



# May Work Session



**Houghton County  
Board of Commissioners  
Agenda Item Request Form**

Please fill out the following form to request an item be added to the agenda for the upcoming Houghton County Board of Commissioners meeting.

**Submitter Information:**

- Name: Brendon Presnell
- Department/Organization (if applicable): WUPPDR
- Phone Number: 906-212-8004
- Email Address: bpresnell@wuppdr.org

**Agenda Item Details:**

- Title of Agenda Item: Proposal for Transfer Station Improvements and MMP Budget Update \_\_\_\_\_
- Requested Meeting Date: 4/14/2026
- Brief Description of the Item (include any decisions needed):

1. Motion for Houghton County to engage with WUPPDR MMP Coordinator on a capital i
2. Motion to approve the proposed second round MMP budget per interlocal agreement -

- Are you requesting time to speak at the meeting?

Yes  
 No

- Supporting Documents Attached?

Yes  
 No

(If yes, please list): MMP Informational Graphic, Proposed MMP Budget \_\_\_\_\_

Signature: \_\_\_\_\_

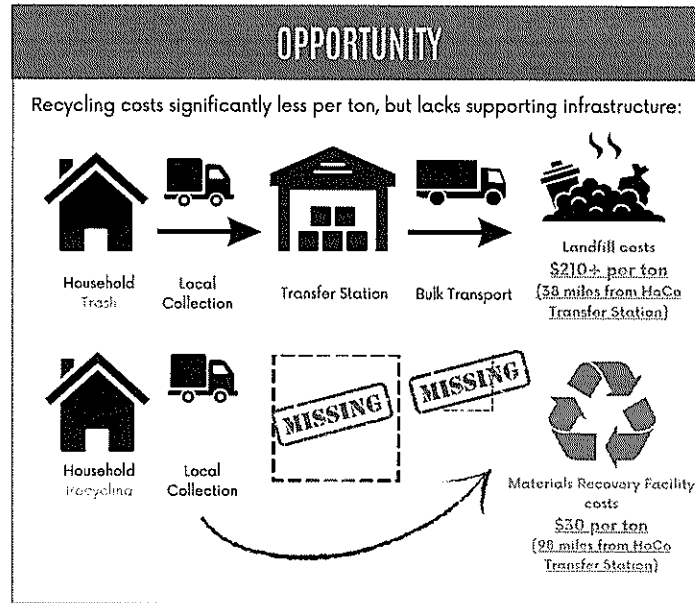
Date: \_\_\_\_\_



Round 2 MMP Budget Item	Description of Services	Category	Amount	Current Grant End Date	Amended Grant End Date
WUPDDR (Acting Designated Planning Agency for Western UP MMP)	Continue to develop state-mandated Materials Management Plan, including regional profile, development of goals, identification of gaps in landfill diversion programs, and development of education and outreach programs around landfill diversion.	Contractual	\$ 56,000.00	12/7/2026	7/31/2027
Feasibility Study Technical Assistance	Contract engineering, architecture, and additional technical support for feasibility study on the development of a recycling tipping floor at the Houghton County Transfer Station.	Contractual	\$ 32,550.00		
Total			\$ 88,550.00		

# THE CASE FOR RECYCLING

RECYCLING IN THE UP REDUCES COST AND HAS POPULAR SUPPORT PUBLICALLY AND MUNICIPALLY



### INTEREST

PUBLIC	MUNICIPALITIES
<p>Of in-county survey respondents<sup>1</sup>, average satisfaction with current materials management options was</p> <p style="text-align: center;"><b>5.4 out of 10</b> </p> <p>while interest in expanding recycling services averaged a score of</p> <p style="text-align: center;"><b>9.1 out of 10</b> </p>	<p>Six of the most populous municipalities<sup>2</sup> already support exploring infrastructure investment in partnership with the County, representing approximately</p> <p style="text-align: center;"><b>56%</b> </p> <p>of all Houghton County households</p>

### SUPPORT

Existing infrastructure at the Houghton County Transfer Station is aging out. To support ongoing operations as well as invest in the future, a recycling tipping floor feasibility study and capital improvements plan comes with:

**\$449,000** in infrastructure assistance<sup>3</sup>

**\$32,650** for engineering and technical assistance

**\$56,000** in ongoing MMP education/management

**\$199,000+** per year in increased operations funding<sup>4</sup>

#### NOTES

1. 189 total respondents from Houghton County collected between February and April 2026.
2. Supporting municipalities include Calumet Township and Village, Laurium, City of Hancock, City of Houghton, and Chassell Township.
3. Funding must be dedicated to recycling per EGLE Recycling Infrastructure Fund requirements.
4. Funding must be dedicated to recycling or resource recovery per PA 138 of 2005. Estimate is based on current support from municipalities. Municipalities and/or individuals may opt out of this surcharge.

## **Board Presentation Script – Enhanced Access Policy Adoption**

I would like to request formal adoption of an **Enhanced Access to Public Records Policy** pursuant to MCL 15.441.

Currently, Houghton County maintains and distributes GIS parcel and assessment-related data to outside parties, including private companies, developers, and other organizations. While we already have an established fee schedule in practice for providing this data, that fee structure has not yet been formally adopted under an Enhanced Access policy.

Adopting this policy would accomplish a few important things:

First, it provides a clear legal framework for the county to charge reasonable fees for value-added access to our GIS and public records data. This is distinct from standard requests under the Freedom of Information Act (Michigan), which applies to traditional public record requests but does not fully address bulk data, digital datasets, or ongoing access services.

Second, it formalizes and standardizes our existing practices. Right now, we are already providing this data and charging fees, but adoption of this policy ensures transparency, consistency, and legal defensibility in how those fees are applied.

Third, it helps the county recover costs associated with maintaining, updating, and distributing GIS data. This includes staff time, software, vendor services, and infrastructure—particularly as we continue working with our GIS service providers to improve data accuracy and accessibility.

