & light switches disinfected	5 days/week
Break area counter disinfected	5 days/week
Break-room paper towel & soap refilled	5 days/week
Sinks cleaned	1 day/week
Bathroom-toilet, sink, counter, mirror, paper & soap products, floors	5 days/week
#20 Probate Family Circuit Court	
#20 B Conference Room	Service Days
Trash	5 days/week
Clean smudges & fingerprint from glass	5 days/week
Conference tables wiped down	5 day/week
All tables disinfected	5 days/week

Door handles disinfected	5 days/week
Woodwork detailed	1 day/month
Floors vacuumed	5 days/week
Dusting	1 day/week
#21 Waiting Area 3	Service Days
Trash	5 days/week
Floors dust mopped & mopped	5 days/week
Dusting	1 day/week
#22 District Court Offices	Service Days
4 offices, 1 Judge's Bathroom	
Trash	5 days/week
Dusting	1 day/week
Floors vacuumed	5 days/week
Door handles disinfected	5 days/week
Judge's Bathroom-sink & toilet cleaned, refill paper products, sweep & mop floor (Mondays)	1 day/week
#23 Jury Room 3	Service Days
Conference Table, 2 bathrooms, kitchenette	
Trash	5 days/week
Conference table disinfected	5 days/week
Dusting	1 day/week
Floors vacuumed	5 days/week
Door handles disinfected	5 days/week
Kitchenette counter disinfected	5 days/week
Kitchenette paper towel & soap refilled	5 days/week
Kitchen Sink cleaned Thursdays	1 day/week
Bathroom-toilet, sink, counter, mirror, paper & soap products, floors	5 days/week
#24 Training Room	Service Days
Tables & Kitchenette	
Trash	5 days/week
Conference tables disinfected	5 days/week
Dusting	1 day/week
Floors vacuumed	5 days/week
Door handles disinfected	5 days/week
Kitchenette counter disinfected	5 days/week
Kitchenette paper towel & soap refilled	5 days/week
Kitchen Sink Cleaned Thursdays	1 day/week
#25 Jury Room 2	Service Days
Conference Table, 2 bathrooms, kitchenette	
Trash	5 days/week
Conference table disinfected	5 days/week
Dusting	1 day/week
Floors vacuumed	5 days/week
Door handles disinfected	5 days/week
Kitchenette counter disinfected	5 days/week
Kitchenette paper towel & soap refilled	5 days/week
Kitchen Sink Cleaned Thursdays	1 day/week

Bathroom-toilet, sink, counter, mirror, paper & soap products, floors	5 days/week
#26 Circuit/Family Probate Court 8 offices, 2 cubicles, Kitchenette, 2 Judge's Bathrooms	Service Days
Trash	5 days/week
Dusting	1 day/week
Floors vacuumed	5 days/week
Door handles disinfected	5 days/week
Kitchenette counter disinfected	5 days/week
Kitchenette paper towel & soap refilled	5 days/week
Kitchen Sink Cleaned Thursdays	1 day/week
Judge's Bathroom-sink & toilet cleaned, refill paper products, sweep & mop floor (Mondays)	1 day/ week
#27 Jury Room 1 Conference Table, 2 bathrooms, kitchenette	Service Days
Trash	5 days/week
Conference table disinfected	5 days/week
Dusting	1 day/week
Floors vacuumed	5 days/week
Door handles disinfected	5 days/week
Kitchenette counter disinfected	5 days/week
Kitchenette paper towel & soap refilled	5 days/week
Kitchen Sink Cleaned Thursdays	1 day/week
Bathroom-toilet, sink, counter, mirror, paper & soap products, floors	5 days/week
Elevator (2)	Service Days
Controls inside & on walls outside disinfected	5 days/week
Floors swept & mopped	5 days/week
Stairs (3)-Mondays	Service Days
Sweep	1 day/week
Disinfect handle rail	1 day/week
Dust	1 day/week
Door handles disinfected	5 days/week
Vestibule floor swept & mopped	1 day/week
Holding Cells (2) (Mondays & Thursdays)	Service Days
Trash	2 days/week
Floors swept & mopped	2 days/week
Dusting	1 day/week
Bathrooms-toilet, sinks	2 day/week
Men's & Women's Bathrooms (staff & public) 4 bathrooms total Men's: 3 urinals, 4 stalls, 5 sinks, 5 mirrors Women's: 8 stalls 5 sinks, 5 mirrors	Service Days
Empty Waste Receptacles	5 days/week

Toilet cleaned & disinfected	5 days/week
Sink cleaned & disinfected	5 days/week
Paper products & soap replaced	As needed
Mirror cleaned of smudges	5 days/week
Door handles disinfected	5 days/week
Floor-swept & mopped	5 days/week
Trash	5 days/week

Miscellaneous

Task Description	Service Days
Clean/Sanitize Drinking Fountains	5 days/week
Keep janitor area neat and clean	5 days/week
Wash & Dry safety rails	5 days/week
Place all trash waste in area, provided by client	5 days/week
Replace plastic liners, provided by client	As needed

*The entirety of this document is owned by The Cleanest Co LLC. Only to be used for review of services during contract period. The entirety of this document is not to be repurposed for County uses.

This proposal has been prepared and signed by Alexandra Laylin, Owner and Resident Agent of The Cleanest Co LLC.

Signature: _____

Alexandra Laylin
The Cleanest Co LLC
When Clean Matters
23547 Engle St
Cassopolis, MI 49031
269.635.7437
Alex.cleanestco@gmail.com



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CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Richard J. Behnke, Sheriff

DATE: June 12, 2024

RE: Replacement of handguns for Sheriff's Office

REQUEST:

To replace the current Glock 40 caliber weapons that are 10 years old with new Glock 9mm weapons with lights and laser sighting system.

BACKGROUND:

The benefits of a 9mm handgun with optics/flashlights are numerous. They provide a safer and more efficient tool for the deputy. The 9mm handgun has a lighter recoil, which makes it easier to keep the weapon on your target and if necessary, re-acquire your target faster. Secondly, the optics allow the shooter to keep both eyes open to allow for better accuracy and situational awareness. It also increases performance in low-light situations. Optics provide the deputy with faster target acquisition/transition in rapidly evolving incidents. The flashlights allow the deputy to access a light without having to remove one hand from the firearm, allowing the handgun to be safely handled and controlled. Beyond these benefits, the 9mm handgun allows for more ammunition to be carried by the deputy and is usually less expensive. This could benefit the Cass County Sheriff's Office by allowing more training for the deputies.

In addition to the better technology that makes this a sensible decision the 9mm is cheaper to operate in the price of ammunition. This would be \$0.10 less per bullet. We use approximately 4,000 rounds per year for a savings of \$400 or the price of a case of ammunition.

The quote is from Kielser Police Supply out of Jeffersonville Indiana who has the Michigan Government price for the guns. We did get a quote from Michigan Police Equipment and their quote was higher than Kiesler. We anticipate selling the current .40 caliber Glocks to return approximately \$11,000 towards the cost of this project. Kiesler Police Equipment is currently being used as vendor for Dowagiac Police Department, Edwardsburg Police Department, Pokagon Band Tribal Police Department and the Kalamazoo County Sheriff's Office among many others.

There is an expiration on the guns that law enforcement uses. This is usually between 8 to 10 years. The current weapons are 9 years old. On the range this year we have experienced a failure of a weapon while a deputy was qualifying. For this reason we are requesting replace the handguns in our office. When discussing this project with the County Administrator and County Finance Director as a project they recommended we submit it this year. This would offset expected price increases next year.

55 Glock 9mm handguns, Sighting system, lights, holsters,	\$50,577
Ammunition for transition training and duty	\$ 4,342
Anticipated return on selling of Glock .40 cal weapons	(\$11,000)
Total	\$43,919

Michigan Police Equipment	\$45,763
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CASS COUNTY BOARD OF COMMISSIONERS

REVIEWS:

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

Sheriff, Administration

FINANCIAL ANALYSIS:

The total cost of the Service Weapon Replacement Program would be approximately \$43,919.00.

RECOMMENDATION:

Motion to add the Service Weapon Replacement Program at a cost of \$43,919.00 to the Consent Agenda of the July Regular Meeting.



Sales Quote

KIESLER POLICE SUPPLY
2802 SABLE MILL RD
JEFFERSONVILLE, IN 47130

Bill-to Customer
CASS COUNTY SHERIFF
321 M62 NORTH
CASSOPOLIS, MI 49031

Ship-to Address
CASS COUNTY SHERIFF
ATTN: CAPT. JEFF JOHNSON/PH: 269-445-1204
321 M 62 N
CASSOPOLIS, MI 49031

Your Reference

Bill-to Customer No. L70279
Tax Registration No.

Salesperson BEKAH NAVILLE
Email
Home Page
Phone No.

No. Q152911
Document Date June 4, 2024
Due Date July 4, 2024
Payment Terms
Payment Method
Tax Identification Type Legal Entity
Shipment Method Standard

Jeff Johnson <JeffJ@cassco.org>
269-445-1204

No.	Description	Quantity	Unit of Measure	Unit Price Excl. Tax	Line Amount Excl. Tax
GLOCPA455SR02MO S6	GLOCK 45MOSS 9MM PISTOL, BLACK, FRONT SERRATIONS, AMERIGLO NON-TRITIUM FRONT/REAR SIGHTS, DIRECT MOUNT W/O OPTIC (NON-DHS), MOS6 FOR HOLOSUN 509T, POLY COVER PLATE, 5.5LB RLEME	27	EACH	460.68	12,438.36
GLOCPA455S702MO S	GLOCK 45MOS GEN5 9MM PISTOL BLACK, FRONT SERRATION GLOCK NIGHT SIGHTS RAHKE	16	EACH	481.00	7,696.00
GLOCPA195S702MO S	GLOCK 19MOS GEN5 9MM PISTOL BLACK, FRONT SERRATION , GLOCK NIGHT SIGHTS RAHKE	12	EACH	481.00	5,772.00
HOLOHE509T-RD-X2-LEM	HOLOSUN 509 PISTOL SERIES TITANIUM MINIATURE ENCLOSURE REFLEX SIGHT, SOLAR FAILSAFE, SHAKE AWAKE, THREE RETICLE: DOT, CIRCLE, CIRCLE DOT ACAOM	35	EACH	360.97	12,633.95
CHGL-509T-ST	C&H PRECISION V4 MIL/LEO ADAPTER HOLOSUN 509T, STEEL, (FITS GLOCK MOS) ROHC	35	EACH	56.02	1,960.70
AMERGL-506	AMERIGLO 3XL HEIGHT SUPPRESSOR SIGHT SET FOR GLOCK MOS PISTOLS, FLAT BLACK, SERRATED,	8	EACH	36.58	292.64



No.	Description	Quantity	Unit of Measure	Unit Price Excl. Tax	Line Amount Excl. Tax
	.365" FRONT & .451" REAR ACEE				
STRE69260	STREAMLIGHT TLR-1 HL LED WEAPONLIGHT, 1000 LUMENS LOCATING KEYS FOR GLOCK STYLE, 1913 PICATINNY, S&W 99/TSW AND BERETTA 90TWO. LITHIUM BATTERIES. BOXED. 6 PER MASTER PACK, PRICED INDIVIDUALLY CCOMO	35	EACH	136.82	4,788.70
SAFA6360RDS- 28327131	SAFARILAND MODEL 6360RDS ALS/SLS MID-RIDE LVL III RETENTION DUTY HOLSTER FOR GLOCK 19/45MOS GEN5 W/ LIGHT & OPTIC, STX TACTICAL, BLACK, RIGHT HAND CCHMO	35	EACH	141.57	4,954.95
SHIPPING	SHIPPING CHARGE TO BE FINALIZED ONCE QTY DETERMINED	1	EACH	40.00	40.00
FORMAT BEKAH	QUOTED BY BEKAH NAVILLE KIESLER POLICE SUPPLY 2802 SABLE MILL ROAD JEFFERSONVILLE, IN 47130 THIS QUOTE IS VALID FOR 30 DAYS. BNAVILLE@KIESLER.COM	1	EACH	0.00	0.00
Amount Subject to Sales Tax		0.00	Subtotal		50,577.30
Amount Exempt from Sales Tax		50,577.30	Total Tax		0.00
			Total \$ Incl. Tax		50,577.30
			Tax Amount		0.00

KIESLER POLICE SUPPLY FFL# 4-35-019-11-4M-08220

RETURNED GOODS POLICY

No returned goods will be accepted without prior consent. Any packages returned without properly displaying a return authorization number will be refused. Returns subject to up to 25% restocking fee

DEFECTIVE MERCHANDISE POLICY

We are not a warranty repair station for any manufacturer. Returns of defective merchandise must be made directly to the manufacturer for repair or replacement.

