



Cheboygan County Board of Commissioners

MISSION STATEMENT

Cheboygan County officials and staff will strive to provide public services in an open and courteous manner and will responsibly manage county resources.

Committee of the Whole Meeting

July 23, 2019

9:30 a.m.

Agenda

1. Call to Order
2. Roll Call
3. Invocation/Pledge of Allegiance
4. Approve Agenda
5. **Citizen Comments** (3 minutes)
6. **Scheduled Visitors/Department Reports**
 - A. Certificates of Appreciation- Sue Eno & Keith Kwiatkowski
 - B. 53rd Circuit Court 2018 Annual Report
 - C. Probate/Family Court 2018 Annual Report
 - D. Veterans Services 2018 Annual Report
7. **Administrator's Report**
8. **Committee Appointments**
 - A. Economic Development Corporation
9. **Old Business**
10. **New Business**
 - A. Crime Victim Rights FY 2020 Grant Application
 - B. 2020 Budget Process Timeline
11. **Citizen Comments**
12. **Board Member Comments**
13. **Adjourn to the Call of the Chair**



Cheboygan County Board of Commissioners' Meeting

MEETING DATE: July 23, 2019

Title: 53RD Circuit Court 2018 Annual Report

Summary: 53rd Circuit Court will present its annual report for 2018.

Financial Impact: None

Recommendation:

Motion to approve the 53rd Circuit Court 2018 Annual Report

Prepared by:
Aaron J. Gauthier, Chief Judge

Department: 53rd Circuit Court

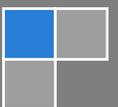
2018

53RD CIRCUIT COURT

2018 Annual Report

Honorable Aaron J. Gauthier

Karen Chapman



53rd Circuit Court

Circuit Court Judge:	Honorable Aaron J. Gauthier
Court Administrator:	Karen Chapman
Assignment/ADR Clerk:	Tina Thomas
Judicial Assistant/Compliance Clerk:	Melissa Lail
Drug Court Case Manager:	Nicole Pawlowski

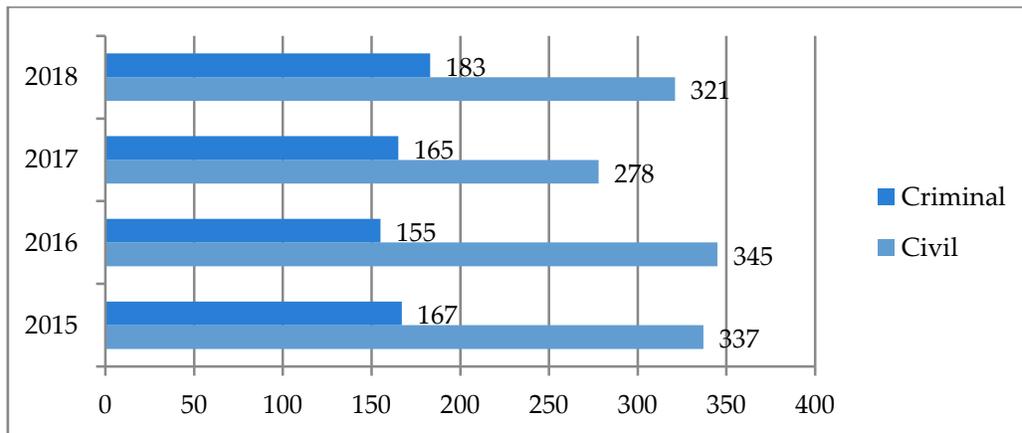
Circuit Court has jurisdiction over: Civil cases of \$25,000 or more, equity cases, criminal felony cases, personal protection matters, administrative appeals and appeals from District Court, divorces, paternity actions, child support matters, visitation/parenting time matters, and custody matters.

2018 Circuit Court Report Cheboygan County

Introduction:

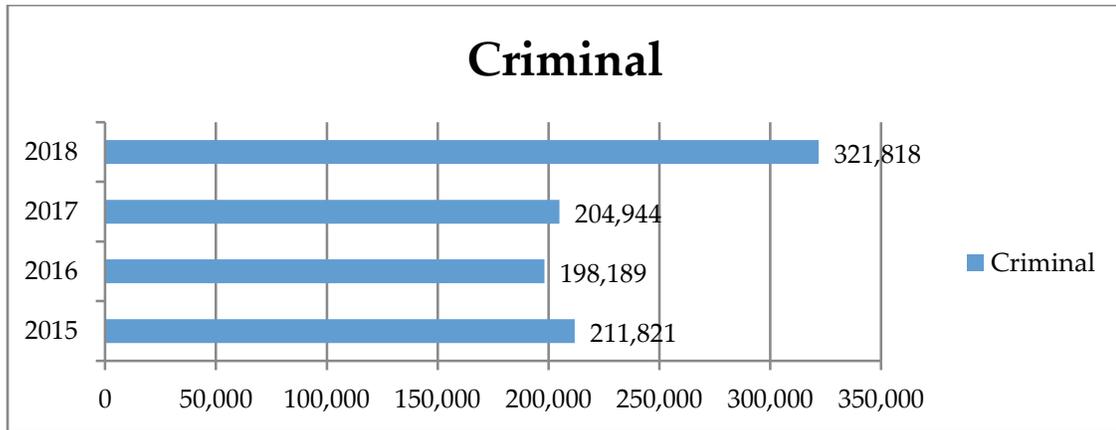
For most of 2018, Scott L. Pavlich served as the 53rd Circuit Court Judge. He retired in December 2018 after 20 years of service, and Governor Snyder appointed Aaron J. Gauthier to fill the vacancy created by that retirement. This report summarizes Circuit Court activity during 2018 and introduces some of the initiatives undertaken thus far during 2019. Next year's annual report will more fully discuss those new initiatives.

Cases Filed:



2018 saw an increase in both criminal and civil (including domestic) filings in Cheboygan over the 2017 numbers. There was an 11% increase in criminal filings, and a 15% increase in civil/domestic filings.

Collections:



The 53rd Circuit Court is in compliance with the Michigan Supreme Court’s standards for a court collections program for criminal fines, costs, and restitution. 2018 saw a dramatic increase in the amount collected, but this reflected two cases with large restitution payments. Even discounting those two cases to determine a more representative amount, Circuit Court collections in 2018 increased by 5.8%.

Budget:

2015		2016	
Budget:	\$299,368	Budget:	\$309,307
End of year balance	16,261	End of year balance	13,190
Total Expenditures	\$283,107	Total Expenditures	\$296,117
Drug Court	\$ 10,209	Drug Court	\$ 13,644
Less contribution from		Less contribution from	
Presque Isle County	39,923	Presque Isle County	40,332
Net	\$253,393	Net	\$269,429
2017		2018	
Budget:	\$318,302	Budget:	\$334,473
End of year balance	40,012	End of year balance	41,499
Total Expenditures	\$278,290	Total Expenditures	\$292,974
Drug Court	\$ 14,873	Drug Court	\$ 20,683
Less contribution from		Less contribution from	
Presque Isle County	41,998	Presque Isle County	45,387
Net	\$251,165	Net	\$268,270

The overall net budget increased in 2018, bringing it closer to 2016 levels. Total expenditures were still well short of those actually budgeted.