Lastly, adopting this policy aligns Houghton County with best practices used by many counties across Michigan that provide digital parcel and mapping data to external users.

To be clear, this policy does not restrict public access to records under FOIA. Individuals may still request records in the traditional manner. This policy simply governs enhanced access—such as bulk datasets, digital GIS layers, and subscription-style access—which go beyond standard record requests.

I am asking the Board to formally adopt the Enhanced Access to Public Records Policy and approve the associated fee schedule currently in use by the County.

# HOUGHTON COUNTY

## EQUALIZATION DEPARTMENT



401 E Houghton Avenue  
Houghton, MI 49931

Office (906) 482-0250  
Fax (906) 482-7238

### DATA SHARING AGREEMENT

This agreement is entered into on \_\_\_\_\_, between the Houghton County Equalization Department, Houghton, Michigan and \_\_\_\_\_, hereafter referred to as "**Customer**".

The parties, Houghton County Equalization Department and **Customer** agree to the following:

- 1) **Customer** agrees not to sell, redistribute, or sub-license the Houghton County Equalization Department's data in digital format, without the written consent of the Houghton County Equalization Department. All requests for consent to sell, redistribute, or sub-license the Equalization Department's digital data or information must be redirected to the designated Houghton County Freedom of Information Act Coordinator.
- 2) **Customer** may reproduce and redistribute hard copy output of the Houghton County Equalization Department's data in paper and/or other non-digital media.
- 3) **Customer** shall immediately notify the Houghton County Equalization Department in writing of any misuse, misappropriation, or unauthorized disclosure of any confidential information that may come to its attention.
- 4) **No warranty**: The burden for determining "fitness for use" rests with the Customer. Houghton County, its Equalization Department, their elected and appointed officials, employees, representatives and agents, will not be liable in any way for inaccuracy or incompleteness of the data, and as a condition of receiving any data being provided hereunder, the Customer waives and releases any and all claims of any kind or nature for any direct, indirect, special, consequential, exemplary, or other damages.
- 5) **Customer** agrees to indemnify, hold harmless, and defend Houghton County, its Equalization Department, their elected and appointed officials, employees, representatives and agents from any and all claims, damages, liabilities, and expenses arising from the Customer's use of the Houghton County Equalization Department's data.

The Signatory for the **Customer** represents and warrants that they are authorized to execute this document on behalf of the **Customer**.

**CUSTOMER**

CUSTOMER: \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICIAL REPRESENTATIVE(S): \_\_\_\_\_

TITLE(S): \_\_\_\_\_

SIGNATURE(S): \_\_\_\_\_

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**CONTACT INFORMATION:**

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

**HOUGHTON COUNTY EQUALIZATION DEPARTMENT**

BY ITS DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**CONTACT INFORMATION:**

PHONE: (906) 482-0250

FAX: (906) 482-7238

EMAIL: [equalization@houghtoncounty.net](mailto:equalization@houghtoncounty.net)

MAILING ADDRESS: 401 E Houghton Avenue, Houghton, Michigan, 49931

# HOUGHTON COUNTY

## EQUALIZATION DEPARTMENT



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401 E Houghton Avenue  
Houghton, MI 49931

Office (906) 482-0250  
Fax (906) 482-7238

### FEE SCHEDULE (2025-2026)

Record Cards – Digital Records & Old Paper Files .....	\$2.00 each, w/ sketch \$5.00
Parcel Mapping or Plat Map Copies .....	\$2.00 each
Alphabetical Roll .....	\$250.00
Assessment Roll .....	\$500.00
Custom Exports .....	\$1500.00 plus \$75/hr
GIS Shape Files (entire county) .....	\$1800.00 (or .06¢ per parcel)
Compact Disc (CD) .....	\$10.00 each
16GB USB Flash Drive .....	\$15.00 each

Data is available in paper and digital formats  
(PDF, HTML, Text, CSV, MHT, Rich Text Document, & Image File)

Financial  
Policy No. 1102

Enhanced Access to  
Public Records

Approved: April 21, 2026  
Resolution No. 26-416

1. **PURPOSE:** This policy establishes procedures to provide certain records to the public and establishes a fee schedule for such records as permitted by state statute.
2. **AUTHORITY:**
  - 2.1 Authority to establish rules and regulations in reference to the management of the interest and business concerns of the county is vested with the Gratiot County Board of Commissioners (MCL 46.11(m)).
  - 2.2 The Enhanced Access to Public Records Act enables the Board of Commissioners to provide enhanced access for the inspection, copying, or purchasing of a public record that is not confidential or otherwise exempt by law from disclosure (MCL 15.441 *et. seq.*).
3. **APPLICATION:** This policy applies to all County elected officials, departments, and agencies of Gratiot County.
4. **RESPONSIBILITY:** County elected officials, department heads, agencies, boards, commissions and committees legally responsible for the creation, preparation, ownership, custody, control, maintenance, preservation, guardianship, retention, possession or use of a public record shall select which records may be made public through enhanced access.
5. **DEFINITIONS:**
  - 5.1 ***“Enhanced Access”*** means a public record’s availability for public inspection, purchase or copying by digital means. Enhanced access does not include the transfer of ownership of a public record.
  - 5.2 ***“Geographical Information System (GIS)”*** means an informational unit or network capable of producing customized maps based upon a digital representation of geographical data.
  - 5.3 ***“Operating expenses”*** includes, but is not limited to, the direct cost of creating, compiling, storing, maintaining, processing, upgrading or enhancing information or data in a form available for enhanced access, including the cost of computer hardware and software, systems development, employee time and the actual cost of supplying the information or record in the form requested by a purchaser.
  - 5.4 ***“Person”*** means an individual, corporation, limited liability company, partnership, firm, organization, association, governmental entity, or other legal entity. Person does not include an individual serving a sentence of imprisonment in a state or county correctional facility in this state or any other state, or in a federal correctional facility.