DAMAGED GOODS POLICY

Claims of shortages or damaged shipments must be made immediately upon receipt of shipment.



Sales Quote

KIESLER POLICE SUPPLY
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Bill-to Customer

CASS COUNTY SHERIFF
321 M62 NORTH
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Ship-to Address

CASS COUNTY SHERIFF
ATTN: CAPT. JEFF JOHNSON/PH: 269-445-1204
321 M 62 N
CASSOPOLIS, MI 49031

Your Reference

Bill-to Customer No. L70279
Tax Registration No.

Salesperson BEKAH NAVILLE
Email
Home Page
Phone No.

No. Q153077
Document Date June 6, 2024
Due Date July 6, 2024
Payment Terms
Payment Method
Tax Identification Type Legal Entity
Shipment Method Standard
Jeff Johnson <JeffJ@cassco.org>
269-445-1204

No.	Description	Quantity	Unit of Measure	Unit Price Excl. Tax	Line Amount Excl. Tax
KIESLER NOTE	STATE OF MICHIGAN CONTRACT PRICING	1	EACH	0.00	0.00
FEDEP9HST2	FEDERAL PREMIUM HST 9MM 147 GRAIN JACKETED HOLLOW POINT 1000RDS/CASE,50RDS/BOX AKTCL-MI (DS)	5	CASE	387.00	1,935.00
FEDEAE9FP	FEDERAL AMERICAN EAGLE 9MM LUGER 147 GRAIN FULL METAL JACKET, FLAT POINT 1000RDS/CASE,50RDS/BOX LLMKM-MI (IN STOCK)	8	CASE	256.27	2,050.16
FEDEAE40R3	FEDERAL AMERICAN EAGLE 40S&W 165 GRAIN FULL METAL JACKET, BALL 1000RDS/CASE,50RDS/BOX ALCRA-MI (IN STOCK)	1	CASE	357.53	357.53
SHIPPING	SHIPPING CHARGE INCLUDED IN THE CASE PRICE	1	EACH	0.00	0.00
KIESLER SIGNATURE	SIGN/DATE TO APPROVE PURCHASE	1	EACH	0.00	0.00

X _____
SIGNATURE REQUIRED

X _____
DATE

X _____
PHONE# FOR FED X QUESTIONS



No.	Description	Quantity	Unit of Measure	Unit Price Excl. Tax	Line Amount Excl. Tax
FORMAT BEKAH	QUOTED BY BEKAH NAVILLE KIESLER POLICE SUPPLY 2802 SABLE MILL ROAD JEFFERSONVILLE, IN 47130 THIS QUOTE IS VALID FOR 30 DAYS. BNAVILLE@KIESLER.COM	1	EACH	0.00	0.00
Amount Subject to Sales Tax		0.00		Subtotal	4,342.69
Amount Exempt from Sales Tax		4,342.69		Total Tax	0.00
				Total \$ Incl. Tax	4,342.69
				Tax Amount	0.00

KIESLER POLICE SUPPLY FFL# 4-35-019-11-4M-08220**RETURNED GOODS POLICY**

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DAMAGED GOODS POLICY

Claims of shortages or damaged shipments must be made immediately upon receipt of shipment.



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Richard J. Behnke, Sheriff

DATE: June 12, 2024

RE: Replacement of two squad cars that are out of service

REQUEST:

Replace Two Squad Cars, \$51,991 for car and \$20,646 for equipment. Total \$145,274, to be leased from Motor Pool Fund for 4 years. One of the damaged cars had two years left on its lease from the Motor Pool Fund and Cass County received payouts from Insurance for all the vehicles.

BACKGROUND:

The Cass County Sheriff's Office has lost three cars to service this year. Two marked units and one unmarked unit. One marked unit was involved in a non-fault crash and the other marked unit suffered a blown engine that was too expensive to replace. The marked unit was involved in a crash in which a tree fell on it while an employee was driving. We are looking to replace the unmarked units to keep pace with the fleet. We did not purchase any vehicles this budget year.

Vehicles being replaced: 2022 Ford Explorer 42k miles totaled by deer, Insurance paid off to Motor Pool.
2000 Ford Explorer 124k miles Engine failure

We have quotes from to replace with Chevrolet Tahoe from Berger Chevrolet who has the Michigan State purchasing contract.

2 Chevrolet Tahoe Patrol units	\$102,382
Equipment for Units	\$41,292

If there are any questions, please feel free to contact me prior to the meeting in case there are questions we cannot answer.

REVIEWS:

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

Sheriff, Administration

FINANCIAL ANALYSIS:

The costs for the Squad Car replacements would be \$145,274.00 to be paid out of the Motor Pool Fund with contributions back to the Motor Pool Fund scheduled for a 4-year term.

RECOMMENDATION:

Motion to add the Squad Car Replacement in the amount of \$145,274.00 to the Consent Agenda of the July Regular Meeting.

BID PER ENCLOSED SPECIFICATIONS

Cost per vehicle \$51,991.00

Number of units 1

Total Bid Amount \$51,991.00

Vehicle Description:

Year 2024

Make Chevrolet

Model Tahoe 4wd
poloice package

Vendor:

Berger Chevrolet Inc.

Address 2525 28th Street S.E.

Grand Rapids, MI 49512

Phone (616) 949-5200

Fax (616) 988-9178

Bid Prepared For :

Cass County

Price includes title fee and delivery. Price based on
Municipal discount in the State of Michigan.

Signature *Robert Evans*

Printed Signature Robert M. Evans

Date 4/24/2024



Berger Chevrolet Inc

Robert Evans | 6162925749 | bevans@bergerchevy.com

Berger 1 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial PPV (Complete)

Selected Model and Options

MODEL

CODE	MODEL
CK10706	2024 Chevrolet Tahoe 4WD 4dr Commercial

COLORS

CODE	DESCRIPTION
GAZ	Summit White

OPTIONS

([†] Denotes a Custom Equipment Option)

CODE	DESCRIPTION
—	Seat belts, 3-point, all seating positions (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
—	Capless Fuel Fill (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
—	Protected idle allows vehicle engine to remain idling and vehicle immobilized while FOB is outside vehicle (Included and only available (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
—	Instrumentation, analog with certified 140 mph speedometer, odometer with trip odometer, engine hour meter, fuel level, voltmeter, engine temperature, oil pressure and tachometer (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
—	Exterior ornamentation delete (front & rear Chevrolet bowties will remain) (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
—	Power supply, 100-amp, auxiliary battery, rear electrical center (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
—	Power supply, 120-amp, (4) 30-amp circuit, Primary battery relay controlled, passenger compartment harness wiring (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
—	Power supply, 50-amp, power supply, auxiliary battery passenger compartment wiring harness (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
—	Theft-deterrent system, vehicle, PASS-Key III (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
0010 [†]	LED spot light [†]
002 [†]	Dash black out switch [†]
1FL	Commercial Preferred Equipment Group includes standard equipment
5J3	Calibration, Surveillance Mode interior lighting (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
5J9	Calibration, taillamp flasher, Red/White (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)

At the user's request, prices for this vehicle have been formulated on the basis of Initial Pricing for the vehicle, however GM cannot guarantee that Initial Pricing is available. This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 22287. Data Updated: Apr 23, 2024 6:44:00 PM PDT.



Berger Chevrolet Inc

Robert Evans | 6162925749 | bevans@bergerchevy.com

Berger 1 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial PPV (Complete)

OPTIONS

([†] Denotes a Custom Equipment Option)

CODE	DESCRIPTION
5LO	Calibration, taillamp flasher, Red/Red (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
5T5	Seats, front cloth and second row vinyl (Not available with (A50) front bucket seats.)
6C7	Lighting, red and white front auxiliary dome Red and white LED auxiliary dome lamp is located on headliner between front row seats. The auxiliary lamp is wired independently from standard dome lamp (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
6E2	Fleet Calibration provides a single key with a specific code that is common to the door locks of all the vehicles in the vehicle fleet. Key code is an alternate to SEO (6E8) complete vehicle fleet common key. NOTE: NOT COMPATIBLE with previous model years (Requires (AMF) Remote Keyless Entry Package. Includes (AU7) fleet common key with (9C1) Police Vehicle or (5W4) Special Service Vehicle. Not available with SEO (6E8) Fleet Calibration.)
6J3	Wiring, grille lamps and siren speakers (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
6J4	Wiring, horn and siren circuit (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
6J7	Flasher system, headlamp and taillamp, DRL compatible with control wire (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
6N5	Switches, rear window inoperative (rear windows can only operate from driver's position.) (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
6N6	Door locks and handles, inside rear doors inoperative (door can only be opened from outside) (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
7X2	Spotlamps, left- and right-hand Not available with SEO (7X3) left-hand spotlamp. Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
9C1	Identifier for Police Package Vehicle includes, (K47) heavy-duty air filter, (KX4) 250 amp high output alternator, (K6K) 760 cold-cranking amps auxiliary battery, electrical power & vehicle signals for customer connection located at the center front floor. Auxiliary battery circuit for customer connection located in the rear cargo area, (Z56) heavy-duty, police-rated suspension, (XCS) 275/55R20SL all-season tires, (RAV) 275/55R20 all-season spare tire, Police brakes, (RC1) front skid plate, (PXT) 20" steel wheels, Certified speedometer, SEO (5J3) Surveillance Mode interior lighting calibration, SEO (UT7) blunt cut cargo area and blunt cut console area ground wires, (V53) delete luggage rack side rails, (ATD) third row seat delete, (NP0) active single-speed transfer case (4WD only) *Upon selection of this option the base price will change*
AMF	Remote Keyless Entry Package includes 4 additional transmitters, NOTE: programming of remotes is at customer's expense. Programming remotes is not a warranty expense (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
ATD	Seat delete, third row passenger *CREDIT*
AX2	Key, unique Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
AZ3	Seats, front 40/20/40 split-bench (STD)
BCV	Lock control, driver side auto door lock disable (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)