Drug Court:

Cheboygan County has been operating a Drug Court program since 2009. This program targets high risk, high needs felony offenders with serious substance use disorders. Violent or sexual offenders are excluded from the program.

The Drug Court is an intensive program built on a team approach that includes the prosecutor, a defense attorney, a treatment provider, a probation agent, a case manager, the court administrator, a law enforcement officer, a compliance officer, and the judge. Many of the team members volunteer their time to take on responsibilities within the program without recognition or compensation. They are truly giving of themselves to help transform lives and better our community.

The program is centered on substance abuse treatment, with strict drug and alcohol testing to monitor each participant. Incentives and sanctions are used to hold participants accountable and to reward achievements. The program is not easy on the participants, but it offers them an alternative to jail or prison.

Over the life of the program, about 41% successfully graduate. Those participants who are removed from the program are sentenced to jail or prison. The graduates of our Drug Court program have lower recidivism rates than similar offenders. Only 12.5% of Cheboygan's Drug Court graduates have reoffended within 3 years. The 5-year recidivism rate is 18.75%. According to the Michigan Supreme Court, the 3-year and 5-year recidivism rates for similar offenders is 25% and 37%, respectively. In other words, successful completion of the program reduces recidivism by half. Additionally, over 90% of participants are fully employed at the time of graduation.

During 2018, the Cheboygan Drug Court admitted 14 new participants, had 5 graduations and 10 unsuccessful terminations. As of the date of this report, there are 20 current participants in the program.

The program is primarily grant funded, with a significant local contribution as well. In 2018, the grant received was \$95,000. The County budgeted \$22,500 as its commitment to support the Drug Court program. During 2018, \$20,683 of that County commitment was expended. Drug Court participants are charged a drug court fee designed to reimburse a portion of this local contribution. Each participant must pay the fee in full as a condition of graduation. During 2018, \$5,165 was reimbursed to the County by the participants. A drug court program is not cheap, but it is far more cost effective than traditional approaches. It costs taxpayers about \$32,000 per year to house one offender in the state prison for one year. A year in the county jail for one inmate typically costs taxpayers more than \$10,000.

As with nearly every community in our state and nation, Cheboygan County continues to see an epidemic of drug abuse, including heroin and other opiates, methamphetamine, and prescription medications. This drug abuse leads to other crimes, to the destruction of families, and to injuries and deaths due to overdoses or impaired driving. People in the midst of drug addiction are often unemployed and not contributing to the local community in a positive way. Programs like our Drug Court are an effective way to help individuals out of addiction with dignity and accountability. The Michigan Supreme Court is very supportive of drug treatment courts, and the research is showing that these programs are good for the individual participants and good for the community. We will never eliminate drug abuse, but we can celebrate each individual whose life is improved, and we can reduce recidivism through programs like the Drug Court.

Friend of the Court

The Friend of the Court is an administrative office of the Circuit Court's Family Division, managed by Kevin Weller. It actively enforces and collects child support orders, and also provides dispute resolution in child custody and parenting time matters. Its performance is measured by federal and state standards, with grant funding at stake if those standards are not met. Cheboygan's Friend of the Court continues to exceed those standards.

During 2018, the total amount of support distributed was more than \$2.9 million. Cheboygan's rate of collection was 75.25%, which is higher than the statewide average of 71.43%. Our rate of collection on arrears (past due support) was 86.94%, far surpassing the statewide average of 65.96%.

The Friend of the Court conducted 62 mediations, resolving all but one of those cases by helping the parties reach an agreement. In addition, the Friend of the Court conducted 77 custody and parenting time investigations. The Friend of the Court also uses an attorney referee system that helps resolve custody and parenting time disputes and actively monitors compliance with support orders. During 2018, the Friend of the Court had 1,212 open cases. This Office provides an invaluable service not only to the Court, but to the parents and children of Cheboygan County.

2019 Initiatives:

Jury Duty. Serving on a jury is a duty and indeed a privilege for Americans. The vast majority of people who have served on a jury find the experience to be meaningful and positive. But we should try to make that experience as convenient as possible. To that end, during the spring of 2019, we changed the process of jury selection in Cheboygan County to make it more cost effective and less inconvenient to citizens who are called for jury duty. Rather than a once per month jury selection date with a large number of jurors summoned to serve on any trials during that month, we have

shifted to summoning smaller panels for individual cases to be tried immediately after the jury is selected. This has two primary benefits. First, for cases without a large number of witnesses, a citizen can fulfill jury duty on a single day. Under the prior system, a citizen selected for a jury would have to return to Court on a date later that month for the actual trial. Second, we are attempting to reduce the number of unnecessary summonses sent out, which will reduce costs in staff time and postage, as well as reduce the number of citizens who experience some degree of inconvenience simply by receiving a summons to appear in court on a date someone else has chosen for them. Other modest changes will continue to be considered, in consultation with the State Court Administrative Office and our jury board, to bring our jury management system closer to the Michigan Supreme Court's suggested best practices.

Increased Communication. One of my priorities is to increase the communication between the Court and the community. So this spring and summer, I am visiting each municipal and township board in Cheboygan County to give an update on the business of the Circuit Court and answer any questions about general Court procedures. I plan to make an annual visit to each local board to provide an update and listen to any input from local government or citizens about the Court. I also plan to have quarterly bench/bar meetings with local attorneys, to discuss local practices and procedures and receive input about making them more efficient for attorneys. We had our first such meeting this spring, with a good response from the local bar.

Courthouse Security Committee. In conjunction with the Probate and District Court Judges, and in compliance with a Michigan Supreme Court directive, I have established a courthouse security committee with members from several elected offices and other stakeholders. The committee should be conducting its first meetings in the third and fourth quarters of this year, and will provide an annual report to the Supreme Court next spring. The purpose of the committee is to discuss any issues surrounding security in the county building, to make any necessary

recommendations to the governing Board of Commissioners, and to review any security incidents. The broad membership should ensure a variety of views, so that we can best achieve a secure but welcoming environment for citizens to conduct their business in our county building.

Indigent Defense. The provision of indigent defense services has been transformed in the last couple of years due to changes in the law. During 2018, Circuit Court staff provided some services to the County to provide periodic reports to the Michigan Indigent Defense Commission (MIDC) and support to the Public Defender's Office. New standards are expected to be adopted soon by the MIDC, which include a requirement that such services be provided independent of the courts. The Circuit Court has been working with the County Administrator to shift any MIDC duties or support away from Circuit Court staff in an orderly manner.

Future Planning. During 2019, we are also exploring a possible expansion of our Drug Court program to serve Presque Isle County, which is also part of the same Circuit Court. In addition, Presque Isle County has a "Swift and Sure" probation program, which is seeking to implement the most current model for reducing recidivism for high risk offenders who are not high needs enough to require drug court intervention. That program is in its earliest stages, but if it proves successful, we would like to explore such a program in Cheboygan County as well.

Conclusion:

2018 saw the retirement of Judge Pavlich, who served this community well for 20 years. The final year of his management of this Court was successful, as explained in this report. I hope to continue this Court's tradition of efficient service to the citizens of Cheboygan County.