- 5.5 **“Public body”** means Gratiot County government including its officers, employees, agencies, departments, divisions, bureaus, boards, commissions, councils, authorities, or any other associated bodies.
- 5.6 **“Public record”** means a writing prepared, owned, used, in the possession of, or retained by Gratiot County government in the performance of an official function, from the time it is created. Public record does not include computer software.
- 5.7 **“Reasonable fee”** means a charge calculated to enable the County to recover over time only those operating expenses directly related to the County’s provision of enhanced access.
- 5.8 **“Software”** means a set of statements or instructions that when incorporated in a machine-usable medium is capable of causing a machine or device having information processing capabilities to indicate, perform, or achieve a particular function, task, or result.

**6. POLICY:**

6.1 Authorization.

- 6.1.1 All public bodies are authorized to provide enhanced access for the inspection, copying, or purchasing of a public record that is not confidential or otherwise exempt by law from disclosure (MCL 15.443(1)).
- 6.1.2 The following principles and policies are to be considered when determining which public records are to be made available through enhanced access.
  - a. Management principles applied to information resources should be the same as those applied to other governmental resources.
  - b. Elected officials, department heads, agencies, boards, commissions, committees and other County public bodies legally responsible for the creation, preparation, ownership, custody, control, maintenance, preservation, guardianship, retention, possession or use of a public record have the responsibility, authority and accountability for the management of public record information.
  - c. Information resources investments must be driven by legal, programmatic and governmental requirements.
  - d. County government, in trust for the citizens of Gratiot County, has a duty to ensure that ownership of information products and County created intellectual property is protected and maintained.

6.2 Fees.

- 6.2.1 It is the policy of Gratiot County to charge a reasonable fee for providing enhanced access to a public record.

- 6.2.2 It is the policy of Gratiot County to charge a reasonable fee for providing enhanced access to the output from a GIS.
- 6.2.3 Except as otherwise provided by act or statute, the Gratiot County Board of Commissioners shall establish a reasonable fee(s) for each public record made available for enhanced access or for access to the output from a GIS.
- 6.2.4 Except as otherwise provided by act or statute, all persons shall be charged the reasonable fee approved by the Board of Commissioners for enhanced access to a public record or for the output from a GIS.
- 6.2.5 As determined by the County Administrator, access or enhanced access may be furnished without charge or at a reduced charge if a waiver or reduction of fee is in the public interest because access or enhanced access can be considered as primarily benefiting the general public. Examples may include, but are not limited to instances when:
  - a. The information is critical to public health or safety.
  - b. The information is required for non-profit research purposes such as academic or public interest research.
  - c. The information is required to meet legal, programmatic or governmental objectives.
  - d. The information explains the rights, entitlements and/or obligations of individuals.
  - e. The cost of administering the fees would exceed the revenue to be collected.
  - f. The reasonable fee established would have a serious detrimental impact on the financial position of particular groups or classes of users.
  - g. The reasonable fee established would limit the number of users enough to compromise achievement of program or other governmental objectives.

6.3 Disclaimer.

- 6.3.1 Recipients of access or enhanced access receive all information “as is.” The County of Gratiot, its officers, officials, employees, agents, volunteers, contractors, or its public bodies make no warranties of any kind, including but not limited to warranties of accuracy, fitness for a particular purpose or of a recipient’s right of use. Recipients are solely responsible for investigating, resisting litigating, and settling such complaints, including the payment of any damages or costs, unless the Gratiot County Board of Commissioners agrees to participate in the process at the County’s expense.
- 6.3.2 Unless authorized by the Board of Commissioners, no officer, official, employee, agent, volunteer, contractor, or other person or public body may make any representation or warranty on behalf of the County or one of its public bodies.

7. **ADMINISTRATIVE PROCEDURES**: The County Administrator shall be responsible for the development, revision, and implementation of any associated administrative procedures not already stated in this policy.
8. **ADMINISTRATOR AND LEGAL COUNSEL REVIEW**: The County Administrator shall approve all new and amended policies as to substance. County Counsel shall approve all new and amended policies as to legal content. These approvals shall accompany draft policies and amended policies submitted to the Board of Commissioners for consideration.

# Ogemaw Co.

## Enhanced Access To Public Records Policy

Ogemaw County, Michigan

This policy is established pursuant to the authority of the Enhanced Access to Public Records Act, 1996 P.A. 462.

### 1. DEFINITIONS

A. "Enhanced Access" means a public record's immediate availability for public inspection, purchase or copying by digital means. Enhanced access does not include the transfer of ownership of a public record.

B. "Geographical Information System" means an informational unit or network capable of producing files, data, documents, images, or customized maps based upon a digital representation of geographical data.

C. "Person" means that term as defined in section 2 of the Freedom of Information Act, Act No. 442 of the Public Acts of 1976, being section 15.232 of the Michigan Compiled Laws.

D. "Public Body" means that term as defined in section 2 of the Freedom of Information Act, Act No. 442 of the Public Acts of 1976, being section 15.232 of the Michigan Compiled Laws.

E. "Public Record" means that term as defined in section 2 of the Freedom of Information Act, Act No. 442 of the Public Acts of 1976, being section 15.232 of the Michigan Compiled Laws.

F. "Software" means that term as defined in section 2 of the Enhanced Access to Public Records Act, Act No. 462 of the Public Acts of 1996, being section 15.442 of the Michigan Compiled Laws.

### 2. AUTHORIZATION

A. Pursuant to 1996 P.A. 462, all Ogemaw County government public bodies may provide enhanced access for the inspection, copying, or purchasing of a public record that is not confidential or otherwise exempt by law from disclosure. [Sec. 3(1)(a); Sec. 3(3)].

B. This policy does not require a public body to provide enhanced access to any specific public record. [Sec. 3(4)].

C. County elected officials, department heads, agencies, boards, commissions and councils legally responsible for the creation, preparation, ownership, custody, control,

maintenance, preservation, guardianship, retention, possession or use of a public record shall select which public records may be made available through enhanced access.