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Berger Chevrolet Inc

Robert Evans | 6162925749 | bevans@bergerchevy.com

Berger 1 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial PPV (Complete)

OPTIONS

([†] Denotes a Custom Equipment Option)

CODE	DESCRIPTION
C6G	GVWR, 7600 lbs. (3447 kg) (Included and only available with (9C1) Police Package. 4WD model only.)
FE9	Emissions, Federal requirements
GAZ	Summit White
GU5	Rear axle, 3.23 ratio
H1T	Jet Black, Cloth seat trim (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
IOR	Audio system, Chevrolet Infotainment 3 system, 8" diagonal HD color touchscreen AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)
J55	Brake system, heavy duty with front Brembo calipers and 16" front rotors (Included and only available with (9C1) Police Vehicle.)
K3W	Battery, 850 cold-cranking amps with 95 amp hour rating (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
K6K	Battery, auxiliary, 760 cold-cranking amps with 70 amp hour rating (packaged behind left rear cargo area panel) (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
KX4	Alternator, 250 amps (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
L84	Engine, 5.3L EcoTec3 V8 with Dynamic Fuel Management, Direct Injection and Variable Valve Timing, includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm) (STD)
MHU	Transmission, 10-speed automatic electronically controlled with overdrive, includes Traction Select System including tow/haul (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
PXT	Wheels, 20" x 9" (50.8 cm x 22.9 cm) steel (Included and only available with (9C1) Police Vehicle.)
RAV	Tire, spare 275/55R20 all-season, blackwall, Firestone Firehawk Pursuit (Included and only available with (9C1) Police Vehicle.)
RC1	Skid plate, front (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
RNQ	Wheel, full-size spare, matching 20" (50.8 cm) steel wheel without center cap (Included and only available with (9C1) Police Vehicle.)
T66	Wiring provision, for outside mirrors and cargo side mirrors (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
UT7	Ground wires, blunt cut cargo area and blunt cut console area (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
UTQ	Theft-deterrent system content, disable, the alarm and horn become non-functional in an attempt of theft to the vehicle (Requires (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
V03	Cooling system, extra capacity (Included and only available with (9C1) Police Vehicle or (NHT) Max Trailering Package. Not included when (LM2) Duramax 3.0L Turbo-Diesel I6 engine is ordered.)

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Berger Chevrolet Inc

Robert Evans | 6162925749 | bevans@bergerchevy.com

Berger 1 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial PPV (Complete)

OPTIONS

([†] Denotes a Custom Equipment Option)

CODE	DESCRIPTION
V53	Luggage rack side rails, delete (Included with (9C1) Police Vehicle or (5W4) Special Service Vehicle.) *CREDIT*
VPV	Ship Thru, Produced in Arlington Assembly and shipped to Kerr Industries and onto Arlington Assembly (Included with SEO (6J8) White Left/White Right Whelen LED Lamp Package, SEO (6J9) Red Left/Red Right Whelen LED Lamp Package, SEO (6JE) Blue Left/Blue Right Whelen LED Lamp Package, SEO (6JG) Red Left/Blue Right Whelen LED Lamp Package, SEO (6C7) red and white front auxiliary dome lighting, SEO (6N6) door locks and handles, SEO (7X2) left- and right-hand spotlamps, SEO (7X3) left-hand spotlight, SEO (T53) alternate flashing Red & Blue rear compartment lid warning lamps, SEO (UN9) Radio Suppression Package, SEO (6J3) grille lamps and siren speakers wiring, SEO (6J4) horn and siren circuit wiring and SEO (WX7) auxiliary speaker wiring.)
VXT	Incomplete vehicle (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle. Included and only available with (ATZ) rear seat delete.)
VZ2	Speedometer calibration (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
WUA	Fascia, front high-approach angle (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
XCS	Tires, 275/55R20SL all-season, blackwall, Firestone Firehawk Pursuit (Included and only available with (9C1) Police Vehicle.)
Z56	Suspension Package, heavy-duty, police-rated. Full independent suspension with monotube dampers, linear coil springs, 35mm solid front stabilizer bar and 32mm hollow rear stabilizer bar (Included and only available with (9C1) Police Vehicle.)

Options Total

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Berger 1 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial PPV (Complete)

Standard Equipment

Mechanical	
	Engine, 5.3L EcoTec3 V8 with Dynamic Fuel Management, Direct Injection and Variable Valve Timing, includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm) (STD)
	Transmission, 10-speed automatic electronically controlled with overdrive, includes Traction Select System including tow/haul (STD)
	Rear axle, 3.23 ratio
	Suspension Package, Premium Smooth Ride (STD)
	GVWR, 7500 lbs. (3402 kg) (4WD models only.) (STD)
	Keyless start, push button
	Automatic Stop/Start
	Engine control, stop/start system disable button, non-latching
	Engine air filtration monitor
	Fuel, gasoline, E15
	Transfer case, active, single-speed, electronic Autotrac does not include neutral. Cannot be dinghy towed (4WD models only. Deleted when (NHT) Max Trailering Package is ordered.)
	Differential, mechanical limited-slip
	4-wheel drive
	Air filter, heavy-duty
	Cooling, external engine oil cooler, heavy-duty air-to-oil integral to driver side of radiator
	Cooling, auxiliary transmission oil cooler, heavy-duty air-to-oil
	Battery, 730 cold-cranking amps with 80 amp hour rating
	Alternator, 220 amps
	Trailering equipment includes trailering hitch platform, 7-wire harness with independent fused trailering circuits mated to a 7-way connector and 2" trailering receiver
	Trailer sway control
	Hitch Guidance
	Suspension, front coil-over-shock with stabilizer bar
	Suspension, rear multi-link with coil springs
	Steering, power
	Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors
	Exhaust, single system, single-outlet

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Berger 1 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial PPV (Complete)

Mechanical

Mechanical Jack with tools

Exterior

- Wheels, 18" x 8.5" (45.7 cm x 21.6 cm) Bright Silver painted aluminum (STD)
- Tires, 265/65R18SL all-season, blackwall (Standard with (PZX) 18" Bright Silver painted aluminum wheels only.) (STD)
- Wheel, full-size spare, 17" (43.2 cm)
- Tire, spare P265/70R17 all-season, blackwall
- Tire carrier, lockable outside spare, winch-type mounted under frame at rear
- Active aero shutters, upper
- Fascia, front
- Luggage rack side rails, roof-mounted, Black, standard (Available with (5W4) Special Services Vehicle.)
- Assist steps, Black with chrome accent strip
- Headlamps, LED
- Lamps, stop and tail, LED
- Mirrors, outside heated power-adjustable, manual-folding, body-color
- Mirror caps, body-color
- Glass, deep-tinted (all windows, except light-tinted glass on windshield and driver- and front passenger-side glass)
- Glass, acoustic, laminated
- Glass, windshield shade band
- Windshield, solar absorbing
- Wipers, front intermittent, Rainsense
- Wiper, rear intermittent with washer
- Door handles, body-color
- Liftgate, rear manual

Entertainment

- Audio system, Chevrolet Infotainment 3 system, 8" diagonal HD color touchscreen AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)
- Audio system feature, 6-speaker system
- SiriusXM, delete

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Berger 1 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial PPV (Complete)

Entertainment

- Infotainment display, 8" diagonal touchscreen
- Bluetooth for phone personal cell phone connectivity to vehicle audio system
- Wireless Apple CarPlay/Wireless Android Auto
- Wi-Fi Hotspot capable (Standard with (UE1) OnStar only. Terms and limitations apply. See onstar.com or dealer for details.)

Interior

- Seats, front 40/20/40 split-bench (Not available with (D07) center floor console and (USR) USB data ports.) (STD)
- Seat trim, cloth
- Seat adjusters, 8-way power includes 6-way power front passenger seat with 2-way power lumbar
- Seat adjusters, 10-way power includes 8-way power driver seat with 2-way power lumbar
- Seats, second row 60/40 split-folding bench, manual
- Seats, third row 60/40 split-folding bench, manual (Not available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)
- Floor covering, Black rubberized vinyl (Deleted when (B30) floor covering is ordered.)
- Electronic Precision Shift
- Steering column lock, electrical
- Steering column, manual tilt and telescopic
- Steering wheel, urethane
- Steering wheel controls, mounted audio, Driver Information Center, cruise control and Forward Collision Alert following gap button (if equipped) (left backside Seek/Scan steering wheel radio buttons are inoperable; these 2 buttons can be repurposed for aftermarket emergency equipment)
- Driver Information Center, 4.2" diagonal color display includes driver personalization
- Rear Seat Reminder
- Door locks, power programmable with lockout protection and delayed locking (When ordered with (9C1) Police Vehicle or (5W4) Special Service Vehicle, Auto Lockout is disabled on driver door.)
- Keyless Open includes extended range Remote Keyless Entry
- Cruise control, electronic with set and resume speed
- Theft-deterrent system, content, electrical, unauthorized entry
- USB data ports, 4 total; 2, one-type-A and one type-C located within center console and 2, one type-A and one type-C located on instrument panel

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Berger 1 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial PPV (Complete)

Interior

- USB charging-only ports, 4 type-C, (2) located on rear of center console and (2) in 3rd row (1 left and 1 right side below quarter glass side window) (When ordered with (9C1) Police Vehicle or (5W4) Special Service Vehicle, (2) type-C ports are moved to the rear of center seat base and (2) type-C are moved to the cargo area. Deleted when (A50) front bucket seats are ordered.)
- Window, power with driver Express-Up/Down
- Window, power with front passenger Express-Up/Down
- Windows, power with rear Express-Down
- Air conditioning, tri-zone automatic climate control with individual climate settings for driver, right front passenger and rear seat occupants
- Air conditioning, rear
- Defogger, rear-window electric
- Power outlets, 2, 120-volt, located on the rear of the center seat and rear cargo area
- Power outlet, front auxiliary, 12-volt, located in the center stack of instrument panel
- Mirror, inside rearview manual day/night
- Visors, driver and front passenger illuminated vanity mirrors, sliding
- Assist handles, overhead, driver and front passenger, located in headliner
- Assist handles, front passenger A-pillar and second row outboard B-pillar (Deleted when SEO (7X2) left- and right-hand spotlamps or SEO (7X3) left-hand spotlight are ordered.)
- Lighting, interior with dome light, driver- and passenger-side door switch with delayed entry feature, cargo lights, door handle or Remote Keyless Entry-activated illuminated entry and map lights in front and second seat positions. On Police/Special Service vehicles, the control switch is located in the roof console in lieu of the driver - and passenger-side door switch with delayed entry feature.
- Cargo management system
- Chevrolet Connected Access capable (Subject to terms. See onstar.com or dealer for details.)