Cheboygan County Department of Veterans Services



ANNUAL REPORT 2018

VETERAN SERVICE OFFICER: RICK WILES

ASSISTANT VETERAN SERVICE OFFICER: SARA CUNNINGHAM

Cheboygan County Department of Veterans Services

ANNUAL REPORT 2018

Mission Statement

VETERANS AND THEIR FAMILIES- FOREMOST;
EDUCATE THE COMMUNITY;
TRUSTING PARTNERSHIPS;
SERVE THE COMMUNITY

Vision Statement

EVERY VETERAN HAS A STORY; IT'S OUR JOB TO LISTEN

Introduction

2018 Summary- Cheboygan County: VA Benefits have been granted to **over 2,300 veterans** in Cheboygan County. VA Benefits not only improve the veteran's life, but also the local economy. **Over \$20.2 million dollars** in federal benefits in FY 2018 were awarded to Cheboygan County Veterans per Geographic Distribution of VA Expenditures (GDY) FY 2018.

Services Provided

- Service Connected Disability Compensation
- Veteran Pension
- Survivor Pension
- Burial and Death Benefits
- Dependency and Indemnity Compensation (DIC)
- VA Health Care Enrollment
- DAV Van ride coordination and other travel options
- Military Records Request
- Vocational Rehabilitation and Employment
- Emergency Financial Assistance
- Automotive and Special Adaptive Equipment
- Dependent and Survivor Benefits
- VA Ancillary Benefits
- Veteran Advocacy

ACCOMPLISHMENTS

2018

- Office staff received an added cross-accreditation with the Veterans of Foreign Wars
- Participated in Project Connect and the Senior Expo
- Staff has assisted new VSOs from surrounding Counties with claim questions
- Started hosting a monthly Veterans Coffee hour on the 4th Wednesday of each month
- Working with Veteran's Park Committee to help with improvements to Veteran's Memorial Park
- Staff attended State training to maintain accreditation with the NACVSO
- Staff attended State Coalition Training
- VSO attended National Department Service Officer (NDSO) training and VA Whole Health Expo
- Staff completed Training Webinars covering: Tricare Changes, HIPPA, Claims Processing, and VA required classes
- Organized Memorial Day Remembrance ceremony at Festival Square
- Staff is normally managing an average of 100 claims in various stages of completion on any given day
- **Big Changes in the VA in 2018:**
 - Pension Program for both Veteran and Surviving Spouses was revamped, with all new forms and calculations.
 - Rapid Modernization Appeals Program (RAMP) came on line to help reduce the backlog of appeals and to get ready for appeals modernization
 - Mission Act was signed into law for veteran healthcare. Started enacting in June 2019
- **Big Changes in the VA in 2019:**
 - VA Appeals Modernization
 - Blue Water Navy Act Now Law and Procopio v. Wilkie (estimated to affect about 90,000 Vietnam Era veterans)

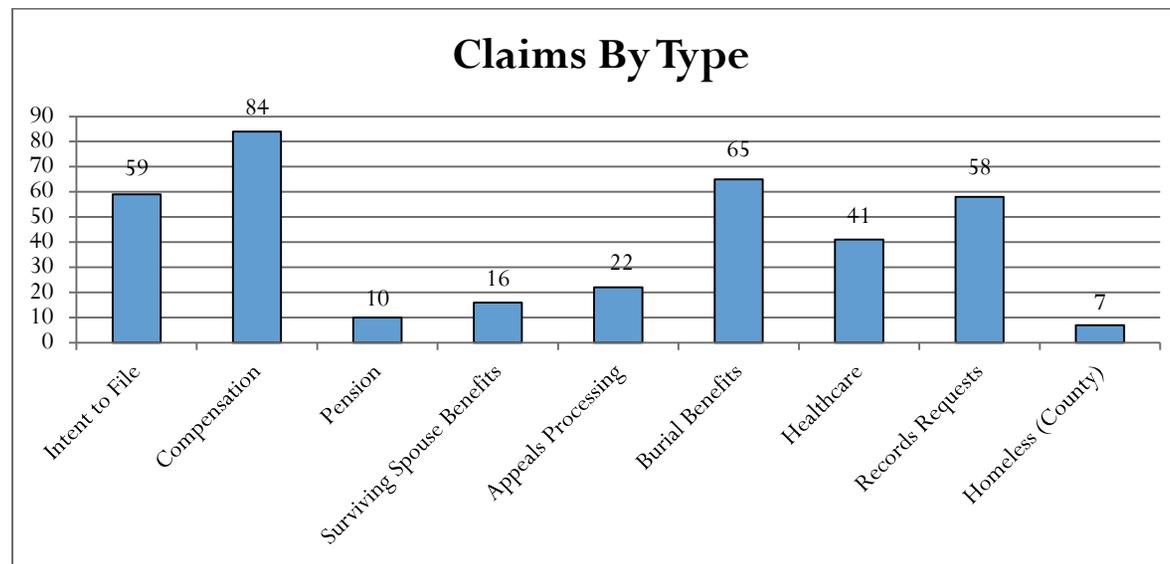
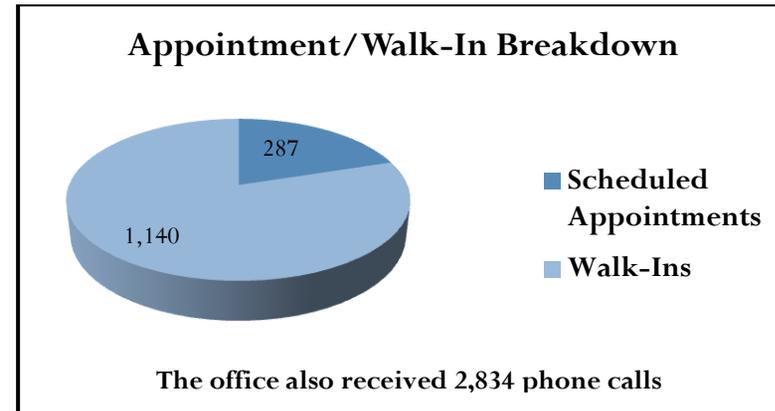
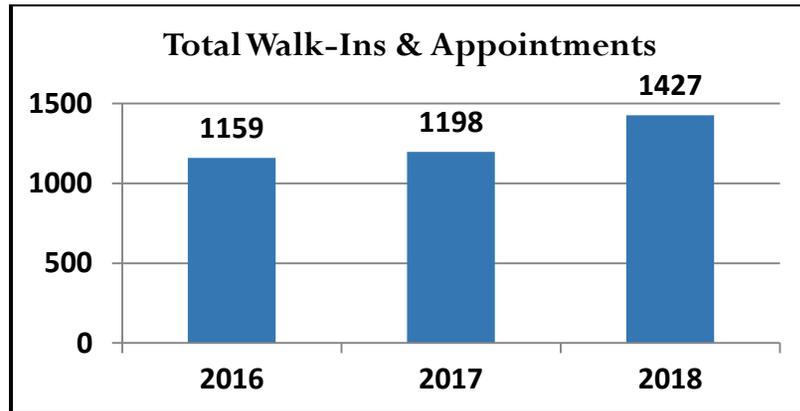
2019 GOALS

- All office staff to maintain currency in VA benefits and programs
- Seek to actively educate the community about available veteran services and benefits
- Increase community outreach throughout the *entire* county
- Provide support for county veteran events
- Coordinating with MVAA representative to hold a multi-county Veteran Benefit Fair (potentially- Indian River VFW)
- VSO taking Advanced Courses for Certified Veterans Advocate (CVA), this is training for the VSO to represent veterans in front of a Veteran's Law Judge at the Board of Veterans Appeals
- Stay updated on all the rapid changes in VA policy