D. Principles and policies to be considered in determining which public records shall be made available through enhanced access include, but are not limited to the following:

1. Management principles applied to information resources should be the same as those applied to other governmental resources.

2. Elected officials, department heads, agencies, boards, commissions, councils and other county public bodies legally responsible for the creation, preparation, ownership, custody, control, maintenance, preservation, guardianship, retention, possession or use of a public record have the responsibility, authority and accountability for the management of public record information.

3. Information resources investments must be driven by legal, programmatic and governmental requirements.

4. Ogemaw County government, in trust for the people of Ogemaw County, has a duty to ensure ownership of information procedures and that county created intellectual property is protected and maintained.

### 3. FEES

A. It is the policy of Ogemaw County to charge a reasonable fee for providing enhanced access to a public record. [Sec. 3(1)(b)]

B. It is the policy of Ogemaw County to charge a reasonable fee for providing access to:

(i) A geographical information system.

(ii) The output from a geographical information system.

C. "Reasonable fee" means a charge calculated to enable Ogemaw County to recover, over time, only those operating expenses directly related to the public body's provision of enhanced access.

D. "Operating expenses" includes, but is not limited to, a public body's direct cost of creating, compiling, storing, maintaining, processing, upgrading, or enhancing information or data in a form available for enhanced access, including the cost of computer hardware and software, systems development, employee time, and the actual cost of supplying the information or record in the form requested by the purchaser.

E. Except as otherwise provided by act or statute, Ogemaw County's Budget & Finance Committee shall establish a proposed reasonable fee(s) for each public record made available for enhanced access or for access to a geographical information system or the output from a geographical information system. The proposed fee(s) shall be presented to and approved by the Ogemaw County Commission before they shall be effective.

F. Except as otherwise provided by act or statute, all persons shall be charged the reasonable fee approved by the Ogemaw County Commission for enhanced access to a public record or for access to a geographical information system or the output from a geographical information system.

G. A public body may furnish access or enhanced access, without charge or at a reduced charge, if the public body determines that a waiver or reduction of fees is in the public interest because access or enhanced access can be considered as primarily benefiting the general public. Examples may include, but are not limited to, instances when:

1. The information is critical to public health or safety;
2. The information is required for non-profit research purposes such as academic or public interest research;
3. The information is required to meet legal, programmatic or governmental objectives;
4. The information explains the rights, entitlements and/or obligations of individuals;
5. The cost of administering the fees would exceed the revenue to be collected;
6. The reasonable fees established would have a serious detrimental impact of the financial position of particular groups or classes of users;
7. The reasonable fee established would limit the number of users enough to compromise achieving program or other governmental objectives.

H. Submission of Request. All requests must be submitted in writing by the requestor. Writings include requests submitted by facsimile, electronic mail, or other electronic means.

I. Withdrawal of Request. All withdraw of requests must be submitted in writing by the requestor. Writings include requests submitted by facsimile, electronic mail or other electronic means.

J. Waiver or fee reductions shall be decided by the elected official, department head, agency, board, commission, council other county public body legally responsible for the creation, preparation, ownership, custody, control, maintenance, preservation, guardianship, retention, possession, or use of the public record(s) in question.

#### 4. DISCLAIMER

A. Recipients of access or enhanced access receive all information "AS IS". The County of Ogemaw, its officers, officials, employees, agents, volunteers, contractors or its public bodies, make no warranties of any kind, including but not limited to warranties of accuracy, fitness for a particular purpose, or of a recipient's right of use. Recipients are solely responsible

for investigating, resisting, litigating and settling such complaints, including the payment of any damages or costs.

B. No officer, official, employee, agent, volunteer, contractor or other person or public body may make any representation or warranty on behalf of the County or one of its public bodies.

APPROVED AS TO FORM AND CONTENT

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LaDonna A. Schultz (P48924)

Ogemaw County Prosecuting Attorney

ADOPTED: 05-25-2006

Eaton Co.

**ENHANCED ACCESS TO PUBLIC RECORDS ACT**

**Act 462 of 1996**

AN ACT to authorize public bodies to provide enhanced access to certain public records and to impose certain fees for providing that enhanced access; to regulate enhanced access to certain public records; and to authorize public bodies to establish and impose fees for the use of geographical information systems.

History: 1996, Act 462, Imd. Eff. Dec. 26, 1996 .

*The People of the State of Michigan enact:*

**15.441 Short title. [M.S.A. 4.1803(1) ]**

Sec. 1. This act shall be known and may be cited as the "enhanced access to public records act".

History: 1996, Act 462, Imd. Eff. Dec. 26, 1996 .

**15.442 Definitions. [M.S.A. 4.1803(2) ]**

Sec. 2. As used in this act: (a) "Enhanced access" means a public record's immediate availability for public inspection, purchase, or copying by digital means. Enhanced access does not include the transfer of ownership of a public record.

(b) "Geographical information system" means an informational unit or network capable of producing customized maps based on a digital representation of geographical data.

(c) "Operating expenses" includes, but is not limited to, a public body's direct cost of creating, compiling, storing, maintaining, processing, upgrading, or enhancing information or data in a form available for enhanced access, including the cost of computer hardware and software, system development, employee time, and the actual cost of supplying the information or record in the form requested by the purchaser.

(d) "Person" means that term as defined in section 2 of the freedom of information

act, 1976 PA 442, MCL 15.232.

(e) "Public body" means that term as defined in section 2 of the freedom of information act, 1976 PA 442, MCL 15.232.

(f) "Public record" means that term as defined in section 2 of the freedom of information act, 1976 PA 442, MCL 15.232.

(g) "Reasonable fee" means a charge calculated to enable a public body to recover over time only those operating expenses directly related to the public body's provision of enhanced access.

(h) "Software" means a set of statements or instructions that when incorporated in a machine-usable medium is capable of causing a machine or device having information processing capabilities to indicate, perform, or achieve a particular function, task, or result.