Safety-Mechanical

- Automatic Emergency Braking
- Hill Start Assist
- StabiliTrak, stability control system with brake assist, includes traction control

Safety-Exterior

- Daytime Running Lamps, reduced intensity low beam

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Safety-Interior

- Airbags, Frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for all rows in outboard seating positions (Deleted when (A50) front bucket seats are ordered. Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
- Front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
- OnStar and Chevrolet connected services capable (Terms and limitations apply. See onstar.com or dealer for details.)
- Front and Rear Park Assist
- Following Distance Indicator (Deleted when (9C1) Police Vehicle or (5W4) Special Service Vehicle is ordered.)
- HD Rear Vision Camera
- Front Pedestrian Braking (Deleted when (9C1) Police Vehicle or (5W4) Special Service Vehicle is ordered.)
- Lane Keep Assist with Lane Departure Warning (Deleted when (9C1) Police Vehicle or (5W4) Special Service Vehicle is ordered.)
- Forward Collision Alert (Deleted when (9C1) Police Vehicle or (5W4) Special Service Vehicle is ordered.)
- Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings or Teen Driver menu (When ordered with (9C1) Police Vehicle or (5W4) Special Service Vehicle, defaulted off. Feature can be turned on in the Infotainment menu.)
- Door locks, rear child security, manual
- LATCH system (Lower Anchors and Tethers for Children), for child restraint seats lower anchors and top tethers located in all second-row seating positions (Deleted when (ATZ) second row seat delete is ordered.)
- Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver
- Tire Pressure Monitoring System auto learn, includes Tire Fill Alert (does not apply to spare tire)
- Warning tones headlamp on, driver and right-front passenger seat belt unfasten and turn signal on
- 3 Years of OnStar Remote Access. The OnStar Remote Access Plan gives you simplified remote control of your properly equipped vehicle and unlocks a variety of great features in your myChevrolet mobile app. See dealer for details. (Deleted when (UDA) vehicle deactivated communication system is ordered. OnStar Remote Access Plan does not include emergency or security services. Fleet customers will get Fleet Remote Access through OnStar Vehicle Insights. See onstar.com for details and limitations. Available on select Apple and Android devices. Service availability, features and functionality vary by vehicle, device, and the plan you are enrolled in. Terms apply. Device data connection required.)

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Berger 1 2024 Chevrolet Tahoe (CK10706) 4WD 4dr Commercial PPV (Complete)

WARRANTY

Basic Years: 3
Basic Miles/km: 36,000
Drivetrain Years: 5
Drivetrain Miles/km: 60,000
Drivetrain Note: 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles
Corrosion Years (Rust-Through): 6
Corrosion Years: 3
Corrosion Miles/km (Rust-Through): 100,000
Corrosion Miles/km: 36,000
Roadside Assistance Years: 5
Roadside Assistance Miles/km: 60,000
Roadside Assistance Note: 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles
Maintenance Note: First Visit: 12 Months/12,000 Miles

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511 E 8TH ST

Holland, MI 49423

(616) 396-3541 Fax: (616) 392-9707

QUOTATION

QUOTE NO.: 57970 - 00 EC

DATE: 2/14/23

TERMS: NET 15 DAYS

DELIVERY:

Please reference Quote No. on

Correspondence & purchase orders.

Quote expires: 03/16/2023

1CASSC

TO: CASS COUNTY SHERIFF DEPT

321 M-62

CASSOPOLIS, MI 49031

WE ARE PLEASED TO QUOTE YOU THE FOLLOWING:

QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
	(3) 2023 CHEVY TAHOE VEHICLES			
2	SOS nROADS FLEET LIGHTBAR ! MUST USE CONFIG !	1,300.00		2,600.00
2	SOS HOOK KIT			
2	PRO-GARD SPACE SAVER PARTITION W/CNTR SLDNG WNDW - 21+ TAHOE	950.00		1,900.00
2	PROGARD STD TRANSPORT SEAT W/STL SCRNB BARRIER 2021 TAHOE	1,240.00		2,480.00
2	PRINTEK I-80 PRINTER W/O BATT	375.00		750.00
2	PRINTEK I-80 14' UNTERMINATED POWER CABLE	45.00		90.00
2	PRINTEK USB 10' PRINTER CABLE Continued on following page	15.00		30.00

ORDERS SUBJECT TO SHIPPING & HANDLING AND SALES TAX IF APPLICABLE.

TERMS SUBJECT TO CREDIT REVIEW

*Orders over \$50,000 may require a 25% down payment to be invoiced at time of order.

*Unpaid balances over 30 days are subject to 1.5% monthly interest charge (18% annually).

*Your purchase of MOTOTRBO radios includes a 5 year essential services warranty and software support package.

Additional investment may be required to extend essential service after 5 years.

BY CLIFF TOMSON / 616-502-7089 7004

THIS QUOTATION DOES NOT CONSTITUTE A SALES ORDER UNLESS SIGNED BY YOU, OUR CLIENT. SEE TERMS AND CONDITIONS OF SALE ATTACHED.

Accepted

by

P.O. No. _____

LEGAL NAME OF PURCHASER

Date _____

AUTHORIZED SIGNATURE

QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
2	HAVIS BRO. POCKETJET PRINTER MOUNT & ARMREST, SIDE OR REAR	290.00		580.00
2	TROY 18" CONSOLE, 10" SLOPE 8" LEVEL - 2021 TAHOE	435.00		870.00
2	TROY FLOOR/TUNNEL MOUNT PLATE			
2	TROY RADIO FACEPLATE			
2	TROY L3 FACEPLATE			
2	TROY FACEPLATE FOR SOS SIREN ENGSA5200RSP (INC W/ CONSOLE)			
4	TROY 1" BLANK FACEPLATE (INCLUDED W/CONSOLE)			
2	TROY INTERNAL DUAL CUP HOLDERS	48.00		96.00
2	HAVIS HEAVY DUTY DASH MOUNT TAHOE	390.00		780.00
2	HAVIS RUGGED KEYBOARD MOUNT AND ADAPTER COMBO	125.00		250.00
2	HAVIS SWIVEL ARM MOUNT WITH BRACKET	140.00		280.00
2	HAVIS UNIV MOUNTING BRKT FOR ANGLED CONSOLE	70.00		140.00
2	GORHINO LR PUSH BAR	430.00		860.00
2	GO RHINO HD WRAP AROUND BRUSH GUARDS 2021 TAHOE	400.00		800.00
8	SOS mPOWER 4" FASCIA LIGHT STUD MNT - RED/BLUE (2) FRONT, (2) SIDES OF PUSH BAR	120.00		960.00
2	SOS 500 series siren Continued on following page	875.00		1,750.00

QTY	DESCRIPTION	UNIT PRICE	DISC%	TOTAL
2	SOS 100J SERIES SPEAKER LOW PROFILE - 5 YEAR WRRNTY	225.00		450.00
4	SOS MPOWER 4" QUICK MNT SAE 12 LED (R/B) FOR LICENSE PLATE AREA	120.00		480.00
2	MAGNETIC MIC SINGLE UNIT CONVERSION KIT	35.00		70.00
2	ANTENNA/ MOBILE 806-900 MHZ	60.00		120.00
2	SIERRA WIRELESS 6-IN-1 ANTENNA	230.00		460.00
2	MISCELLANEOUS HARDWARE	150.00		300.00
2	SALES ORDER INSTALLATION BENTON HARBOR SERVICE	1,600.00		3,200.00
* (3) 2023 CHEVY TAHOE VEHICLES		Item summary		20,296.00
		Subtotal		20,296.00
		Inbound Ship		350.00
		Sales Tax		.00
		GRAND TOTAL:		20,646.00



applied concepts, inc.

855 E. Collins Blvd
Richardson, TX 75081
Phone: 972-398-3780
Fax: 972-398-3781

National Toll Free: 1-800- STALKER

Inside Sales Partner: Chris Frett
+1-972-801-4866
chrisf@a-concepts.com

Secondary Road.
QUOTE
#2077488

Page 1 of 1

Date: 08/22/23

Dewey Gatts
972-398-3780
dewey@stalkerradar.com

Effective From : 08/22/2023

Valid Through: 11/20/2023

Lead Time: 35 working days

Bill To: Cass Co Sheriffs Office 321 M62 N Cassopolis, MI 49031-1032	Customer ID: P3159 Accounts Payable	Ship To: Cass Co Sheriffs Office 321 M62 N Cassopolis, MI 49031-1032	FedEx Ground Purchasing / Accts Pay Ronica Born
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Grp	Qty	Package	Description	Wrrnty/Mo	Price	Ext Price
1	1	805-0021-00	Dual - 1 Antenna Radar System	36	\$1,533.00	\$1,533.00

Ln	Qty	Part Number	Description	Price	Ext Price
1	1	200-0998-40	Dual Enhanced Counting Unit, 1.5 PCB, FCC Filtered		\$0.00
2	1	200-0996-40*	Dual SL Modular Display		\$0.00
3	1	200-1468-00*	Dual DSR Ka Antenna		\$0.00
4	1	200-0920-00	Dual SL Remote Control w/Screw Latch		\$0.00
5	1	200-0769-00	25 MPH/40 KPH KA Tuning Fork		\$0.00
6	1	200-0770-00	40 MPH/64 KPH KA Tuning Fork		\$0.00
7	1	200-0243-00	Counting/Display Tall Mount		\$0.00
8	1	200-0244-00	Antenna Dash Mount		\$0.00
9	1	200-0648-00	Display Sun Shield		\$0.00
10	1	155-2591-08	8 Foot Antenna Cable, IP67		\$0.00
11	1	200-0622-01	2015-Present Tahoe VSS Cable Kit		\$0.00
12	1	062-0041-00	One-Antenna Operation		\$0.00
13	1	200-0820-00	Dual Manual Kit		\$0.00
14	1	035-0361-00	Shipping Container, Dash Mounted Radar		\$0.00
15	1	060-1000-36	36 Month Warranty		\$0.00
Group Total					\$1,533.00

Product	\$1,533.00	Sub-Total:	\$1,533.00
Discount	\$0.00	Sales Tax 0%	\$0.00
Payment Terms: Net 30 days		Shipping & Handling:	\$0.00
		Total: USD	\$1,533.00

Vehicle Information: 2020 Chevrolet Tahoe SUV

001

MiDeal state contract price includes shipping.

This Quote or Purchase Order is subject in all respects to the Terms and Conditions detailed at the back of this document. These Terms and Conditions contain limitations of liability, waivers of liability even for our own negligence, and indemnification provisions, all of which may affect your rights. Please review these Terms and Conditions carefully before proceeding.

