1) Call to Order

2) Roll Call

3) Approval of the Minutes of July 9, 2019

4) Public Comment (on an agenda item)

5) Items for Consideration

   CPS19/08 – 35 (District Court) Approve Effective October 1, 2019, Reclassifying the District Court Administrative Assistant Position from Full-Time to Hourly Based on a 24-Hour a Week Schedule

   CPS19/08 – 36 (District Court) Approve Elimination of the District Court Clerical Support Specialist Position Effective Immediately

   CPS19/08 – 37 (District Court) Approve Creation of the District Court Project/Training Manager Position Effective 10/1/2019

   CPS19/08 - 38 (Prosecutor’s Office) Approve to Apply the Crime Victim Rights Navigator Pilot Program FY2020 Grant

   CPS19/08 – 39 (Prosecutor’s Office) Approval to Apply for and Accept the FY2020 VOCA Grant in the Amount of $70,791

   CPS19/08 – 40 (Sheriff’s Office) Approve the Creation of an Additional Sergeant position temporarily until September 30, 2019

Public Comment
Persons may address the Commission during the time set aside for Public Comment or at any time by suspension of the rules. All persons must address the commission and state their name for the record. Comments shall be limited to two (2) minutes for each participant, unless time is extended prior to the public comment period by a vote of a majority of the commission.
CPS19/08 – 41  (Sheriff's Office) Approve the Request to Apply for $153,325 from the Office of Community Corrections in Lansing for FY2020

CPS19/08 – 42  (Sheriff's Office) Approve the Muskegon County Sheriff's Department to Initiate the Proposal Process for Cognitive Behavioral Services in the Muskegon County Jail and in the Community and Allow the Sheriff's Department to Enter into a Contract with the Most Qualified Vendor

CPS19/08 – 43  (Sheriff's Office) Approve the Memorandum of Understanding between the City of Muskegon, City of Muskegon Heights and the County of Muskegon for the FY2019 Justice Assistance Grant Award and Authorize the Board Chair to Sign

CPS19/08 – 44  (Sheriff's Office) Approve the Sheriff's Office to Apply for the Off-Road Vehicle (ORV) and the Snowmobile Grants from the Michigan Department of Natural Resources

6) Old Business

7) New Business

8) Public Comment

9) Adjournment
Muskegon County
Courts & Public Safety Committee Meeting
July 9, 2019
3:30 p.m.
Hall of Justice, 4th Floor
Muskegon, MI

I. John Snider, II, Chair

Rillastine Wilkins, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Snider at 3:30 p.m.

ROLL CALL

Present: Gary Foster, Marcia Hovey-Wright, Susie Hughes, Zach Lahrning, Kenneth Mahoney, Charles Nash, Bob Scolnik, John Snider, II, Rillastine Wilkins

Also Present: Mark Eisenbarth, County Administrator; Lisa Chalko, Administrative Coordinator

APPROVAL OF MINUTES

It was moved by Commissioner Nash, supported by Commissioner Wilkins, to approve the minutes of June 4, 2019 meeting as written. Motion carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

CPS19/07 - 31 It was moved by Chairman Hughes, supported by Commissioner Wilkins, to accept the 2017 Homeland Security Grant Program Intergovernmental Agreement between the West Michigan Regional Medical Consortium (WMRMC) and Muskegon County on behalf of the Muskegon County Emergency Services/Management, and authorize the Board Chair and appropriate staff to sign the agreement. [Voice Vote No – Lahrning] Motion carried.
CPS19/07 - 32  It was moved by Chairman Hughes, supported by Commissioner Mahoney, to accept the 2018 Homeland Security Grant Program Intergovernmental Agreement between the West Michigan Regional Medical Consortium (WMRMC) and Muskegon County on behalf of the Muskegon County Emergency Services/Management, and authorize the Board Chair and appropriate staff to sign the agreement. [Voice Vote No – Lahrng] Motion carried.