(i) "Third party" means a person who requests a geographical information system or output from a geographical information system under this act. However, third party does not include a person for whom a fee authorized under this act is waived in accordance with an intergovernmental agreement described in section 3.

History: 1996, Act 462, Imd. Eff. Dec. 26, 1996 ;—Am. 1998, Act 550, Imd. Eff. Jan. 22, 1999 .

**15.443 Enhanced access to public record; powers of public body; collection of fee from third party; sharing access among public bodies; availability of public record; adoption of policy; specific public record. [M.S.A. 4.1803(3) ]**

Sec. 3. (1) In accordance with this act, a public body may do all of the following: (a) Upon authorization of the governing body of the public body, provide enhanced access for the inspection, copying, or purchasing of a public record that is not confidential or otherwise exempt by law from disclosure.

(b) Subject to subsections (2) and (3), charge a reasonable fee established by the

public body's governing body for providing enhanced access.

(c) Charge a reasonable fee established by the public body's governing body for providing access to either of the following: (i) A geographical information system.

(ii) The output from a geographical information system.

(d) Provide another public body with access to or output from its geographical information system for the official use of that other public body, without charging a fee to that other public body, if the access to or output from the system is provided in accordance with a written intergovernmental agreement that contains all of the following: (i) A statement specifying that the public body receiving access to or output from the system without charge is prohibited from providing access to the system's output to a third party unless that public body does both of the following: (A) Collects from the third party a fee described in subsection (2), or waives that fee in accordance with the written terms of the intergovernmental agreement.

(B) Conveys to the providing public body that portion of any fee collected under subsection (2) that is directly attributable to the operating expenses of the providing public body in furnishing the output from the system to the third party.

(ii) A statement specifying the public purpose for which access to or output from the system is being provided.

(iii) A statement specifying the portion of any fee collected under subsection (2) and collected from a third party that the receiving public body shall convey to the providing public body.

(2) A public body that receives access to or output from a system under an intergovernmental agreement described in subsection (1) may collect from a third party to whom it provides access to the output from the system under this act a reasonable fee that includes both of the following: (a) An amount that enables the public body providing access to or output from its system to recover over time its

operating expenses directly related to providing access to output from its system to a third party.

(b) An amount that enables the receiving public body to recover over time its operating expenses directly related to providing to a third party access to or output from its system.

(3) The language of this act relating to the sharing of access to or output from systems among public bodies shall be liberally construed to facilitate the sharing of access to and output from systems without financial detriment to the public bodies.

(4) Access to or output from a geographical information system shall be made available only in accordance with subsections (1), (2), and (3). Except as otherwise provided in subsections (1), (2), and (3), this act does not limit the inspection and copying of a public record pursuant to the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246. This section does not apply to public records prepared under an act or statute specifically authorizing the sale of those public records to the public, or where the amount of the fee for providing a copy of the public record is otherwise specifically provided by an act or statute.

(5) Before providing enhanced access to a member of the general public, a public body that elects to provide enhanced access shall adopt an enhanced access policy that complies with this act.

(6) This act does not require a public body to provide enhanced access to a specific public record if that public body has not established an enhanced access policy in accordance with subsection (5) with respect to that specific public record.

History: 1996, Act 462, Imd. Eff. Dec. 26, 1996 ;—Am. 1998, Act 550, Imd. Eff. Jan. 22, 1999 .

**15.444 Elected or appointed individual; ownership interest or compensation from sold information; prohibition. [M.S.A. 4.1803(4) ]**

Sec. 4. (1) An individual elected or appointed to a board or governing body of a city,

village, township or county shall not have an ownership interest in, or accept compensation from, a person who sells information that is obtained from a public record of that city, village, township, or county.

(2) This section does not apply to compensation accepted from a public body.

History: 1996, Act 462, Imd. Eff. Dec. 26, 1996 .

**15.445 Review by joint committee. [M.S.A. 4.1803(5) ]**

Sec. 5. Three years after the effective date of this act, a bipartisan joint committee of 3 members of each house of the legislature shall review the operations of this act and recommend appropriate changes. The members of the house of representatives shall be appointed by the speaker of the house of representatives. The members of the senate shall be appointed by the majority leader of the senate.

History: 1996, Act 462, Imd. Eff. Dec. 26, 1996 .



Houghton County  
Board of Commissioners  
Agenda Item Request Form

Please fill out the following form to request an item be added to the agenda for the upcoming Houghton County Board of Commissioners meeting.

Submitter Information:

- Name: Nicholas Daavettila; Brittany Bullait; Andrea Johnson
- Department/Organization (if applicable): 97<sup>th</sup> District Court, 12<sup>th</sup> Circuit Court
- Phone Number: (906) 482-4980; (906) 482-5420
- Email Address: dc97judge@houghtoncounty.gov; andrea.johnson@houghtoncounty.gov

Agenda Item Details:

- Title of Agenda Item: Marquette County Community Corrections
- Requested Meeting Date: May 11, 2026 Work Session
- Brief Description of the Item (include any decisions needed):

Opportunity for Houghton County to access extensive evidence-based resources for pre-trial services, treatment options, jail population management, etc.

- Are you requesting time to speak at the meeting?

Yes

No

- Supporting Documents Attached?

Yes

No

(If yes, please list): Supporting Documents will be sent by email

Signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "N. Daavettila".