ACRONYMS

AVSO	Assistance Veteran Service Officer
CY	Calendar Year
DAV	Disabled American Veterans
FY	Fiscal Year: Oct - Sep
GDX	Geographic Distribution of VA Expenditures
MVAA	Michigan Veterans Affairs Agency
MVTF	Michigan Veterans Trust Fund
NACVSO	National Association of County Veteran Service Officers
SRF	Soldiers Relief Fund
VAF	Veterans Assistance Fund
VSO	Veteran Service Officer

CHEBOYGAN COUNTY DEPARTMENT OF VETERANS SERVICES OFFICE STATISTICS



COUNTY VETERAN DEMOGRAPHICS

VETERAN EXPENDITURES IN CHEBOYGAN COUNTY (MONEY COMING INTO THE COUNTY THROUGH VA BENEFITS) ¹	
2016	\$19,485,000.00
2017	\$20,748,000.00
2018	\$20,238,000.00

VETERAN POPULATION BY COUNTY % OF TOTAL POPULATION ²		CHANGE FROM 2017
CHEBOYGAN COUNTY	9.2%	-0.3%
CHARLEVOIX COUNTY	8.0%	-0.6%
EMMET COUNTY	7.3%	-0.2%
MACKINAC COUNTY	9.1%	-0.4%
MONTMORENCY COUNTY	10.9%	-0.3%
OTSEGO COUNTY	8.8%	-0.2%
PRESQUE ISLE COUNTY	10.2%	-0.3%

¹ <https://www.va.gov/vetdata/Expenditures.asp>

² <https://www.census.gov/quickfacts/table/PST045215/26031>

FINANCIAL ASSISTANCE

VETERANS ASSISTANCE FUND

- **Funded Solely by Donations**
- Must Have DD-214: under other than Dishonorable conditions
- Must Provide Proof of Cheboygan County Residency
- Must Provide Financial Disclosures
- Plus other documents pertaining to type of assistance
- **Maximum Payout \$250**

SOLDIERS RELIEF FUND

PA 214 OF 1899 (MCL 35.21-35.27)

- **Funded by Cheboygan County**
- Must Have DD-214: under **Honorable** conditions
- Must Have Served at least 90 Days Active Duty with 1 Day **Wartime**
- Must Provide Proof of Cheboygan County Residency
- Must Provide Financial Disclosures
- Plus other documents pertaining to type of assistance
- **Maximum Payout \$500/ \$750**

MICHIGAN VETERANS TRUST FUND *

PA 9 OF 1946 (MCL 35.601-35.610)

- **Funded by MVTF (State)**
- Must Have DD-214 : under **Honorable** conditions
- Must Have Served at least 180 Days Active Duty with 1 Day of **Wartime**
- Must Provide Proof of Cheboygan County Residency
- Must Provide Financial Disclosures
- Plus other documents pertaining to type of assistance
- **No Maximum**

The Cheboygan County Department of Veterans Services provides financial assistance for emergent needs to qualified veterans and their families for temporary assistance covering emergencies or hardships concerning shelter, food, utilities, automobiles, and other circumstances. Assistance **MUST** be for an emergency and not for the relief of an inconvenience, want, or desire, and cannot be used for long term or reoccurring problems. Our office works closely with multiple State, County, and local nonprofit partners to ensure the veterans have the opportunity to receive the help they need. There are three assistance funds available through our office and each has specific eligibility requirements for the veteran or family member to qualify. If approved, assistance is always paid directly to a vendor, not the applicant.

*** After first quarter of CY17, MVTF no longer transfers money to the county to pay for assistance or per-diem. They no longer pay an annual administration fee to the county. All funds are distributed directly from the State of Michigan to the vendor.**

FINANCIAL ASSISTANCE ACCOUNTS

VETERANS ASSISTANCE FUND

2016

Total Applications: 15
Approved Applications: 12
Total Donations: \$1,800.00

Total Grants Paid: \$2,441.41

2017

Total Applications: 9
Approved Applications: 7
Total Donations: \$246.80

Total Grants Paid: \$1,109.05

2018

Total Applications: 5
Approved Applications: 4
Total Donations: \$1,041.00

Total Grants Paid: \$663.46

VAF Balance 6/30/19: \$21,545.96

SOLDIERS RELIEF FUND

2016

Total Applications: 11
Approved Applications: 7
Total Per Diem: \$760.00

Total Grants Paid: \$3,237.03

2017

Total Applications: 8
Approved Applications: 3
Processed through other agencies: 2

Withdrawn Applications: 1

Total Per Diem: \$600.00

Total Grants Paid: \$1,632.08

2018

Total Applications: 4
Approved Applications: 4
Total Per Diem: \$320.00

Total Grants Paid: \$1,369.04

MICHIGAN VETERANS TRUST FUND*

FY 2016

Total Applications: 13
Approved Applications: 11
Total Per Diem: \$282.65
Admin Fee X-fer to VAF: \$500.00

Total Grants Paid: \$13,423.54

FY 2017

Total Applications: 16
Approved Applications: 8
Withdrawn Application: 1
Total Per Diem: \$266.74
Admin Fee X-fer to VAF: \$500 (2016)

Total Grants Paid: \$ 8,498.23

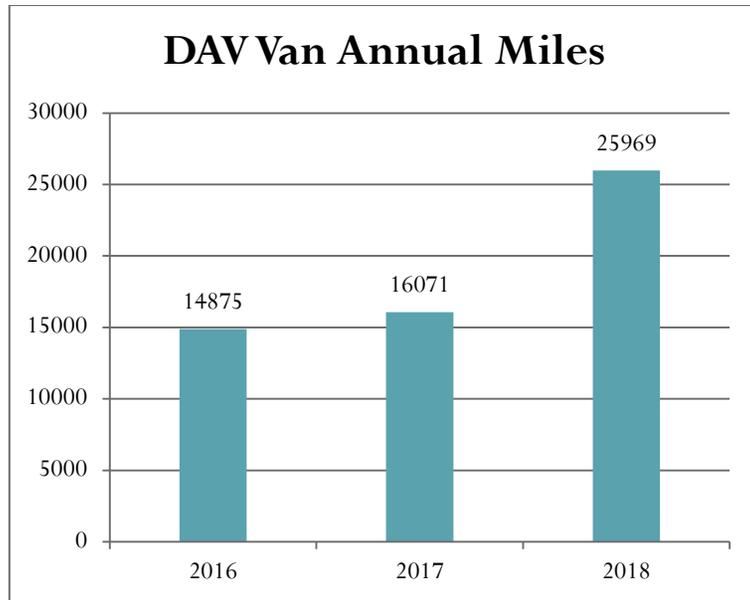
FY 2018

Total Applications: 6
Withdrawn Application: 1
Approved Applications: 4
Total Per Diem: \$ 50.50

Total Grants Paid: \$ 8,138.32 **

** NOT reflected in General Ledger.
Verified through MVTF

DAV VAN



2015: The Van only ran for 5,607 Miles

The county office transports veterans for medical appointments throughout the state.

We are able to transport veterans not only to regular VA medical appointments, but also to any VA referred private medical appointment within the state. We are also able to use any prearranged high visibility, public location as a pick up and drop off spot to make it more convenient for our county veterans. Presently, these include Veteran Service buildings, Mackinaw CBOC, and Assisted Living facilities.