Applied Concepts, Inc. (d/b/a Stalker Radar) Product Terms and Conditions

- (1) **Purpose.** The terms set forth herein govern the sale and delivery of the Stalker Radar and other products (collectively "**Products**") sold by Applied Concepts, Inc. (d/b/a Stalker Radar "**we**," "**us**," "**our**," etc.) and purchased by the purchaser ("**you**," "**your**," etc.).
- (2) **Price and Product Changes; Errors.** Prices of Products are subject to change without notice, and all references in sales brochures, technical data sheets and offers on our website or otherwise as to size, weight, and other details of the Products are approximate only. No such term shall be binding on us unless expressly incorporated in a purchase order which is approved and accepted by us in accordance with these terms. In the event that a Product is mistakenly listed at an incorrect price or with other incorrect information, we reserve the right to refuse or cancel any orders placed for a Product listed at the incorrect price or based on incorrect product information. In addition, we are not responsible for any inability to fulfill orders due to reasons beyond our control. We reserve the right to refuse or cancel any such orders whether the order has been confirmed and you have paid for the Product. If you have already paid for the Product and your order is cancelled, we will issue a refund in the amount paid.
- (3) **Cancellation.** Cancellation of an order for standard Products will be accepted without penalty, prior to shipment. Cancellation of an order for non-standard or customized Products will not be accepted once item is in production or shipped.
- (4) **Delivery.** Unless separate arrangements have been agreed upon in writing with you to the contrary, the terms of delivery are F.O.B. our loading dock. We will use commercially reasonable efforts to make your purchased Products available for pick-up and delivery by you within a reasonable time after acceptance of an order from you, or, if you so specify, to place the purchased Products with a common carrier at your expense for delivery to you. You bear the risk of loss or destruction of the purchased Products upon and after the first to occur of (a) pick-up or acceptance of the Products by you or your common carrier at our place of business, or (ii) five (5) days after confirmation from us that the Products are ready for pick-up at our place of business. If we are required to store the Products due to any delay caused by you, you will reimburse us for reasonable storage charges. We reserve the right to make the Products available for pick-up and delivery in installments provided that such installment shall not be less than one Product unit, unless otherwise expressly confirmed in a written communication to the contrary by us. Delay in delivery of any installment shall not relieve you of your obligation to accept remaining deliveries.
- (5) **Returns.** We must authorize all returns and a Return Material Authorization (RMA), prior to shipping. All returns must be made within thirty (30) days after delivery as specified in Section (4). Returns will be shipped at your expense. An RMA number can be obtained by e-mailing Customer Service: csd@appliedconcepts.com. We will not be responsible for, nor guarantee credit or replacement on, any product returned to us without an RMA. Under no circumstances will we accept collect shipments. Products returned must be received by us in re-salable condition. Product that cannot go back to stock as received will not be accepted. Please securely pack the Product and write the RMA number on the outside of the shipping box, not the product box. All returns are subject to a restocking charge of 25% of net price. Specific items may require additional charges.
- (6) **Payment.** You will pay the purchase price and applicable taxes and duties for Products without setoff, deduction, or withholding net 30. You hereby grant us a purchase money security interest in and to the Products until the purchase price and other applicable charges are paid in full. You consent to filing of a UCC-1 or other applicable document that we deem necessary to perfect this security interest and appoint our designee as your attorney-in-fact to execute and file such UCC-1 or other document in our sole discretion.
- (7) **Proprietary Information.** We have and claim various proprietary rights in the Products. You will not directly or indirectly cause any proprietary rights to be violated or any proprietary information to be disclosed to any third party without our prior written consent.
- (8) **Warranty.** We warrant Products to be free of defects and (a) that Products will perform materially in accordance with the user guides, quick reference guides, and other technical and operations manuals and specifications for Products provided by us. At our election, we will repair or replace at our cost all Product

hardware components that fail due to defective materials or workmanship during the warranty period specified in your owner's manual or a longer period specified in your quote or invoice. You must return failed Product to the factory or an authorized service center, freight prepaid. Return shipping on any components that fail within 6 months from shipment date, will be paid for by us through a shipping label we provide to you. We will pay standard UPS ground on all return shipping. This warranty excludes normal wear-and-tear such as frayed cords, broken connectors, scratched or broken cases, or physical abuse. The foregoing warranty is exclusive, in lieu of all other warranties, of quality, fitness, or merchantability, whether written, oral, or implied. We will not be liable for any direct, indirect, consequential or incidental damages arising out of the use or inability to use Product even if you have advised us of the possibility of such damages. As a further limit on warranty, and as an expressed warning, you should be aware that harmful personal contact may be made with a Product in the event of violent maneuvers, collisions, or other circumstances, even though said Product is installed and used according to instructions. We specifically disclaim any liability for injury caused by a Product in all such circumstances. ***Any attempt to repair a Product on your own will void this warranty.***

- (9) **Limitations of Liability.** WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER THEORY OF LIABILITY, OUR AND OUR AFFILIATES' AND LICENSORS' AGGREGATE LIABILITY UNDER THIS AGREEMENT WILL BE LIMITED TO THE GREATER OF \$100,000 OR THE AMOUNT YOU ACTUALLY PAID US UNDER THIS AGREEMENT FOR PRODUCTS DURING THE 12 MONTHS PRECEDING THE CLAIM.
- (10) **Miscellaneous**
 - a) **Force Majeure.** We and our partners will not be liable for any delay or failure to perform any obligation under this Agreement where the delay or failure results from any cause beyond our reasonable control, including acts of God, labor disputes or other industrial disturbances, systemic electrical, telecommunications, or other utility failures, earthquake, storms or other elements of nature, blockages, embargoes, riots, acts or orders of government, acts of terrorism, or war.
 - b) **Assignment.** You may not assign or otherwise transfer Products or any of your rights and obligations specified herein without our prior written approval. Subject to the foregoing, these terms and conditions will be binding upon, and inure to the benefit of us, you and our and your respective successors and permitted assigns.
 - c) **Jurisdiction.** Your purchase of Product and these terms and conditions shall be governed by, construed, and enforced in accordance with the laws of the State of Texas without regard to its conflicts of laws provisions. Any controversy or claim arising out of or relating to this agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Such Arbitration shall take place only in Collin or Dallas Counties, State of Texas. There is no recourse beyond the Binding Arbitration mentioned herein and that no civil litigation or action will be brought by either party as a direct result of your purchase or use of Product or these terms and conditions. The non-prevailing party (as exclusively determined by the arbitrator) shall pay all of the prevailing party's arbitration fees, attorneys' fees, costs (including costs of investigation), expert witness fees, and all other related expenses of every kind and nature whatsoever. Notwithstanding the foregoing, we may seek any equitable or injunctive relief in a court having proper jurisdiction to protect our rights under these terms and conditions or to protect any of our proprietary interest or goodwill.
 - d) **Severability.** In the event that any provision of these terms and conditions is held by a court of competent jurisdiction to be unenforceable because it is invalid or in conflict with any law or any relevant jurisdiction, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if these terms and conditions did not contain the particular provisions held to be unenforceable.



CASS COUNTY BOARD OF COMMISSIONERS

To: Board of Commissioners
From: Class Compensation Committee
Re: Classification & Compensation Study Proposals

REQUEST:

Review proposals for Classification & Compensation Study and determine a proposal to move forward for approval.

BACKGROUND:

The Class Compensation Committee was created on March 7, 2024 and was tasked with drafting an RFP and soliciting quotes for the completion of a new Class Compensation Study. Per the RFP that was discussed in the May update, proposals were submitted on or before June 7th. 9 Proposals were received. We are sending those as a separate attachment to the Packet due to the size, however, we have attached the Bid Tab to provide an overall summary for your review.

The Class Compensation Committee will meet on Monday, June 17th to review the proposals received and will provide a recommendation to the Board of Commissioners on or before the Committee of the Whole Meeting.

REVIEWS:

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

Class Compensation Committee, Administration, HR

FINANCIAL ANALYSIS:

Pricing varies quite substantially from one vendor to another. This is, in part, as each may have a different methodology as to how to approach both the initial grading process as well as ongoing maintenance. In general, pricing ranges from a low of \$32,250.00 to a high of \$98,525.00.

RECOMMENDATION

The Class Compensation Committee will provide a recommendation as to which vendor the Committee feels would be best suited to completing the project. A discussion can be held regarding the reasons for the recommendation and discussion on any of the other proposals that are included. A determination should be made as to whether to move forward and which proposal is selected. From there, a motion should be made to add the desired proposal to the Consent Agenda of the July Regular Meeting.

CASS COUNTY CLASSIFICATION & COMPENSATION STUDY PROPOSALS - 2024
Bid Tabulation

Vendor	Base Cost	Optional Costs
AutoSolve	\$32,250.00	Maintenance - First Year \$6,000; 2nd Year \$12,000
		Travel Expenses at actual cost, \$550.00 for each added job title, and \$175 per hour for additional work requested beyond scope.
Municipal Consulting Services	\$55,000.00	Benefits/Total Rewards Analysis-\$5,200.00, Travel
McGrath Human Resources Group	\$41,258.00	\$6,000.00
PosiUp	\$32,330.00	Fixed Cost, no optional elements noted
CBIZ	\$98,525.00-Virtual	\$113,825.00 with all meetings on-site
Gallagher	\$43,900.00	\$47,500 additional if drafting new job descriptions
MGT	\$81,794.00	Fixed Cost, no optional elements noted
PayPoint	\$37,500.00	Fixed Price, no options noted
Hiring Solutions LLC	\$48,950.00	\$550 per job description, 89 positions included in pricing.



CASS COUNTY BOARD OF COMMISSIONERS

TO: Board of Commissioners

FROM: Clerk/Register Monica McMichael, Treasurer Hope Anderson, Judge Carol Bealor

DATE: 6/13/24

RE: Clerk/Register, Treasurer, & Chief Judge Request for Pay Grade changes for employees

REQUEST:

See attached request from the Clerk/Register, Treasurer, & Chief Judge.

BACKGROUND:

Since 2021, per the attached request, changes have occurred impacting workload and complexity of work for positions within the offices of the Clerk/Register, Treasurer, and Courts. The Clerk/Register, Treasurer, and Chief Judge were waiting for the Compensation Package study to address such changes. Now that consideration is being given to other positions in the County to address compensation, the Clerk/Register, Treasurer, and Chief Judge believe it is important to give all employees the same opportunity to have compensation for their positions addressed as a result of changes to workload and complexity of the work since the 2021 study was adopted.

REVIEWS:

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

This request has been reviewed by the Clerk/Register, Treasurer, Chief Judge, and the County Administrator. The Finance Director and HR Director are also aware of this request.

FINANCIAL ANALYSIS:

The Finance Director would need to analyze the financial impact of this request once the Board of Commissioners determines how they would like to handle this request. The Clerk/Register, Treasurer, & Chief Judge did not want to burden the Finance Director during budget season running numbers until the direction this is going to take is determined. However, the pay grades for both CCIEA and non-union are attached to give context to the request being made so that the Commissioners can see the monetary differences between each pay grade.

RECOMMENDATION:

Review the materials provided by the Clerk/Register, Treasurer, and Chief Judge and discuss what process the Board of Commissioners wants to utilize to evaluate this request. Ensure that whatever process is utilized, all employee positions receive the same consideration if pay grade adjustments are going to be made.