NICHOLAS J. DAAVETTILA

Date: \_\_\_\_\_

05/04/2026

Act No. 466  
Public Acts of 2014  
Approved by the Governor  
January 10, 2015  
Filed with the Secretary of State  
January 12, 2015  
EFFECTIVE DATE: January 12, 2015

**STATE OF MICHIGAN  
97TH LEGISLATURE  
REGULAR SESSION OF 2014**

Introduced by Rep. Haveman

# ENROLLED HOUSE BILL No. 5929

AN ACT to amend 1988 PA 511, entitled "An act to provide for the funding of community-based corrections programs through local governmental subdivisions or certain nonprofit agencies; to prescribe the powers and duties of certain state officers and agencies; to provide for community corrections advisory boards and prescribe their powers and duties; to create an office of community alternatives and a state community corrections board within the department of corrections and prescribe their powers and duties; and to provide for the promulgation of rules," by amending sections 2, 3, 4, 5, 7, 8, and 11 (MCL 791.402, 791.403, 791.404, 791.405, 791.407, 791.408, and 791.411).

*The People of the State of Michigan enact:*

Sec. 2. As used in this act:

- (a) "City advisory board" means a community corrections advisory board created by a city under sections 6 and 7.
- (b) "City-county advisory board" means a community corrections advisory board created by a county and the largest city by population within that county under sections 6 and 7.
- (c) "Community corrections program" means a program that is operated by or contracted for by a city, county, or group of counties, or is operated by a nonprofit service agency, and that offers programs, services, or both, instead of incarceration in prison, and which are locally operated and span a continuum of programming options from pretrial through post-adjudication.
- (d) "County advisory board" means a community corrections advisory board created by a county under sections 6 and 7.
- (e) "Department" means the department of corrections.
- (f) "Evidence-based practices" means a progressive, organizational use of direct, current scientific evidence to guide and inform efficient and effective correctional services.
- (g) "Key performance indicator" means a measure that captures the performance of a critical variable to expand and improve community-based corrections programs to promote offender success, ensure accountability, enhance public safety, and reduce recidivism.
- (h) "Moderate to high risk" means that the individual assessed has scored in the moderate to high range of risk using an actuarial, objective, validated risk and need assessment instrument.
- (i) "Nonprofit service agency" means a nonprofit organization that provides treatment, guidance, training, or other rehabilitative services to individuals, families, or groups in such areas as health, education, vocational training, special education, social services, psychological counseling, alcohol and drug treatment, community service work, victim restitution, and employment.
- (j) "Office" means the office of community corrections created in section 3.
- (k) "Plan" means a comprehensive corrections plan submitted by a county, city, or regional advisory board under section 8.

(l) "Regional advisory board" means a community corrections advisory board created by a group of 2 or more counties under sections 6 and 7.

(m) "State board" means the state community corrections advisory board created in section 3.

Sec. 3. (1) An office of community corrections is created within the department. Except as otherwise provided in this subsection, the office shall exercise its powers and duties including budgeting and management as an autonomous entity, independent of the director of the department. The office consists of an administrator and staff as the director of the department may appoint to carry out the duties of the office. The director of the department or his or her designee may appoint the administrator of the office or may administer the assigned functions in other ways to promote efficient administration.

(2) A state community corrections advisory board is created in the office of community corrections. The state community corrections advisory board may conduct activities it considers necessary to advise the director of the department in matters related to community corrections.

(3) The governor shall appoint, and the senate shall confirm, the 13 members of the state board as follows:

- (a) One member who is a county sheriff.
- (b) One member who is a chief of a city police department.
- (c) One member who is a judge of the circuit court.
- (d) One member who is a judge of the district court.
- (e) One member who is a county commissioner.
- (f) One member who is a member of city government.
- (g) One member who represents an existing community alternatives program.
- (h) One member who is the director of the department of corrections or his or her designee.
- (i) One member who is a county prosecutor.
- (j) One member who is a criminal defense attorney.
- (k) Three members who are representatives of the general public.

(4) The governor shall ensure fair geographic representation of the state board membership and that minority persons and women are fairly represented.

(5) Members of the state board shall serve for terms of 4 years each, except that of the members first appointed, 5 shall serve for terms of 4 years each, 4 shall serve for terms of 3 years each, and 4 shall serve for terms of 2 years each.

(6) A vacancy on the state board is filled in the same manner as the original appointment.

(7) Members of the state board shall serve without compensation, but the department shall reimburse the members for actual and necessary expenses incurred in attending meetings.

(8) The governor shall annually appoint a chairperson from among the members of the board. The chairperson shall not serve more than 2 consecutive terms.

Sec. 4. (1) The state board shall do all of the following:

(a) Adopt a variety of key performance indicators that promote offender success, ensure the effective monitoring of offenders, and evaluate community corrections programs. Performance indicators must be relevant to this act and must be reviewed on an annual basis. At least 1 of the key performance measures must be recidivism. There may be multiple recidivism measures to account for accessibility to state and national databases, local ability to collect data, and the resources needed to collect this data.

(b) Adopt minimum program standards, policies, and rules for community corrections programs. The program standards must include evidence-based practices. Program eligibility must include moderate to high risk offenders regardless of crime class or adjudication status.

(c) Adopt an application process and procedures for funding community corrections programs, including the format for comprehensive corrections plans.

(d) Review, at least once every 3 years, the actuarial, objective, validated risk and need assessment instruments to ensure that they continue to meet the needs and requirements of community corrections.

(e) Recommend funding for community corrections to the director of the department based on program performance, utilization, targeting of appropriate offenders, and adherence to evidence-based practices.

(f) Research, review, and make recommendations regarding the use of performance-based contracts within community corrections.

Sec. 5. The office shall do all of the following:

(a) Provide technical assistance and training to cities, counties, regions, or nonprofit service agencies in developing, implementing, evaluating, and operating community corrections programs.

(b) On behalf of the department, process agreements between the department and city, county, city-county, or regional advisory boards or nonprofit service agencies for the operation of community corrections programs by those boards or agencies, and monitor compliance with those agreements.

(c) Act as an information clearinghouse regarding community corrections programs for cities, counties, regions, or nonprofit service agencies that receive funding under this act.

(d) Provide community corrections advisory boards annually with information required to develop comprehensive plans and programming, including, but not limited to, all of the following for a city or county, as applicable:

(i) The total number of felony dispositions.

(ii) The total number of probation violators.