Van rides are dependent on volunteer driver availability and weather.

Average time for a new volunteer driver to go through the approval process has been 1-2 months.

2016

Veterans Driven: 62

Volunteer Drivers: 8

2017

Veterans Driven: 53

Volunteer Drivers: 7

2018

Veterans Driven: 92

Volunteer Drivers: 8

ADMINISTRATOR'S REPORT

7-23-19

- MARINA:** The engineer is currently completing plans and specifications for the Marina project to submit to State Waterway's staff as well as EGLE and the Army Corp of Engineers for permit review.
- PHONE SYSTEM REPLACEMENT:** Consultant is currently completing the RFP Packet for the project which will be sent to vendors to receive proposals.
- INDIGENT DEFENSE:** The Michigan Indigent Defense Commission (MIDC) is expected to adopt new standards within the next year requiring indigent defense services be separated from the Court and that the program be administered by an attorney. Several Counties throughout Northern Michigan have discussed the possibility of implementing a regional inter-local agreement for indigent defense counsel administration. Crawford County has indicated that they have the staff and capacity to provide these services to several counties in the region and have provided a draft agreement for review. Staff will be reviewing the proposal and discussing this with our courts and contract attorneys to receive input.



Cheboygan County Board of Commissioners' Meeting

July 23, 2019

Title: Board Appointments & Procedures Committee

Summary: Recommendations from the Board Appointments & Procedures Committee made at the July 18, 2019 meeting of the committee.

Financial Impact: N/A

Recommendation: Motion by Commissioner Guine, seconded by Commissioner Matelski, to recommend to the full Board to appoint Sharen Lange to the Economic Development Corporation to complete a 6-year term commencing July 23, 2019 through September 30, 2023. Motion carried.

Prepared by: Dawn M. Reo

Department: Board Appointments & Procedures Committee

**CHEBOYGAN COUNTY
BOARD AND COMMISSION APPLICATION**

1. On which Board or Commission would you like to serve? List in order of preference.

- A. EDC
- B. _____
- C. _____

2. Name: Sharen L Lange
(First) (Middle) (Last)

3. Home Address: 9092 Summertime Ct. Cheboygan 49721
(Street Address) (City) (Zip Code)

4. County Resident: Yes No _____ 5. Home Phone: 517.894.4103

6. Cell Phone: 517.894.4103 7. Email Address: sharen.lange@gmail

8. Employment: self, Nauti Inn restaurant, Mich Mash Gallery
(Name of Employer)
Cheboygan
(Street Address) (City) (State) (Zip Code)

9. Occupation: self employed 10. Business Phone: _____

11. Please indicate any information (experience, education, community activities, organizations, etc.) which you think should be considered for your appointment to a Board or Commission. (Use additional paper and include a resume if you wish.)

business owner
magna cum laude BA
previous SD(C)3 E.D.
board service

12. Are there any reasons you may have a conflict of interest if you were appointed to a Board or Commission listed above? Yes _____ No . If yes, please explain:

13. Will you be able to attend regular evening meetings? Yes No _____

14. References (Non-Family)

Name: Tom Eustice Phone: 231.818.9438

Name: Pat Gildner Phone: 231.420.3194

15. [Signature] 7.18.19
(Signature of Applicant) (Date)

NOTE: Applications will be kept on file for a period of three (3) years.

9092 Summertime Ct
Cheboygan, MI 49731
c) 517.894.4103
e) sharen.lange@gmail.com

Sharen Lange

PROFILE

Creative and passionate previous Executive Director of an arts 501(c)3, freelance creative and successful Cheboygan business owner. Excels at leadership, organization, coordination, interpersonal skills and strategic development. Effective manager and professional communicator. Strong aptitude for leadership and team building to achieve individual and organizational goals.

PROFESSIONAL SKILLS

- Organization
- Team Management
- Positive Communication Skills
- Creative Problem Solver
- Public Relations
- Respectable & Courteous
- Strategic Partnership Development
- Community Engagement
- Public Speaking / Presentation
- 19+ yrs Special Event Production
- Plan Development & Implementation
- Youth Engagement

EXPERIENCE

BUSINESS OWNER – Nauti Inn Barstro, Cheboygan / 2017 - Present

- Owner/operator of new Downtown Cheboygan destination restaurant

CHEBOYGAN ENGAGEMENT – 2016 - Present

- Volunteer creator/director Cheboygan FallFest
- Michigan Mainstreet Steering Committee, Events & Promotion (recently resigned)
- DDA Steering Committee, participant
- Port Initiative Team, marketing
- Commercial property owner
- Community volunteer

FREELANCE CONSULTING – Lange Productions LLC / 2009 - 2016

- Select freelance clients focused on branding, publicity, marketing, social media and career planning for creative musical artists.

INTERIM DIRECTOR OF DEVELOPMENT – Indy Jazz Fest - Indianapolis / Nov. 2010 – April 2011

- Corporate fund development and strategic partnership cultivation.
- Developed comprehensive short and long term festival strategic plan and provided general consulting for organizational operations and development to assist the IJF in strengthening its production.

EXECUTIVE DIRECTOR 501(c)3 – Old Town Business & Art Development Assoc. – Lansing Oct. 2008 – resigned Aug.2010

- Festival director for Lansing Jazzfest & Old Town Bluesfest.
- Managed a volunteer planning committee of fluctuating 25-35 diverse individuals in addition to multiple MSU interns per semester – scheduled and facilitated all meetings.
- Developed structural templates for event production and organization operations.
- Monitored and facilitated all areas of production ie. publicity, fundraising, corporate sponsorship, graphic design/print, volunteers, VIP, education, outreach, web presence, beverage tent and liquor licensing, City utilities and permits, food/artisan vendors, music selection, talent contracting, merchandising, equipment rental and community networking.
- Presented and managed annual operating budget (in excess of \$300,000)
- Represented and presented organization to the community.
- Monitored and facilitated grant writing.
- Developed relationships with key regional stakeholders and media.
- Developed additional events and programming to support organization mission and outreach.
- Managed organization office – rented as gathering space and community art gallery.

GAYLORD COMMUNITY SCHOOLS – Gaylord - 2002-2006

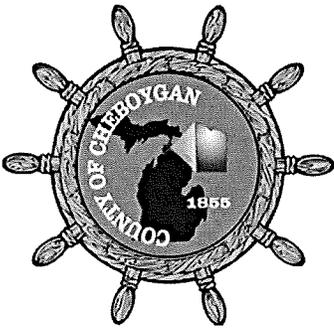
- Substitute teacher
- Parent Advisory Board Member
- Gaylord Cooperative Preschool Board, Membership and Special Events 1998 - 2002

OTSEGO COUNTY COMMUNITY FOUNDATION – Gaylord – 2000-2006

- Fundraising committee member, annual Black Tie fundraiser 'Extreevaganza'

EDUCATION

SPRING ARBOR UNIVERSITY – Magna Cum Laude BA



Cheboygan County Board of Commissioners' Meeting

Date: July 23, 2019

Title: Crime Victim's Rights Application for 2020

Summary: This grant is between the Michigan Department of Health & Human Services and the County of Cheboygan. This grant offsets the cost for Victim's Rights Services provided through the Prosecutor's Office. This grant is applied for each fiscal year and is included in the General Fund Budget. Since the agreement is between the State and the County, the Prosecuting Attorney is requesting the Board's approval.