January 1, 2024 payroll through December 31, 2024

CCIEA - Courts Unit Hourly Table

2%	Minimum								Maximum	
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	
1	-	-	-	-	-	-	-	-	-	-
2	-	-	-	-	-	-	-	-	-	-
3	-	-	-	-	-	-	-	-	-	-
4	18.5630	19.2589	19.9548	20.6512	21.3471	22.0430	22.7394	23.4354	24.1318	
5	20.8828	21.6660	22.4491	23.2323	24.0154	24.7986	25.5817	26.3649	27.1480	
6	21.4053	22.2078	23.0104	23.8134	24.6159	25.4185	26.2215	27.0241	27.8266	
7	21.9405	22.7629	23.5859	24.4088	25.2312	26.0542	26.8766	27.6996	28.5225	
8	23.0374	23.9012	24.7649	25.6292	26.4930	27.3567	28.2205	29.0848	29.9485	
9	25.3409	26.2914	27.2414	28.1919	29.1424	30.0924	31.0429	31.9929	32.9434	
10	26.6083	27.6057	28.6036	29.6016	30.5995	31.5970	32.5949	33.5928	34.5903	
11	28.6036	29.6761	30.7490	31.8214	32.8944	33.9668	35.0393	36.1122	37.1846	
12	29.3189	30.4184	31.5179	32.6174	33.7168	34.8158	35.9153	37.0147	38.1142	
13	30.7847	31.9393	33.0934	34.2479	35.4025	36.5566	37.7111	38.8657	40.0203	
14	33.0934	34.3347	35.5755	36.8168	38.0576	39.2984	40.5397	41.7805	43.0218	
15	37.2300	38.6264	40.0223	41.4187	42.8146	44.2110	45.6069	47.0034	48.3992	

County of Cass
Salary Table (Non-Union) 3%
January 1, 2024 to December 31, 2024
M-133-220-21 (Meeting 7/7/2022)

<u>Grade</u>	<u>Minimum</u>			<u>Midpoint</u>			<u>Maximum</u>		
	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>
4	\$ 40,121	\$ 41,625	\$ 43,130	\$ 44,634	\$ 46,139	\$ 47,643	\$ 49,148	\$ 50,652	\$ 52,157
5	\$ 45,136	\$ 46,828	\$ 48,521	\$ 50,213	\$ 51,906	\$ 53,599	\$ 55,291	\$ 56,984	\$ 58,676
6	\$ 46,264	\$ 47,999	\$ 49,734	\$ 51,469	\$ 53,204	\$ 54,939	\$ 56,673	\$ 58,408	\$ 60,143
7	\$ 47,421	\$ 49,199	\$ 50,977	\$ 52,755	\$ 54,534	\$ 56,312	\$ 58,090	\$ 59,869	\$ 61,647
8	\$ 49,792	\$ 51,659	\$ 53,526	\$ 55,393	\$ 57,260	\$ 59,128	\$ 60,995	\$ 62,862	\$ 64,729
9	\$ 54,771	\$ 56,825	\$ 58,879	\$ 60,933	\$ 62,986	\$ 65,040	\$ 67,094	\$ 69,148	\$ 71,202
10	\$ 57,509	\$ 59,666	\$ 61,823	\$ 63,979	\$ 66,136	\$ 68,292	\$ 70,449	\$ 72,606	\$ 74,762
11	\$ 61,823	\$ 64,141	\$ 66,459	\$ 68,778	\$ 71,096	\$ 73,414	\$ 75,733	\$ 78,051	\$ 80,369
12	\$ 63,368	\$ 65,744	\$ 68,121	\$ 70,497	\$ 72,873	\$ 75,250	\$ 77,626	\$ 80,002	\$ 82,379
13	\$ 66,537	\$ 69,032	\$ 71,527	\$ 74,022	\$ 76,517	\$ 79,012	\$ 81,507	\$ 84,002	\$ 86,498
14	\$ 71,527	\$ 74,209	\$ 76,891	\$ 79,574	\$ 82,256	\$ 84,938	\$ 87,620	\$ 90,303	\$ 92,985
15	\$ 80,468	\$ 83,485	\$ 86,503	\$ 89,520	\$ 92,538	\$ 95,555	\$ 98,572	\$ 101,590	\$ 104,608

TO: County Administrator, Matthew Newton

FROM: Clerk/Register Monica McMichael, Treasurer Hope Anderson, and Chief Judge Carol Bealor
Monica McMichael Hope Anderson Carol Bealor

RE: Request for Position Pay Grade Reclassification for Clerk, Treasurer, and Court employees

DATE: 6/12/24

The 2021 Classification & Compensation Study Report ("2021 Report" herein) which was presented to the Board of Commissioners ("BOC" herein) in June 2021 notes on page 1 of the report:

This report and the recommendations herein represent the ongoing collective efforts, collaboration, and consensus of our County leadership team of county elected officials, leaders, and staff including our County Administrator Jeff Carmen, County Financial Director Becky Moore, Prosecutor Victor Fitz, Clerk/Register Monica McMichael, Treasurer Hope Anderson, Chief Judge Susan L. Dobrich of the Cass County Courts, Sheriff Rick Behnke, and Court Administrator Carol Bealor. Considerable time and effort were expended to study, analyze, and produce this study. There have been a number of delays with this classification & compensation study; however, the additional time has provided the opportunity to fine tune this project multiple times creating a more refined final product.

All elected officials with employees impacted by the 2021 Report had an opportunity to be involved in that study and unanimously supported the recommendations made to the BOC in June 2021. Several important things to note about the 2021 Classification & Compensation Study:

- It was completed in-house which resulted in a savings to the County of over \$30,000 in consultant costs (see page 1 of the 2021 Report)
- It was completed in-house which resulted in a perceived lack of objectiveness because of not having an external 3rd party consultant
- The position scoring tool was developed based upon a review of many other county government/court operations and how those organizations scored and evaluated positions
- The position scoring tool has assumptions (all scoring tools do) which have not necessarily been recognized in the positions that have been "rescored" since implementation of the 2021 Study—it is important to be aware of those assumptions which were:
 - For the 6 categories of Discretion & Independent Judgment, Education, Experience, Supervision or Management Responsibility, Position Complexity, and Budgetary/Asset Control, the "control" or "measurement" for the top score, would be the elected official/top position in any given area—so for example, in the Clerk/Register Office, if you scored the Clerk/Register in each category with the highest allowable score, the result would be a score of 17 despite there only being 15 total pay grades to recognize that the "buck stops" with the elected official or top position in any given area. The same would be true for the Treasurer's office, with the Treasurer, for the Courts, with the Judges, and so on

- For the scoring, there was an effort made to score folks both horizontally (in comparison to their colleagues) and vertically (in comparison to their area's hierarchical structure as well as to other positions in the County to ensure fairness within areas as well as within the County, so for example, if a position provides entry level customer service and support in the Clerk's office, it would be comparable in compensation to similar customer service and support positions in the Treasurer's office, Prosecutor's office, Courts, etc. since all of our operations are dependent on one another and it was important to recognize this interdependency by ensuring that positions performing similar work were treated similarly so that different areas weren't losing experienced folks due to pay disparities
- For pay grades, there was an effort made to ensure that we have a hierarchy structure for pay to create incentives to serve as an elected official/department head

Since 2021, we have all faced changes in what we do including changes in complexity and scope of work being performed. We have all been impacted by an employment crisis that has caused us to go from receiving more applicants than we could consider for our open positions to going months having no applicants whatsoever for open positions. This is consistent with what other county government and court systems are facing all around Michigan and in many parts of the country.

With the evolution of remote work, many workers have decided they want to work remotely. For government and court systems, which still do much of our work "in-person," it makes it harder for us to compete. The Clerk/Register, Treasurer, and Chief Judge have all seen this play out since 2021 creating a situation where we are fearful of losing our veteran staff because we know from our counterparts all over the state that we may not be able to quickly hire qualified replacements. We have expressed this to the BOC when addressing a variety of topics including the request to be able to move employees higher up on the steps in order to attract and retain staff with the skillset we need to continue providing the high quality of services our citizens expect and need.

Understanding the challenges we are all facing, the Elected Officials joined together and asked the BOC to do a Compensation Package Study to evaluate overall compensation packages for our employees including asking vendors to provide us with data on the range of competitive compensation package options being utilized elsewhere to attract and retain a qualified workforce. The RFP for this Compensation Package Study has gone out and proposals were due by 6/7/24. Those proposals will be reviewed on 6/17/24 by the committee the BOC established for this RFP. Thereafter, the committee will be making a recommendation to the BOC at the next COW regarding engagement of a vendor. The Clerk, Treasurer, and Chief Judge believe that a Compensation Package Study is critical to our ability to compete in today's job market as well as a means of being responsive to employee concerns with data obtained from the study on the competitiveness of our complete compensation packages.

Since 2021, the Clerk/Register, Treasurer, and Chief Judge have had requests from employees to consider pay raises in light of the increased demands and complexities for our positions. Due to having an RFP out for the Compensation Package Study, the Clerk/Register, Treasurer, and Chief Judge have deferred all requests for pay raises to ensure that any decisions on pay increases are made based upon objective data obtained from a professional consultant who has the experience and credentials to guide us in making fair and competitive evaluations of the overall compensation packages for all our positions since all our positions perform important and essential work.

While it is true that shortages are going on in other offices across the state, those shortages involve all areas, administrative, professional, and law enforcement. So, if we are worried about other counties making offers to our workforce which will leave us short staffed and will negatively impact our operations, we need to be worried about ALL staff. All of us can tell you that none of us can effectively function without a trained and fully staffed team—no one position can effectively carry out work without their other teammates.

In recognition of the important work all our staff are doing and continue to do, the Clerk, Treasurer, and Chief Judge are making this request to adjust pay grades, as highlighted here and set forth below in more detail:

- In recognition that the Clerk/Register's Chief Deputy and Treasurer's Chief Deputy must be prepared to step in and perform all of the mandatory statutory duties of the Clerk/Register and Treasurer, and taking into account the educational level requirements for those positions, updated scoring supports a change from pay grade 11 to pay grade 14 for both positions (see further details below);
- In recognition of the increased complexity and workload as well as daily staffing duties that fall to the position of the File Room Supervisor in the absence of having a full staff, and taking into account the educational level requirements for that position, updated scoring supports a change from pay grade 7 to pay grade 12 (see further details below);
- In recognition of the importance of having an entry level position as well as a position to move up to, a higher level position, in the Clerk File Room, to be consistent with other similar areas who have both an entry level position as well as a position to move up to (such as in the Probate Court and District Court file rooms and the Treasurer's office), leaving one File Room Clerk as a File Room Clerk, Level I, moving from pay grade 4 to pay grade 6 due to the increased complexity and workload, and taking into account the educational level requirement and updated scoring and making one File Room Clerk a File Room Clerk Level II, moving from pay grade 4 to pay grade 8 (see further details below) and doing the same for the Deputy Clerk/Register positions;
- In recognition of the increased complexity and workload as well as to acknowledge uniqueness of the one position in the Courts that provides support/supervision to 40 other positions in the Courts and the Clerk File Room (due to a MOU between the Clerk/Register and the Courts), creation of a new pay grade 17 to adequately and fairly compensate that one position with the updated scoring below so that it would be moved from pay grade 15 to newly created pay grade 17 (see further details below) [arguably there should have been a pay grade 17 established back in 2021, since someone could score a total of 17 points if they met all criteria]; and,
- In recognition of the increased complexity and workload for all other positions in the offices of the Clerk/Register, Treasurer, and the Courts, and taking into account the educational level requirements for these positions, a change for each remaining position, as set forth below, of an increase of at least one pay grade (note: where a pay grade scores out at 1.5 for example, that would be rounded to 2, the higher pay grade, to make Cass County more competitive) with additional consideration given to current experience requirements, job complexity, and direction each position gives to other staff, and updated scoring supporting the same.