CPS19/07 – 33  It was moved by Commissioner Wilkins, supported by Commissioner Mahoney, to approve the Sheriff’s Office to purchase a fingerprint machine from IDNetworks at an estimated price of $15,495.00. Motion carried.

CPS19/07 – 34  It was moved by Chairman Hughes, supported by Commissioner Foster, to approve the increase to the Sheriff’s purchase order with Correctional Recovery to a total amount of $250,000 to cover reimbursement costs for inmate medical bills and amend the budget accordingly. Motion carried.

OLD BUSINESS

Commissioner Scolnik noted he recently toured the Emergency Services facility utilized by the Sheriff’s Department for vehicle maintenance. He was impressed with the facility and the cleanliness as well as its organization of property, to include engines/motors and tires all designated for their respective municipalities.

NEW BUSINESS

Sheriff Poulin addressed the Board and informed them of an upcoming fundraiser for the Sheriff’s Office dive team, K-9 Unit, mounted unit, victim services and jail chaplain services. The Support Services Spectacular will take place August 17th at 5:00 p.m. at Hampton Green Farm.

Ms. Melinda Pego addressed the Board regarding the City of Muskegon’s recent purchase of the former prison and their promissory note repayment to the County of Muskegon.

PUBLIC COMMENT

None.

ADJOURNMENT

There being no further business to come before the Courts & Public Safety Committee, the meeting adjourned at 3:46 p.m.
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

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REQUESTING DEPARTMENT
District Court

COMMITTEE DATE
August 6th 2019

REQUESTOR SIGNATURE
Patrick Finnegan

SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

In an effort to find cost savings in the FY20 fiscal year, the district court is in the process of implementing organizational changes and redistributing the workload among court administration and administrative support staff. This redistribution of job duties and responsibilities allows for Administrative Assistant position #N03501 to be reclassified to an hourly position based on a 24 hour per week work schedule.

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

Move that effective October 1, 2019, the full time District Court Administrative Assistant position #N03501 be reclassified from full-time to hourly at pay table/grade NO-00165 $15.590/hour -$19.629/hour.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:

FINANCE & MANAGEMENT ANALYSIS:

[Signature]

CORPORATE COUNSEL ANALYSIS:

ADMINISTRATOR RECOMMENDATION:

[Signature]

If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee

AGENDA DATE: 8/6/19
AGENDA NO.: CR519/08-35
BOARD DATE: 8/13/19
PAGE NO.

Revised 7/30/19
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

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SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

District Court Clerical Support Specialist Position #D09001 was vacated on March 10th 2019 due to promotion. In order to achieve salary savings in the FY19 fiscal year, this position has remained vacant since that time. Organizational changes among district court clerical staff, redistribution of workload and the need for additional FY20 budget savings, allow for this position classification to be eliminated.

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

Move that the vacant District Court Clerical Support Specialist position #D09001 be eliminated, effective immediately.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

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REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

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SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

The District Court has engaged in a number of cost-saving measures to reduce salary and fringe expenses, including the elimination of 2 full-time positions for the FY20 budget year. In order to meet the changing organizational needs of the court related to the creation, processing and retention of electronic court documents, to provide adequate training and support for court staff who depend on the growing number of electronic systems utilized by the court, to remain compliant with changing statutes and court rules governing court data and records, and to more efficiently distribute administrative/management responsibilities as a result of cost-saving measures, the court is requesting the creation of a District Court Project/Training Manager position. The Project/Training Manager will be responsible for training and assisting district court clerical staff in the understanding, maintenance and operation of the administrative, procedural and technical systems used within each division of the District Court. This position will also have primary responsibility for drafting, updating, maintaining and providing training on all policy and procedure manuals specific to each District Court department as well as leading all project initiatives affecting the court’s case management and data retention/reporting functions.