Financial Impact: State Grant revenue totaling \$60,615.00

Recommendation: Authorize Grant acceptance and execution of all other necessary Grant documents by the County Chairperson after review from the County Finance Director and Legal Counsel (if applicable).

Prepared by: Melissa M. Goodrich

Department: Prosecuting Attorney

Victim Rights Prosecutor-2020

Facesheet

FOR OFFICE USE ONLY:	Version # _____	APP # _____
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1. Demographic Information

- a. Demographic Information Name Cheboygan County of Prosecutor
- b. Organizational Unit CV0133314
- c. Address 870 S. Main St.
- d. Address 2 Rm 143
- e. City Cheboygan State MI Zip 49721-2283
- f. Federal ID Number 38-6004841 Reference No. 038622874
- g. Demographic Information fiscal year (beginning month and day) October-01
- h. Agency Type
 Private, Non-Profit Public

1. Select the appropriate radio button to indicate the agency method of accounting.

- Accrual
- Cash
- Modified Accrual

2. Is your agency currently registered in the 211 database? Yes No

2. Program / Service Information

- a. Program / Service Information Name Victim Rights Prosecutor-2020
- b. Is implementing agency same as Demographic Information Yes No
- c. Implementing Agency Name
- d. Project Start Date Oct-01-2019 End Date Sep-30-2020
- e. Amount of Funds Allocated \$60,615.00 Project Cost \$60,615.00

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3. Certification / Contacts Information

a. Project Director

Name Celeste Charboneau
Title Admin Assistant
Mailing Address 870 S. Main Street
City Cheboygan State MI Zip 49721
Telephone (231) 627-8879 Fax (231) 627-8405
E-mail Address celeste@cheboygancounty.net

b. Financial Officer

Name James Manko
Title Financial Officer
Mailing Address PO Box 70
City Cheboygan State MI Zip 49721
Telephone (231) 627-8430 Fax
E-mail Address jmanko@cheboygancounty.net

c. Authorized Official

Name John Wallace
Title Chairperson
Mailing Address 870 South Main Street
City Cheboygan State MI Zip 49721
Telephone (231) 627-8855 Fax (231) 627-8881
E-mail Address jmanko@cheboygancounty.net

Certifications

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4. Assurances and Certifications

A. SPECIAL CERTIFICATIONS

- a By checking this box, the individual or officer certifies that he or she is authorized to approve this grant application for submission to the Department of Health and Human Services on behalf of the responsible governing board, official or Contractor.

- b By checking this box, the individual or officer certifies that he or she is authorized to sign the agreement on behalf of the responsible governing board, official or Contractor.

Narrative

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5. Program Synopsis

The Cheboygan County Prosecutor's Office strives to provide extensive victim rights services to all victims of crime, pursuant to the CVRA. The victim advocate continues to enhance the Victim's Rights Unit by the following:

1. Attend trainings/webinars to benefit victims with updated/changes in case laws, programs available to them,
2. Communicate with our community resources such as Women's Resource Center, North Country Community Mental Health , etc. to be able to direct our victims to their services.
3. Constantly updating our prosecutor's of our victims needs and preference about their current situations.

6. Program Target Area

Counties

Counties project will serve (check all that apply):

- | | | |
|---|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Alcona | <input type="checkbox"/> Alger | <input type="checkbox"/> Allegan |
| <input type="checkbox"/> Alpena | <input type="checkbox"/> Antrim | <input type="checkbox"/> Arenac |
| <input type="checkbox"/> Baraga | <input type="checkbox"/> Barry | <input type="checkbox"/> Bay |
| <input type="checkbox"/> Benzie | <input type="checkbox"/> Berrien | <input type="checkbox"/> Branch |
| <input type="checkbox"/> Calhoun | <input type="checkbox"/> Cass | <input type="checkbox"/> Charlevoix |
| <input checked="" type="checkbox"/> Cheboygan | <input type="checkbox"/> Chippewa | <input type="checkbox"/> Clare |
| <input type="checkbox"/> Clinton | <input type="checkbox"/> Crawford | <input type="checkbox"/> Delta |
| <input type="checkbox"/> Dickinson | <input type="checkbox"/> Eaton | <input type="checkbox"/> Emmet |
| <input type="checkbox"/> Genesee | <input type="checkbox"/> Gladwin | <input type="checkbox"/> Gogebic |
| <input type="checkbox"/> Grand Traverse | <input type="checkbox"/> Gratiot | <input type="checkbox"/> Hillsdale |
| <input type="checkbox"/> Houghton | <input type="checkbox"/> Huron | <input type="checkbox"/> Ingham |
| <input type="checkbox"/> Ionia | <input type="checkbox"/> Iosco | <input type="checkbox"/> Iron |
| <input type="checkbox"/> Isabella | <input type="checkbox"/> Jackson | <input type="checkbox"/> Kalamazoo |
| <input type="checkbox"/> Kalkaska | <input type="checkbox"/> Kent | <input type="checkbox"/> Keweenaw |
| <input type="checkbox"/> Lake | <input type="checkbox"/> Lapeer | <input type="checkbox"/> Leelanau |
| <input type="checkbox"/> Lenawee | <input type="checkbox"/> Livingston | <input type="checkbox"/> Luce |
| <input type="checkbox"/> Mackinac | <input type="checkbox"/> Macomb | <input type="checkbox"/> Manistee |
| <input type="checkbox"/> Marquette | <input type="checkbox"/> Mason | <input type="checkbox"/> Mecosta |
| <input type="checkbox"/> Menominee | <input type="checkbox"/> Midland | <input type="checkbox"/> Missaukee |
| <input type="checkbox"/> Monroe | <input type="checkbox"/> Montcalm | <input type="checkbox"/> Montmorency |
| <input type="checkbox"/> Muskegon | <input type="checkbox"/> Newaygo | <input type="checkbox"/> Oakland |
| <input type="checkbox"/> Oceana | <input type="checkbox"/> Ogemaw | <input type="checkbox"/> Ontonagon |
| <input type="checkbox"/> Osceola | <input type="checkbox"/> Oscoda | <input type="checkbox"/> Otsego |
| <input type="checkbox"/> Ottawa | <input type="checkbox"/> Presque Isle | <input type="checkbox"/> Roscommon |
| <input type="checkbox"/> Saginaw | <input type="checkbox"/> St. Clair | <input type="checkbox"/> St. Joseph |
| <input type="checkbox"/> Sanilac | <input type="checkbox"/> Schoolcraft | <input type="checkbox"/> Shiawassee |
| <input type="checkbox"/> Tuscola | <input type="checkbox"/> Van Buren | <input type="checkbox"/> Washtenaw |
| <input type="checkbox"/> Wayne | <input type="checkbox"/> Wexford | <input type="checkbox"/> Out Wayne |

U.S. Congressional, State and House Districts

U.S. Congressional Districts

US Congress District 1

State Senate District

State Senate District 37

State House Districts

State House District 101

7. Mission Statement

The Mission Statement of the Cheboygan County Prosecuting Attorney's Office is to pursue results in all cases that serve the interests of justice. In our pursuits, we hope to act in a fiscally responsible fashion, provide quality service and be proactive in community education and progressive with addressing community issues.