<u>Office</u>	<u>Positions</u>	<u>Current Pay Grade</u>	<u>Proposed Pay Grade</u>	<u>Justification/Rationale Summary</u> <u>(in addition to scoring results set forth below)</u>
Clerk	Deputy Clerk/Register of Deeds U—Level I	4	6	since 2021, added/more complex duties (e.g. elections, CPL's)
Clerk	Deputy Clerk/Register of Deeds U—Level II	4	8	since 2021, added/more complex duties (e.g. elections, CPL's)
Clerk	Deputy Clerk/Register of Deeds U—Level II	4	8	since 2021, added/more complex duties (e.g. elections, CPL's)
Clerk/Courts	File Room Clerk U—Level I	4	6	since 2021, added/more complex duties (e.g. PII redaction w/ crim. sanction for failure)
Clerk/Courts	File Room Clerk U—Level II	4	8	since 2021, added/more complex duties (e.g. PII redaction w/ crim. sanction for failure)
Courts	FOC Casework Clerk U	4	6	since 2021, added/more complex duties (e.g. absorption of duties for position(s) left open
Courts	FOC Receptionist U	4	6	since 2021, added/more complex duties (e.g. absorption of duties for position(s) left open
Courts	Deputy DIST Ct Clerk U—Level I— Criminal/Traffic	4	6	since 2021, added/more complex duties (e.g. PII redaction w/ crim. sanction for failure)
Courts	Deputy DIST Ct Clerk U—Level I—Traffic	4	6	since 2021, added/more complex duties (e.g. PII redaction w/ crim. sanction for failure)
Courts	Deputy DIST Ct Clerk U—Level I— Collections/Civil	4	6	since 2021, added/more complex duties (e.g. PII redaction w/ crim. sanction for failure)
Courts	Deputy DIST Ct Clerk U—Level I—part-time	4	6	since 2021, added/more complex duties (e.g. PII redaction w/ crim. sanction for failure)
Courts	FOC IV-D FAM Ct CW U	4	6	position currently left open due to FY 24 budget constraints
Courts	PROB Ct Clerk Typist U	4	6	since 2021, added/more complex duties (e.g. absorption of duties for position(s) left open
Courts	FOC Scheduler/Casework Clerk U	4	6	since 2021, added/more complex duties (e.g. absorption of duties for position(s) left open
Treasurer	Tax Clerk U	4	6	since 2021, added/more complex duties (e.g. land bank work, grant management)
Treasurer	Tax Clerk temp U	4	6	since 2021, added/more complex duties (e.g. land bank work, grant management)
Courts	Foreclosure Specialist U	4	6	since 2021, added/more complex duties (e.g. land bank work, grant management)
Courts	Deputy DIST Ct Clerk Civil U	5	8	since 2021, added/more complex duties (e.g. PII redaction w/ crim. sanction for failure)
Courts	Deputy DIST Ct Clerk Crim U	5	8	since 2021, added/more complex duties (e.g. PII redaction w/ crim. sanction for failure)
Treasurer	Tax Specialist U	5	8	since 2021, added/more complex duties (e.g. land bank work, grant management)
Courts	FOC Order Entry Specialist U	6	7	since 2021, added/more complex duties (e.g. absorption of duties for position(s) left open
Courts	Deputy PROB Register U	6	8	since 2021, added/more complex duties (e.g. PII redaction w/ crim. sanction for failure)
Courts	Deputy JUV Register U	6	8	since 2021, added/more complex duties (e.g. Raise the Age legis., juv justice reform)
Courts	CIR Ct 2nd Judicial Assistant NU	6	8	since 2021, added/more complex duties (e.g. PII redaction w/ crim. sanction for failure)
Courts	PROB FAM Ct 2nd Judicial Assistant NU	6	8	since 2021, added/more complex duties (e.g. PII redaction w/ crim. sanction for failure)
Courts	PROB FAM Bailiff & Prob Solving Spec NU	6	8	since 2021, added/more complex duties (e.g. PII redaction w/ crim. sanction for failure)
Clerk	Clerk File Room Supervisor NU	7	12	since 2021, added/more complex duties (e.g. PII redact w/ crim sanc for failure & set asides)
Courts	CIR FAM PROB Ct Paralegal Bailiff NU	7	8	since 2021, added/more complex duties (e.g. PII redaction w/ crim. sanction for failure)

<u>Office</u>	<u>Positions</u>	<u>Current Pay Grade</u>	<u>Proposed Pay Grade</u>	<u>Justification/Rationale Summary</u> (in addition to scoring results set forth below)
Courts	DIST Ct Jud Assistant NU	7	8	since 2021, added/more complex duties (e.g. PII redaction w/ crim. sanction for failure)
Courts	CIR Ct Jud Asst NU	7	8	since 2021, added/more complex duties (e.g. PII redaction w/ crim. sanction for failure)
Courts	PROB FAM Ct Jud Assistant NU	7	8	since 2021, added/more complex duties (e.g. PII redaction w/ crim. sanction for failure)
Courts	FOC Enforcement Caseworker U	7	8	since 2021, added/more complex duties (e.g. absorption of duties for position(s) left open
Courts	FOC Intergovernmental Caseworker U	7	8	since 2021, added/more complex duties (e.g. absorption of duties for position(s) left open
Courts	FOC Financial Caseworker U	7	8	since 2021, added/more complex duties (e.g. absorption of duties for position(s) left open
Courts	FOC Rev Mod & Parenting Time Specialist U	7	8	since 2021, added/more complex duties (e.g. absorption of duties for position(s) left open
Courts	FOC Prog Services Coord & PT Specialist U	7	8	since 2021, added/more complex duties (e.g. absorption of duties for position(s) left open
Courts	FOC Casework Supervisor U	8	10	since 2021, added/more complex duties (e.g. absorption of duties for position(s) left open
Courts	FOC Casework Supervisor U	8	10	since 2021, added/more complex duties (e.g. absorption of duties for position(s) left open
Courts	DIST Ct Probation Officer U	8	9	since 2021, added/more complex duties (e.g. PII redaction w/ crim. sanction for failure)
Courts	JUV Ct Probation Officer U	8	9	since 2021, added/more complex duties (e.g. Raise the Age legis., juv justice reform)
Courts	JUV Ct Probation Officer U	8	9	since 2021, added/more complex duties (e.g. Raise the Age legis., juv justice reform)
Courts	JUV Ct Probation Officer U	8	9	since 2021, added/more complex duties (e.g. Raise the Age legis., juv justice reform)
Courts	District Ct Bailiff/Magistrate NU	8	9	since 2021, added/more complex duties (e.g. PII redaction w/ crim. sanction for failure)
Courts	DIST Ct Deputy Administrator/PO/Magis NU	9	10	since 2021, added/more complex duties (e.g. PII redaction w/ crim. sanction for failure)
Clerk	Chief Deputy Clerk Register NU	10	14	since 2021, added/more complex duties (e.g. elections) & direct backup to Clerk/Register
Treasurer	Chief Deputy Treasurer NU	10	14	since 2021, added/more complex duties (e.g. land bank work) & direct backup to Treasurer
Courts	JUV Register/Fin Officer/Grants Specialist NU	12	13	since 2021, added/more complex duties (e.g. more supervision, jj reform, more grant admin)
Courts	DIST Ct Admin/Grant Fin Officer/Magis NU	13	14	since 2021, added/more complex duties (e.g. more grants, set asides, & PII redaction super.)
Courts	PROB Regis Adopt Specialist NU	14	15	since 2021, added/more complex duties (e.g. PII redact w/ crim sanc for failure & > mental)
Courts	JUV Ct Attorney Referee NU	14	15	since 2021, added/more complex duties & addition of mandatory atty trainings & other req
Courts	Deputy FOC NU	13	14	since 2021, added/more complex duties (e.g. employee goal setting/revs, back up Ct admin
Courts	CIR Ct Attorney Referee NU	14	15	since 2021, added/more complex duties & addition of mandatory atty trainings & other req
Courts	CIR FAM PROB Ct Adm/FOC Dir/Atty Ref NU	15	17	since 2021, added/more complex duties (e.g. PII redact super, employee goal setting/revs

SCORING CRITERIA (Existing Classification/Compensation Plan)

<u>Discretion & Independent Judgment</u> (D)	<u>Education</u> (Ed)	<u>Experience</u> (Ex)	<u>Superv. or Manag. Responsibility</u> (S)	<u>Position Complexity</u> (C)	<u>Budgetary/Asset Control</u> (B)
1 = Low (exercises judgment per standardized rules & policies w/ others readily available to direct) 2 = Medium (exercises some judgment interpreting rules & policies w/ check in supervision) 3 = High (regularly exercises independent judgment interpreting rules & policies w/ latitude & low supervision) 4 = High + (regularly exercises independent judgment +interpreting rules & policies w/ high latitude w/ work product/decisions governed by professional standards + directs + develops)	1 = HS diploma or equivalent 1.5 = Associates degree, vocational training certificate, specialized training certificate or equivalent 2 = Bachelor's degree or equivalent 3 = Master's degree or other post graduate specialized training or equivalent 4 = JD, PhD, or equivalent	0 = None .5 = 1 year or < 1 = >1 year -3 years 1.5 = >3 years-5 years 2 = >5 years	0 = No supervisory or managerial responsibility .5 = Directs others on behalf of superior 1 = Supervises and/or Manages with low discretion & independence carrying out standardized rules & policies 2 = Supervises and/or Manages with high discretion & independence interpreting & carrying out standardized rules & policies	1 = Low (job duties driven by set methods and processes without significant variables or ambiguities) 2 = Medium (job duties involve regular use of analytic & problem-solving skills) 3 = High (job duties involve extensive use of analytic & problem-solving skills with regular use of originality and pre-emptive problem-solving skills)	0 = No responsibility 1 = Low responsibility, may handle & safekeep \$ or other employer assets 1.5 = Med. responsibility w/ some budgetary fin. discretion & oversight 2 = High responsibility for budgetary fin. oversight w/ extensive discretion

<u>Office</u>	<u>Positions</u>	<u>2021 Scoring</u> D + Ed + Ex + S + C + B	<u>Result</u> (2021 Pay Grade)	<u>Current Scoring</u>	<u>Requested New Pay Grade</u>
Clerk	Deputy Clerk/Register of Deeds U—Level I	1 + 1.5 + 0 + 0 + 1 + 1	4.5 (4)	1 + 1.5 + 0 + 0 + 2 + 1	6
Clerk	Deputy Clerk/Register of Deeds U—Level II	1 + 1.5 + 0 + 0 + 1 + 1	4.5 (4)	2 + 1.5 + 1 + .5 + 2 + 1	8
Clerk	Deputy Clerk/Register of Deeds U—Level II	1 + 1.5 + 0 + 0 + 1 + 1	4.5 (4)	2 + 1.5 + 1 + .5 + 2 + 1	8
Clerk/Courts	File Room Clerk U—Level I	1 + 1.5 + 0 + 0 + 1 + 1	4.5 (4)	1 + 1.5 + 0 + 0 + 2 + 1	6
Clerk/Courts	File Room Clerk U—Level II	1 + 1.5 + 0 + 0 + 1 + 1	4.5 (4)	2 + 1.5 + 1 + .5 + 2 + 1	8
Courts	FOC Casework Clerk U	1 + 1 + 0 + 0 + 1 + 1	4	1 + 1.5 + 0 + 0 + 2 + 1	6
Courts	FOC Receptionist U	1 + 1 + 0 + 0 + 1 + 1	4	1 + 1.5 + 0 + 0 + 2 + 1	6
Courts	Deputy DIST Ct Clerk U—Level I—Criminal/Traffic	1 + 1.5 + 0 + 0 + 1 + 1	4.5 (4)	1 + 1.5 + 0 + 0 + 2 + 1	6
Courts	Deputy DIST Ct Clerk U—Level I—Traffic	1 + 1.5 + 0 + 0 + 1 + 1	4.5 (4)	1 + 1.5 + 0 + 0 + 2 + 1	6
Courts	Deputy DIST Ct Clerk U—Level I—Collections/Civil	1 + 1.5 + 0 + 0 + 1 + 1	4.5 (4)	1 + 1.5 + 0 + 0 + 2 + 1	6
Courts	Deputy DIST Ct Clerk U—Level I—part-time	1 + 1.5 + 0 + 0 + 1 + 1	4.5 (4)	1 + 1.5 + 0 + 0 + 2 + 1	6
Courts	FOC IV-D FAM Ct CW U	1 + 1 + 0 + 0 + 1 + 1	4	1 + 1.5 + 0 + 0 + 2 + 1	6
Courts	PROB Ct Clerk Typist U	1 + 1 + 0 + 0 + 1 + 1	4	1 + 1.5 + 0 + 0 + 2 + 1	6
Courts	FOC Scheduler/Casework Clerk U	1 + 1 + 0 + 0 + 1 + 1	4	1 + 1 + 0 + 0 + 2 + 1	6
Treasurer	Tax Clerk U	1 + 1 + 0 + 0 + 1 + 1	4	1 + 1.5 + 0 + 0 + 2 + 1	6