(iii) The sentencing results of all felony dispositions and probation violators.

(iv) For each sentenced felon and sentenced probation violator, demographic information, including, but not limited to, age, race, and sex.

(v) For each sentenced felon and probation violator, the result of the risk and needs assessment that details the felon's or probation violator's risk and needs levels.

(e) Review and approve local plans and proposals under sections 8 and 10.

(f) Audit programs to assure that they meet minimum program standards, including offender eligibility and compliance with evidence-based practices.

(g) In instances of substantial noncompliance, halt funding to cities, counties, regions, or agencies, except that before halting funding, the office shall do both of the following:

(i) Notify the city, county, region, or agency of the allegations and allow 30 days for a response.

(ii) If an agreement is reached concerning a remedy, allow 30 days following that agreement for the remedy to be implemented.

Sec. 7. (1) A county advisory board, regional advisory board, city-county advisory board, or city advisory board consists of the following:

(a) One member who is a county sheriff, or his or her designee.

(b) One member who is a chief of a city police department, or his or her designee.

(c) One member who is a judge of the circuit court or his or her designee.

(d) One member who is a judge of the district court or his or her designee.

(e) One member who is a judge of the probate court or his or her designee.

(f) One member who is a county commissioner or city councilperson. For a regional advisory board or a city-county advisory board, 1 county commissioner or councilperson from each participating city and county shall serve as a member.

(g) At least 1 and not more than 3 members selected from the following service areas: mental health, public health, substance abuse, employment and training, or community alternative programs.

(h) One member who is a county prosecuting attorney or his or her designee.

(i) One member who is a criminal defense attorney and who may be a local public defender.

(j) One member who is from the business community.

(k) One member who is from the communications media.

(l) One member who is either a circuit court probation agent or a district court probation officer.

(m) One member who is affiliated with the applicable workforce investment board.

(2) For a county or regional advisory board, the county board or boards of commissioners shall appoint the members. For a city advisory board, the city council shall appoint the members. For the city-county advisory board, the county board of commissioners and the city council shall appoint the members. In appointing the members of an advisory board, the county and city shall ensure that minority individuals and women are fairly represented.

(3) Before an appointment is made under this section, the appointing authority shall publish advance notice of the appointments and shall request that the names of individuals interested in being considered for appointment be submitted to the appointing authority.

Sec. 8. (1) A county, city, city-county, or regional advisory board, on behalf of the city, county, or counties it represents, may apply for funding and other assistance under this act by submitting to the office a comprehensive corrections plan that meets the requirements of this section, and the criteria, standards, rules, and policies developed by the state board under section 4.

(2) A county, city, city-county, or regional advisory board shall develop a plan that includes all of the following for the county, city, or counties represented by the advisory board:

(a) A system for the development, implementation, and operation of community corrections programs and an explanation of how the state prison commitment rate for the city, county, or counties will be reduced, and how the public safety will be enhanced, as a result of implementation of the comprehensive corrections plan. Continued funding in subsequent years is contingent upon substantial compliance with this subdivision.

(b) A data analysis of the local criminal justice system that indicates the specification of offender targeting and the services needed for the target population.

(c) Program descriptions that detail the use of an objective, standardized assessment tool or tools to determine applicable programming through the use of targeted interventions that address the risk and needs of the target population.

(d) The identity of any designated subgrant recipient.

(e) For a regional or city-county plan, provisions for the appointment of 1 fiscal agent to coordinate the financial activities pertaining to the grant award.

(3) The county board or boards of commissioners of the county or counties represented by a county, city-county, or regional advisory board, or the city council of the city represented by a city or city-county advisory board, shall approve the proposed comprehensive corrections plan prepared by their advisory board.

(4) A community corrections program must do all of the following:

(a) Provide appropriate sanctions and services as sentencing options for imposition at the discretion of the court, including community supervision and programming services for eligible offenders.

(b) Provide improved local services for individuals involved in the criminal justice system with the goal of reducing the occurrence of repeat criminal offenses that result in a term of incarceration or detention in jail or prison.

(c) Ensure the use of evidence-based practices to protect public safety and rehabilitate the offender.

(d) Promote local control and management of community corrections programs.

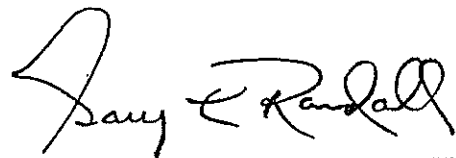
(e) Enhance, increase, and support the state and county partnership in the management of offenders.

Sec. 11. (1) The office shall authorize payments from money appropriated to the office for community corrections programs to cities, counties, regions, or agencies for the community corrections programs described in the plan submitted under section 8 if the plan or proposal is approved by the office.

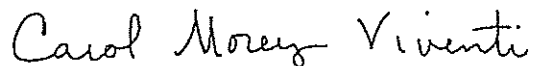
(2) Of the total funding recommended for the implementation of the comprehensive corrections plan, not more than 30% may be used by the city, county, or counties for administration.

(3) The money provided to a city, county, or counties under this section must not supplant current spending by the city, county, or counties for community corrections programs.

This act is ordered to take immediate effect.



.....  
Clerk of the House of Representatives



.....  
Secretary of the Senate

Approved .....

.....  
Governor

## Marquette Regional Community Corrections

Marquette County is the only Community Corrections Advisory Board (CCAB) in the Upper Peninsula. Community Corrections is funded through the Michigan Public Act 511 (P.A. 511). This Act awards funding to approved local city/county governments to provide evidence-based programming and services to eligible pretrial defendants and sentenced felons. Each awarded Community Corrections Advisory Board (CCAB) must have an approved Comprehensive Corrections Plan that demonstrates local impact on defendant/offender needs as well as the Statewide Overall Prison Commitment, Appearance, and Public Safety Rates. The Michigan Office of Community Corrections staff oversees compliance with P.A. 511 funding requirements, provides technical support, and serves as liaison to the Michigan Community Corrections Board.