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

Move to approve the creation of District Court Project/Training Manager position at pay table/grade NX-00195 $20.904/hr-$26.333/hr effective October 1, 2019.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

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Revised 7/30/19
MUSKEGON COUNTY, MICHIGAN

CLASS TITLE
PROJECT/TRAINING MANAGER

DISTINGUISHING FEATURES OF THE CLASS

A Project/Training Manager, under the general direction of the District Court Administrator, is responsible for training and assisting staff in comprehending, and operating the many administrative, procedural and technical systems used within each division of the district court including the criminal, civil, probation, collections and problem solving court divisions. Such systems include, but are not limited to, On Base (Electronic Case File Management), JIS/AS400 (Judicial Information System), JAVS (Court Recording System), JSI (Jury Management System), MCAP (Michigan Court Application Portal), Perform (Performance Evaluation System), BS&A (Accounting Management System) and DCCMIS (Drug Court Case Management Information System). The District Court Project/Training Manager is responsible for coordinating and leading all initiatives affecting the Court’s case management and data retention/reporting functions. This position includes responsibility for drafting, maintaining and providing training to staff on all policy and procedure manuals specific to each department within the district court. Critical analysis of existing processes, the ability to develop and implement new policies and procedures as necessary, and the making of recommendations regarding complex court-related projects, system utilization and training methods is essential. The Project/Training Manager also performs other related duties as required.

SUPERVISION RECEIVED
The Project/Training Manager, under the general supervision of the District Court Administrator, works in compliance with the policies and procedures established by the 60th District Court. This employee performs job duties on an independent basis subject to periodic evaluation and review.

SUPERVISION EXERCISED
The Project/Training Manager may be assigned responsibility for the temporary supervision of assigned information technology systems and/or clerical staff.

TYPICAL EXAMPLES OF WORK PERFORMED
(The following examples are intended to be descriptive but not restrictive.)

- Manage the systemic requirements of and provide training for the court’s case flow, case management and case reporting processes;
- Manage and oversee the creation of procedures, mechanisms and reports necessary for monitoring the court’s caseload in order to detect backlogs/delays, identify systemic and/or isolated inefficiencies and to recommend and implement corrective action as required;
- Develop, maintain, update and enforce the court’s internal case and system management policies and procedures;
- Monitor the production and preservation of court records to ensure the reliability of file management systems, accuracy, consistency and utility of the docket management systems, integrity of case files, reliability of document processing and reporting, the appropriate retention and destruction of physical and electronic records and the confidentiality of non-public records;
- Coordinate case flow management requests with information technology staff and provide recommendations regarding information technology development priorities;
- Act as a resource and point of contact for staff on the court’s policies and procedures related to case information and data;
- Compile, format and generate statistical reports as needed;
- Implement existing and develop new policies and procedures for the district court’s utilization of the JIS/AS400 case management On Base case file management, and other district court records/management systems;
- Identify and leverage the resources needed to perform the court’s case processing functions;
- Identify and implement best practices and technological advances for enhancing case management in each of the court’s functional divisions;
- Perform other related duties as required.

EXPERIENCE, TRAINING, KNOWLEDGE, SKILLS AND ABILITIES

A. Required Experience and Training
   Possess a Bachelor's degree from an accredited college or university AND
   Have a minimum of three (3) years of professional experience in a District, Circuit, Family, or Juvenile Court setting. Previous supervisory and/or project management experience is preferred.

B. Required Knowledge, Skills and Abilities
   - Knowledge of the principles and practices of case management and related court procedures;
   - Knowledge of the various statutes, court rules, and administrative guidance governing court records, records retention, case management, case flow and data reporting;
   - Knowledge of how assignments and projects may have a direct impact on the processes of other governmental units which affect the success of judicial programs, services, and operations;
   - Knowledge of electronic imaging and case file management systems;
   - Knowledge of district court case management systems (JIS/AS400);
   - Knowledge of Microsoft Office and Business Objects software;
   - Skilled at planning, problem solving, analyzing, creative thinking, and decision making;
   - Ability to manage multiple systems to monitor and measure the court’s performance in processing cases for timeliness, effectiveness, efficiency, accessibility, and compliance with mandated requirements codified by statute, court rule, case law, local administrative order and orders of the Supreme Court.
   - Ability to manage and implement goals, objectives, strategies, and plans of action designed to improve efficiency and productivity in the field of case management and case processing;
   - Ability to work with outside agencies to implement systems, programs, and improvements to the court’s core functions as required by changes in law, trends in caseload, availability of resources, changes in technology, and identification of needs in delivering services to the public;
   - Ability to maintain complex records and prepare reports from such records, requiring a thorough understanding of each department’s operations;
   - Ability to maintain a high level of confidentiality, a high degree of accuracy and exercise independent judgment;
   - Ability to create, deliver, understand and carry out complex written and oral directions;
   - Ability to analyze, supervise, organize, oversee and evaluate the work of others;
   - Ability to establish and maintain effective working relationships with co-workers, members of the public, various county departments, state agencies, and financial institutions;
   - Highly effective written and oral communication skills;
   - Ability to coordinate simultaneously multiple projects and complex tasks while meeting deadlines;