SCORING CRITERIA (Existing Classification/Compensation Plan)

<u>Discretion & Independent Judgment</u> <u>(D)</u>	<u>Education</u> <u>(Ed)</u>	<u>Experience</u> <u>(Ex)</u>	<u>Superv. or Manag. Responsibility</u> <u>(S)</u>	<u>Position Complexity</u> <u>(C)</u>	<u>Budgetary/Asset Control</u> <u>(B)</u>
1 = Low (exercises judgment per standardized rules & policies w/ others readily available to direct) 2 = Medium (exercises some judgment interpreting rules & policies w/ check in supervision) 3 = High (regularly exercises independent judgment interpreting rules & policies w/ latitude & low supervision) 4 = High + (regularly exercises independent judgment +interpreting rules & policies w/ high latitude w/ work product/decisions governed by professional standards + directs + develops)	1 = HS diploma or equivalent 1.5 = Associates degree, vocational training certificate, specialized training certificate or equivalent 2 = Bachelor's degree or equivalent 3 = Master's degree or other post graduate specialized training or equivalent 4 = JD, PhD, or equivalent	0 = None .5 = 1 year or < 1 = >1 year -3 years 1.5 = >3 years-5 years 2 = >5 years	0 = No supervisory or managerial responsibility .5 = Directs others on behalf of superior 1 = Supervises and/or Manages with low discretion & independence carrying out standardized rules & policies 2 = Supervises and/or Manages with high discretion & independence interpreting & carrying out standardized rules & policies	1 = Low (job duties driven by set methods and processes without significant variables or ambiguities) 2 = Medium (job duties involve regular use of analytic & problem-solving skills) 3 = High (job duties involve extensive use of analytic & problem-solving skills with regular use of originality and pre-emptive problem-solving skills)	0 = No responsibility 1 = Low responsibility, may handle & safekeep \$ or other employer assets 1.5 = Med. responsibility w/ some budgetary fin. discretion & oversight 2 = High responsibility for budgetary fin. oversight w/ extensive discretion

<u>Office</u>	<u>Positions</u>	<u>2021 Scoring</u> <u>D + Ed + Ex + S + C + B</u>	<u>Result</u> <u>(2021 Pay Grade)</u>	<u>Current Scoring</u>	<u>Requested New Pay Grade</u>
Treasurer	Tax Clerk temp U	1 + 1 + 0 + 0 + 1 + 1	4	1 + 1.5 + 0 + 0 + 2 + 1	6
Courts	Foreclosure Specialist U	1 + 1 + 0 + 0 + 1 + 1	4	1 + 1.5 + 0 + 0 + 2 + 1	6
Courts	Deputy DIST Ct Clerk Civil U	1 + 1.5 + 1 + 0 + 1 + 1	5.5 (5)	2 + 1.5 + 1 + .5 + 2 + 1	8
Courts	Deputy DIST Ct Clerk Crim U	1 + 1.5 + 1 + 0 + 1 + 1	5.5 (5)	2 + 1.5 + 1 + .5 + 2 + 1	8
Treasurer	Tax Specialist U	1 + 1 + 1 + 0 + 1 + 1	5	2 + 1 + 1 + 1 + 2 + 1	8
Courts	FOC Order Entry Specialist U	1 + 2 + 1 + 0 + 1 + 1	6	1 + 2 + 1 + 0 + 2 + 1	7
Courts	Deputy PROB Register U	2 + 1.5 + 1 + 0 + 1 + 1	6.5 (6)	2 + 1.5 + 1 + 0 + 2 + 1	8
Courts	Deputy JUV Register U	2 + 1.5 + 1 + 0 + 1 + 1	6.5 (6)	2 + 1.5 + 1 + 0 + 2 + 1	8
Courts	CIR Ct 2nd Judicial Assistant NU	2 + 1.5 + 1 + 0 + 1 + 1	6.5 (6)	2 + 1.5 + 1 + 0 + 2 + 1	8
Courts	PROB FAM Ct 2nd Judicial Assistant NU	2 + 1.5 + 1 + 0 + 1 + 1	6.5 (6)	2 + 1.5 + 1 + 0 + 2 + 1	8
Courts	PROB FAM Ct Bailiff & Prob Solving Spec NU	2 + 1.5 + 1 + 0 + 1 + 1	6.5 (6)	2 + 1.5 + 1 + 0 + 2 + 1	8
Clerk	Clerk File Room Supervisor NU	2 + 1.5 + 1 + 1 + 1 + 1	7.5 (7)	3 + 1.5 + 1.5 + 1 + 3 + 2	12
Courts	CIR FAM PROB Ct Paralegal Bailiff NU	2 + 2 + 0 + 0 + 2 + 1	7	2 + 2 + 0 + 0 + 3 + 1	8
Courts	DIST Ct Jud Assistant NU	2 + 2 + 0 + 0 + 2 + 1	7	2 + 2 + 1 + .5 + 3 + 1	10
Courts	CIR Ct Judicial Assistant NU	2 + 2 + 0 + 0 + 2 + 1	7	2 + 2 + 1 + .5 + 3 + 1	10

SCORING CRITERIA (Existing Classification/Compensation Plan)

<u>Discretion & Independent Judgment</u> (D)	<u>Education</u> (Ed)	<u>Experience</u> (Ex)	<u>Superv. or Manag. Responsibility</u> (S)	<u>Position Complexity</u> (C)	<u>Budgetary/Asset Control</u> (B)
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Courts	PROB FAM Ct Jud Asst NU	2 + 2 + 1 + 0 + 1 + 1	7	2 + 2 + 1 + .5 + 3 + 1	10
Courts	FOC Enforcement Caseworker U	2 + 2 + 1 + 0 + 1 + 1	7	2 + 2 + 1 + 0 + 2 + 1	8
Courts	FOC Intergovernmental Caseworker U	2 + 2 + 1 + 0 + 1 + 1	7	2 + 2 + 1 + 0 + 2 + 1	8
Courts	FOC Financial Caseworker U	2 + 2 + 1 + 0 + 1 + 1	7	2 + 2 + 1 + 0 + 2 + 1	8
Courts	FOC Rev Mod & Parenting Time Specialist U	2 + 2 + 1 + 0 + 1 + 1	7	2 + 2 + 1 + 0 + 2 + 1	8
Courts	FOC Prog Services Coord & PT Specialist U	2 + 2 + 1 + 0 + 1 + 1	7	2 + 2 + 1 + 0 + 2 + 1	8
Courts	FOC Casework Supervisor U	3 + 2 + 1 + .5 + 1 + 1	8.5 (8)	3 + 2 + 1 + .5 + 2 + 1	10
Courts	FOC Casework Supervisor U	3 + 2 + 1 + .5 + 1 + 1	8.5 (8)	3 + 2 + 1 + .5 + 2 + 1	10
Courts	DIST Ct Probation Officer U	3 + 2 + 1 + 0 + 1 + 1	8	3 + 2 + 1 + 0 + 2 + 1	9
Courts	JUV Ct Probation Officers U	3 + 2 + 1 + 0 + 1 + 1	8	3 + 2 + 1 + 0 + 2 + 1	9
Courts	JUV Ct Probation Officers U	3 + 2 + 1 + 0 + 1 + 1	8	3 + 2 + 1 + 0 + 2 + 1	9
Courts	JUV Ct Probation Officers U	3 + 2 + 1 + 0 + 1 + 1	8	3 + 2 + 1 + 0 + 2 + 1	9
Courts	District Ct Bailiff/Magistrate NU	3 + 1.5 + 0 + .5 + 2 + 1	8	3 + 1.5 + 0 + .5 + 3 + 1	9
Courts	DIST Ct Deputy Admin/PO/Magistrate NU	3 + 2 + 2 + 0 + 1 + 1	9	3 + 2 + 2 + 0 + 2 + 1	10
Clerk	Chief Deputy Clerk Register NU	3 + 2 + 1.5 + 1 + 2 + 2	11.5 (11)	3 + 2 + 1.5 + 2 + 3 + 2	14

SCORING CRITERIA (Existing Classification/Compensation Plan)

<u>Discretion & Independent Judgment</u> (D)	<u>Education</u> (Ed)	<u>Experience</u> (Ex)	<u>Superv. or Manag. Responsibility</u> (S)	<u>Position Complexity</u> (C)	<u>Budgetary/Asset Control</u> (B)
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<u>Office</u>	<u>Positions</u>	<u>2021 Scoring</u> D + Ed + Ex + S + C + B	<u>Result</u> (2021 Pay Grade)	<u>Current Scoring</u>	<u>Requested New Pay Grade</u>
Treasurer	Chief Deputy Treasurer NU	3 + 2 + 1.5 + 1 + 2 + 2	11.5 (11)	3 + 2 + 1.5 + 2 + 3 + 2	14
Courts	JUV Register/Fin Officer/Grants Specialist NU	3 + 2 + 1.5 + .5 + 3 + 2	12	4 + 2 + 1.5 + .5 + 3 + 2	13
Courts	DIST Ct Admin/Grant Fin Officer/Magis NU	4 + 2 + 2 + 2 + 2 + 1	13	4 + 2 + 2 + 2 + 3 + 1	14
Courts	PROB Regis/Adoption Specialist NU	4 + 4 + 2 + 1 + 2 + 1	14	4 + 4 + 2 + 1 + 3 + 1	15
Courts	JUV Ct Attorney Referee NU	4 + 4 + 2 + 1 + 2 + 1	14	4 + 4 + 2 + .5 + 3 + 1	15
Courts	Deputy FOC NU	3 + 2 + 2 + 2 + 2 + 2	13	3 + 2 + 2 + 2 + 3 + 2	14
Courts	CIR Ct Attorney Referee NU	4 + 4 + 2 + 1 + 2 + 1	14	4 + 4 + 2 + .5 + 3 + 1	15
Courts	CIR FAM PROB Ct Adm/FOC Dir/Atty Ref NU	4 + 4 + 2 + 1 + 2 + 2	15	4 + 4 + 2 + 2 + 3 + 2	17