8. Project Resources

Provide a general description of staff needed to implement Victims Rights in your county. Identify the most critical activities that you perform when providing victim rights.

Our county currently has 1 full time employee for 35 hours a week, funded through our State's Victim Rights Contract. The Crime Victim Right's Coordinator provides Crime Victim Right's services to victims involved with a criminal case in all 3 courts (District, Circuit & Probate-Family Court). We work closely with our county's Women's Resource Center regarding their contracted services for our Domestic Violence and Sexual Assault victims. The Crime Victim Right's Coordinator is also responsible for all the financial reporting to the Victim Services Commission.

If you utilize the services of volunteers in the provision of Victim Rights, please explain how this is accomplished.

Our Victim's Rights program is not using volunteers.

9. Michigan Victim Information and Notification Everyday (MI-VINE)

Does your agency participate in MI-VINE?

Yes No

Provide the number of victims registered to use MI-VINE in your county for court events during the past calendar year.

193

To obtain statistics for number of Victims Registered with MI-VINE visit the website <https://www.vinewatch.com/vinewatch/>

Please describe your programs efforts to utilize MI-VINE.

Our county utilizes the MI-VINE system for all of our adult misdemeanor and felony cases. Our county is small enough for me to reach out to 95% of our victim's of crime cases and ask them if I can register them or if this would like to register to receive phone calls, text messages and/or email messages for all court hearing notices.

10. Community Coordination

1. Community Coordination Activity 1 - Describe any community activities, projects, or coordination councils that your office is involved in to promote Victim Rights and services.

We have a great working relationship with our county's Women's Resource Center. We have a written agreement with them to help assist with domestic violence and sexual assault victims as an outreach program.

They are able to provide services to our victims like putting safety plans together, counseling and supporting them, and to be able to regain control of their lives.

2. Community Coordination Activity 2 - Describe any community activities, projects, or coordination councils that your office is involved in to promote Victim Rights and services.

Grant Money

As the Victim's Rights Coordinator, I applied for a grant to receive money to promote awareness during Crime Victims' Rights Week 2019. We were granted \$400.00 again this year. Our office provided a luncheon at a local restaurant and invited our Criminal Sexual Conduct and Sexual Assault victims. Our goal was to let our victims know that our office works very closely with our Law Enforcement to ensure the utmost respect and support to our victims to feel safe and confident about reporting their situation.

Child Advocacy

This is a grant funded program in Cheboygan County that actively promotes community programs such as: educating parents on how to better promote healthy children and community awareness and youth interventions programs. The goal is to help families stay together, intervene when parents and children in our community are struggling as a family. They also provide programs at our Youth Center after school to try and keep children off the streets and out of trouble. As the Victim's Rights Advocate, I currently serve as a member on this panel.

Child Death Review Board

This group consist of a number of members in the community from the Prosecutor's Office, Law Enforcement, Department of Health & Human Services, EMT's, Medical Examiner, Health Department and Community Mental Health. When there is a child death in our community, Law Enforcement investigates and the Medical Examiner determines the cause of death. After all of the evidence is collected, we meet to collaborate on how to educate the community to prevent future SID's, suicide or other means of our children dying.

Our goal is to improve our understanding of how and why children die, to demonstrate the need for and to influence policies and programs to improve child health, safety and protection and to prevent other deaths.

After this group has meet and all the information is collected, a report is then submitted to the state at the Michigan Public Health Institute. I am currently the Coordinator of this program.

3. Community Coordination Activity 3 - Describe any community activities, projects, or coordination councils that your office is involved in to promote Victim Rights and services.

From Decisions To Actions

From Decisions to Actions is a Probate Court ordered program for troubled youths with criminal charges. The youth and their parents/guardians have to attend this 10 week program the will give the youths and their parents/guardians tools to learn to make better choices in their day to day decision making.

All mentors' in this program are volunteers and mentor 1 on 1 with a youth. We discuss their homework for the week together and their life situation, and apply the weeks lesson to the situation to help the youth determine if they can come up with a reasonable solution to solve the problem(s).

The parents/guardians attend group sessions with other parents/guardians with the Director and a Moderator going over helpful ideas on how to handle difficult family or parenting situations.

Work Plan

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11. Work Plan

- Objective :** Provide notices to crime victims as defined in the William VanRegenmorter Crime Victim Rights Act of 1985.
- Activity :** Provide specific information to each victim as mandated in MCL 780.756
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2019 - 09/30/2020
- Expected Outcome :** 100% of victims will receive information under this section within 7 days of the defendant's arraignment.
- Measurement :** ACT/JCT or comparable system.
-
- Activity :** Provide specific information to each victim as mandated in MCL 780.786
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2019 - 09/30/2020
- Expected Outcome :** 100% of victims will receive information under this section within 72 hours after filing a juvenile petition.
- Measurement :** ACT/JCT or comparable system
-
- Activity :** Provide specific information to each victim as mandated in MCL 780.816
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2019 - 09/30/2020
- Expected Outcome :** 100% of victims will receive information under this section within 48 hours after an arraignment/plea.
- Measurement :** ACT/JCT or comparable system
-
- Activity :** Inform the victim of the defendant's conviction and the victim's right to make a written or oral Victim Impact Statement pursuant to 780.763, 780.765, 780.792, 780.793, 780.823, 780.825.
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2019 - 09/30/2020
- Expected Outcome :** 100% of requesting victims will receive notice of this right.
- Measurement :** ACT/JCT or comparable system
-
- Activity :** Provide the victim with an applicable post-conviction notice form pursuant to MCL 780.763a(1), 780.791a, 780.828a.
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2019 - 09/30/2020
- Expected Outcome :** 100% of requesting victims will receive this information
- Measurement :** ACT/JCT or comparable system.
-
- Activity :** Inform the victim of their rights to receive notice of an appeal pursuant to MCL 780.768a.
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2019 - 09/30/2020
- Expected Outcome :** 100% of requesting victims requesting courtroom accompaniment will receive this advocacy service.
- Measurement :** ACT/JCT or comparable system.
-
- Objective :** Advocate will provide victim advocacy services from a systems-based perspective
- Activity :** Victim advocate will provide courtroom accompaniment when requested by the victim
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2019 - 09/30/2020

Expected Outcome : 100% of fully-funded staff under this grant agreement will have achieved sixteen continuing education hours by the end of the grant year.
Measurement : Spreadsheet or comparable system

Objective : Victim Advocates will obtain continuing education hours to increase individual expertise in the field of victim advocacy.

Activity : Attend Division of Victim Services sponsored conferences

Responsible Staff : Fully-funded advocates in the Victim Rights Unit

Date Range : 10/01/2019 - 09/30/2020

Expected Outcome : 100% of fully-funded staff under this grant agreement will achieve sixteen continuing education hours by the end of the grant year.

Measurement : Training log or Certificate of Attendance

Objective : Grantee will comply with the reporting requirements of the grant agreement

Activity : Ensure all quarterly reports are complete and submitted in a timely manner

Responsible Staff : CVRP Project Director

Date Range : 10/01/2019 - 09/30/2020

Expected Outcome : Quarterly grant reports will be submitted prior to the deadline.