PHYSICAL ACTIVITIES
An employee in this class generally performs sedentary or light physical work activity requiring the occasional lifting of objects weighing up to thirty-five (35) pounds.

ENVIRONMENTAL CONDITIONS
The Project/Training Manager generally works in the offices of the District Court.

CAREER OPPORTUNITIES
An employee in this class, with sufficient training and experience, may be considered for promotion to a higher level management position within the court, should a vacancy occur.
Approved by

Patrick A. Finnegan, District Court Administrator

Date

Approved by

Kristen Wade, Human Resources Director

Date
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE  Courts and Public Safety  BUDGETED  x  NON-BUDGETED  PARTIALLY BUDGETED

REQUESTING DEPARTMENT  Prosecutor’s Office  COMMITTEE DATE  08/01/2019  REQUESTOR SIGNATURE  DJ Hilson

SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

The Prosecutor is requesting approval to apply for the FY2020 Crime Victim Rights Navigator Pilot Program grant. If awarded, this grant would fund a new, full-time position within the Victim Services Unit of the Prosecutor’s Office to assist victims of crime in filing for the Crime Victim Compensation Fund. The terms of this grant will not allow reimbursement of any administrative expenses. There is no match requirement. The grant period is October 1, 2019, through September 30, 2020.

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

Move to approve the Prosecutor to apply the Crime Victim Rights Navigator Pilot Program FY 2020 grant.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:

FINANCE & MANAGEMENT ANALYSIS:

CORPORATE COUNSEL ANALYSIS:

ADMINISTRATOR RECOMMENDATION:

If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee.

AGENDA DATE: 8/16/19  AGENDA NO.: CR5 19/08-28  BOARD DATE: 8/13/19  PAGE NO.

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REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

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SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

The Prosecutor is requesting approval to apply for and accept the FY2020 VOCA (Victims of Crime Act) Grant in the amount of $70,791. This grant funds the Domestic Violence Specialist position for the Prosecutor’s Office. The terms of this grant will not allow the coverage of any administrative expenses. The grant period is October 1, 2019, through September 30, 2020.

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

Move to approve the Prosecutor to apply for and accept the FY2020 VOCA Grant in the amount of $70,791.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

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REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

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REQUESTING DEPARTMENT
Sheriff's Office

COMMITTEE DATE
8/6/2019

REQUESTOR SIGNATURE
Michael J. Poulin, Sheriff

SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

Due to staffing rearrangements in the Sheriff's Office, I am requesting an additional Sergeant position temporarily until September 30, 2019.

This additional temporary cost will be offset by salary savings in the Court Services budget.

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

Move to approve the creation of an additional Sergeant position temporarily until September 30, 2019.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

**HUMAN RESOURCES ANALYSIS:**

**FINANCE & MANAGEMENT ANALYSIS:**

**CORPORATE COUNSEL ANALYSIS:**

**ADMINISTRATOR RECOMMENDATION:**

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REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

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REQUESTING DEPARTMENT
Sheriff's Department/Community Corrections

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SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

Approval is being requested to apply for $153,325 from the Office of Community Corrections in Lansing for FY 2020. Awarded funds will be utilized to fund Community Corrections programs in the Muskegon County Jail and in the community.

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

Move to approve the request to apply for $153,325 from the Office of Community Corrections in Lansing for FY 2020.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

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AGENDA DATE: 8/6/19  AGENDA NO: APS 19/08-41  BOARD DATE: 8/13/19  PAGE NO.

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REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

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SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

Approval is being requested to initiate the proposal process for cognitive behavioral services in the Muskegon County Jail and in the community and allow the Sheriff's Department to enter into a contract with the most qualified vendor. The program is called Thinking Matters and it is a cognitive behavioral program designed for the offender population to learn and practice skills that reduce criminal thinking and criminal behaviors. Funding for the cognitive behavioral services will be provided by the Office of Community Corrections in Lansing.

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

Move to approve the Muskegon County Sheriff's Department to initiate the proposal process for cognitive behavioral services in the Muskegon County Jail and in the community and allow the Sheriff's Department to enter into a contract with the most qualified vendor.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

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If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee

AGENDA DATE: 8/6/19  AGENDA NO.: CPS 19/08-42  BOARD DATE: 8/13/19  PAGE NO. 15
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE
Courts and Public Safety

BUDGETED NON-BUDGETED PARTIALLY BUDGETED

REQUESTING DEPARTMENT
Sheriff's Office

COMMITTEE DATE REQUESTOR SIGNATURE
08/01/19 Michael Poulin

SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

The allocation list for the 2019 Justice Assistance Grant (JAG) Program has been released. The direct allocations on the list shows City of Muskegon $20,463 and Muskegon Heights $14,732. Because the County provides jail facilities, it creates what they term a disparate funding situation and thus the County must be part of the Memorandum of Understanding (MOU). The intent is to use the funds as they have been in the past which is towards the prosecution of city ordinance cases.

The grant requires only one of the parties to act as the fiscal agent and that party would be the one to complete the application and do all of the subsequent reporting. The grant application including the attached MOU approved by all parties must be submitted by August 22, 2019. There is no County local match requirement for this grant.

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

Move to approve the Memorandum of Understanding between the City of Muskegon, City of Muskegon Heights and the County of Muskegon for the FY2019 Justice Assistance Grant Award Program and authorize the Board Chair to sign the memorandum.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:

FINANCE & MANAGEMENT ANALYSIS:
Concur
B. Dick

CORPORATE COUNSEL ANALYSIS:

ADMINISTRATOR RECOMMENDATION:
Concur
M. Eisenbarth

If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee

AGENDA DATE: 8/6/19
AGENDA NO.: APS 19/08-43
BOARD DATE: 8/12/19
PAGE NO.

Revised 8/1/19
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

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**REQUESTING DEPARTMENT:** Sheriff's Office  
**COMMITTEE DATE:** 08/06/2019  
**REQUESTOR SIGNATURE:** Michael J. Poulin

**SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES):**

Approval is being requested for the Sheriff's Office to apply for funding for the following two (2) grants. The Off-Road Vehicle (ORV) and Snowmobile grants from the Michigan DNR. These grants cover a portion of salary, fringe benefits and other eligible expenditures. The ORV grant runs from October 1, 2019 through September 30, 2020 and the Snowmobile grant runs from October 1, 2019 through April 30, 2020.

**SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES):**

I move to allow the Sheriff’s Office to apply for the Off-Road Vehicle (ORV) and the Snowmobile grants from the Michigan Department of Natural Resources.

**ADMINISTRATIVE ANALYSIS (AS APPLICABLE):**

**HUMAN RESOURCES ANALYSIS:**

**FINANCE & MANAGEMENT ANALYSIS:**

Concur  
B. Dick

**CORPORATE COUNSEL ANALYSIS:**

**ADMINISTRATOR RECOMMENDATION:**

Concur  
M. Eisenbarth

If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee.

**AGENDA DATE:** 8/6/19  
**AGENDA NO.:** CPS 19/08.44  
**BOARD DATE:** 8/13/19  
**PAGE NO.:** 17

Revised 8/1/19