Measurement : Electronic Grants Administration & Management System (Egrams)

Budget

FOR OFFICE USE ONLY:		Version # _____	APP # _____				
Line Item	Qty	Rate	Units	UOM	Total	Amount	
DIRECT EXPENSES							
Program Expenses							
1	Salary & Wages						
	Coordinator	1.0000	39453.000	0.000	FTE	39,453.00	39,453.00
2	Fringe Benefits						
	Unemployment	0.0000	3.620	9000.000		326.00	326.00
	FICA	0.0000	7.650	39453.000		3,018.00	3,018.00
	Retirement	0.0000	17.700	39453.000		6,983.00	6,983.00
	Hospitalization	0.0000	9.100	39453.000		3,590.00	3,590.00
Total for Fringe Benefits						13,917.00	13,917.00
3	Travel						
	Gas to attend In-State Training	0.0000	0.000	0.000		254.00	254.00
	Meals and Miscellaneous Travel Expenses	0.0000	0.000	0.000		350.00	350.00
Total for Travel						604.00	604.00
4	Supplies & Materials						
	Office Supplies	0.0000	0.000	0.000		2,455.00	2,455.00
	Postage	0.0000	0.000	0.000		700.00	700.00
Total for Supplies & Materials						3,155.00	3,155.00
5	Contractual						
6	Equipment						

Budget Detail for Victim Rights Prosecutor-2020
 Agency: Cheboygan County of Prosecutor
 Application: Victim Rights Prosecutor-2020

7/19/2019

	Line Item	Qty	Rate	Units	UOM	Total	Amount
7	Other Expense						
	Cell Phone Service	0.0000	0.000	0.000		600.00	600.00
	5% Direct Victim Needs	0.0000	0.000	0.000		2,886.00	2,886.00
Total for Other Expense						3,486.00	3,486.00
Total Program Expenses						60,615.00	60,615.00
TOTAL DIRECT EXPENSES						60,615.00	60,615.00
INDIRECT EXPENSES							
Indirect Costs							
1	Indirect Costs						
Total Indirect Costs						0.00	0.00
TOTAL INDIRECT EXPENSES						0.00	0.00
TOTAL EXPENDITURES						60,615.00	60,615.00

Budget Summary for Victim Rights Prosecutor-2020
 Agency: Cheboygan County of Prosecutor
 Application: Victim Rights Prosecutor-2020

7/19/2019

	Category	Total	Amount	Narrative
DIRECT EXPENSES				
Program Expenses				
1	Salary & Wages	39,453.00	39,453.00	
2	Fringe Benefits	13,917.00	13,917.00	
3	Travel	604.00	604.00	
4	Supplies & Materials	3,155.00	3,155.00	
5	Contractual	0.00	0.00	
6	Equipment	0.00	0.00	
7	Other Expense	3,486.00	3,486.00	
Total Program Expenses		60,615.00	60,615.00	
TOTAL DIRECT EXPENSES		60,615.00	60,615.00	
INDIRECT EXPENSES				
Indirect Costs				
1	Indirect Costs	0.00	0.00	
Total Indirect Costs		0.00	0.00	
TOTAL INDIRECT EXPENSES		0.00	0.00	
TOTAL EXPENDITURES		60,615.00	60,615.00	

Source of Funds

	Category	Total	Amount	Cash	Inkind	Narrative
1	Source of Funds					
	Fees and Collections	0.00	0.00	0.00	0.00	
	State Agreement	60,615.00	60,615.00	0.00	0.00	
	Local	0.00	0.00	0.00	0.00	

Budget Summary for Victim Rights Prosecutor-2020
Agency: Cheboygan County of Prosecutor
Application: Victim Rights Prosecutor-2020

7/19/2019

	Federal	0.00	0.00	0.00	0.00	
	Other	0.00	0.00	0.00	0.00	
	Total Source of Funds	60,615.00	60,615.00	0.00	0.00	
	Totals	60,615.00	60,615.00	0.00	0.00	



Cheboygan County Board of Commissioners' Meeting

July 23, 2019

Title: 2020 Budget Process Timeline

Summary: As prescribed in the Budget Adoption and Amendment Policy, “a budget timeline shall be presented and approved by the Board of Commissioners prior to the inception of budget preparation”. Attached you will find the 2020 Budget Process Timeline.

The timeline outlines a process similar to prior years with the public hearing and final adoption occurring at the last finance/business meeting of the 2019 fiscal year.

Financial Impact: N/A

Recommendation: Motion to approve the 2020 Budget Process Timeline as presented.

Prepared by: James Manko

Department: Finance

**CHEBOYGAN COUNTY
2020 BUDGET PROCESS TIMELINE**

TIMELINE	ACTIVITY	RESPONSIBILITY
July 23 - August 5	Revenue Projections - Calculated and Input	Department Heads, including Elected Officials
July 23 - August 5	Outside Entities Prepare Funding Request	Other Agencies
July 23 - August 5	Expenditure Requests - Calculated and Input	Department Heads, including Elected Officials
August 5	Begin Updating Departmental Goals and Objectives for 2020	Department Heads, including Elected Officials
August 5 - August 12	Outside Entities Submit Funding Request	Other Agencies
August 5 - August 12	Enter Wage and Benefits Projections	Finance Department
August 12 - August 19	Review and Compilation by Finance Department	Finance Director
August 19 - August 26	Preliminary Budget Assembled	Administrator/Finance Director
August 26	Submit Updated Departmental Goals and Objectives for 2020	Department Heads, including Elected Officials
August 26 - September 6	Meeting with Department Heads, including Elected Officials and Other Agencies ONLY REQUIRED IF REQUESTING NEW PROGRAMMING OR SIGNIFICANT INCREASES	Administrator/Finance Director
September 9 - September 13	Review and Compilation by Finance Department	Finance Director
September 10	Adopt Capital Improvement Plan	Planning & Zoning
September 11 - September 13	Preliminary Budget Document Printed and Delivered for Board Preview	Finance Director
September 16 - September 23	Preliminary Budget Document Available for Board Analysis	Board
September 24	First Line Item Budget Review	Administrator/Finance Director - Board
October 8	Adopt Salary and Wage Resolution	Board
October 9 - October 11	Draft Budget Assembled	Administrator/Finance Director
October 14 - October 16	Draft Budget Reviewed by Department Heads	Department Heads, including Elected Officials
October 17 - October 18	Final Review by Finance Department - Draft Budget Document Printed and Delivered for Board Preview	Administrator/Finance Director
October 22	Second Line Item Budget Review	Administrator/Finance Director - Board
October 23 - November 1	Board Recommended Changes Incorporated	Finance Director
November 4 - November 8	Final Draft Budget Document Printed and Delivered for Board Preview	Finance Director
November 12	Final Draft Budget Reviewed by the Board	Board/Administrator/Finance Director
November 13 - November 15	Board Recommended Changes Incorporated	Finance Director
November 26	Third Line Item Budget Review - OPTIONAL	Board/Administrator/Finance Director
November 27	Send Budget Posting to Newspaper	Clerk
November 27 - November 29	Board Recommended Changes Incorporated - IF ADDITIONAL BOARD REVIEW OCCURS ON NOVEMBER 26	Finance Director
December 2 - December 6	Final Budget Document Printed and Delivered for Board Preview	Finance Department
December 9	Prepare Presentation for the Public Hearing	Administrator/Finance Director
December 10	Public Hearing / Adopt Budget	Board