Marquette County's Community Corrections has grown tremendously the last couple years. Our funding has tripled due to this growth and will continue to grow if we regionalize our CCAB to encompass the entire Upper Peninsula (eventually). The Office of Community Corrections wants Marquette County to be the cornerstone for the rest of the Upper Peninsula due to this recent success in programming/growth. These are the current programs that Marquette County offers:

- **Pretrial Risk Assessment (PRAXIS):** is a research-based risk assessment that identifies a defendant's likelihood of appearing to court, public safety, and risk of violating bond conditions.
- **Pretrial Supervision w/ Electronic Monitoring:** mission is to uphold pretrial justice through legal and evidence based practices, with a focus on court appearance and public safety.
- **Pretrial Substance Abuse Testing:** is a supportive service/program for PTS. This program's targeted population is pretrial defendants with a current self-identified substance abuse issue or a documented recent history of substance abuse.
- **Moral Reconciliation Therapy:** is a nationally recognized evidence based practice that has been proven to reduce recidivism. This cognitive behavioral approach positively addresses an offender's ego, social, moral and behavioral growth.
- **Opiate Methamphetamine Specific Program:** is a 150-day treatment facility (TRI-CAP) that includes 16 groups per week for 21 weeks. Each treatment plan is person-centered, tailored to each offender's learning level, motivation level and some are gender specific.

Due to the Upper Peninsula being so rural services/programs can be hard to find. Many counties are referred to as "program deserts" as there are no services available to clients. It's Marquette County's mission to spread these services throughout the entire Upper Peninsula. However, we're taking a "slow burn" approach. Marquette County will remain the fiduciary of the awarded funds. All operations of Community Corrections will be done from Marquette County. At the end of the day, this is all about helping our neighbors along with bringing as much funding to the Upper Peninsula as possible.

Marquette County

Office of Community Corrections

Eligibility Criteria

<u>OCC Program</u>	<u>Eligibility Criteria</u>
<b>Pretrial Supervision (PTS)</b>	<ul style="list-style-type: none"><li>• Defendants that score 0-2 on the PRAXIS and are charged with a violent felony - OR- Defendants that score 3-5 on the PRAXIS and are charged with a serious misdemeanor or non-violent felony -OR- Defendants that score 6-9 on the PRAXIS and are charged with a misdemeanor.</li><li>• Electronic monitoring while on pretrial supervision is supported for the following: Defendants charged with an OUIL-3rd -OR- Victim cases -OR- Serious misdemeanor or non-violent felony scoring 6 or higher on the PRAXIS -OR- Violent felony scoring 3 or higher on the PRAXIS.</li></ul> <p>*Automatically eligible for PTS if eligible for electronic monitoring*</p>
<b>Moral Reconciliation Therapy (MRT)</b>	<ul style="list-style-type: none"><li>• Sentenced Felons who score moderate to high in at least 1 of the following COMPAS Criminogenic Needs Scales: Substance Abuse, Cognitive Behavioral, Criminal Personality, Residential Instability, Family Criminality, Criminal Opportunity, or Criminal Association.</li><li>• Sentenced Felons who are a Felony Probation Violator, regardless of COMPAS Score.</li><li>• Felons that are diverted/sentenced to Misdemeanant Probation.</li></ul>

<p><b>Pretrial Risk Assessment (PRAXIS)</b></p>	<ul style="list-style-type: none"> <li>Defendants charged with a misdemeanor, serious misdemeanor or felony awaiting arraignment.</li> </ul>
<p><b>Opiate Methamphetamine Specific Program (OMSP)</b></p>	<ul style="list-style-type: none"> <li>Sentenced felons, pretrial defendants, and/or misdemeanants under MDOC supervision who meet Probation Residential Services (PRS) eligibility criteria AND have a documented need for opiate and/or methamphetamine programming/treatment.</li> </ul>
<p><b>Pretrial Substance Abuse Testing</b></p>	<ul style="list-style-type: none"> <li>Pretrial defendants with a current self-identified substance abuse issue or a documented recent history of substance abuse -AND- placed on F23 Pretrial Supervision.</li> </ul>

# SELECT ONE PRAXIS RISK ASSESSMENT REPORT



Defendant Name: \_\_\_\_\_

Case/Complaint Number(s): \_\_\_\_\_

Charge(s): \_\_\_\_\_

PRAXIS FACTORS	POINT VALUE	SCORE	VERIFIED
Charge Type: (Most serious is felony)	1 point		YES <input type="checkbox"/> NO <input type="checkbox"/>
Released Pending Trial:	1 point		YES <input type="checkbox"/> NO <input type="checkbox"/>
Criminal History: (At least one misdemeanor or felony conviction)	1 point		YES <input type="checkbox"/> NO <input type="checkbox"/>
History of Failure to Appear:	2 points		YES <input type="checkbox"/> NO <input type="checkbox"/>
History of Violent Convictions: (2 or more violent convictions)	1 point		YES <input type="checkbox"/> NO <input type="checkbox"/>
Length at Current Residence: (At current residence less than 1 year)	1 point		YES <input type="checkbox"/> NO <input type="checkbox"/>
Defendant Not Employed (Primary Caregiver, Retired, Student, or Disabled counts as employment)	1 point		YES <input type="checkbox"/> NO <input type="checkbox"/>
History of Drug Abuse:	1 point		YES <input type="checkbox"/> NO <input type="checkbox"/>
	<b>TOTAL:</b>	0	
	<b>LEVEL OF RISK:</b>	Select C	

Risk Level	Misdemeanor	High Misdemeanor & Non-Violent Felony	Violent Felony
<input type="checkbox"/> Low (0-2)	<input type="checkbox"/> Release	<input type="checkbox"/> Release	<input type="checkbox"/> Release w/ Conditions/Supervision
<input type="checkbox"/> Average (3-5)	<input type="checkbox"/> Release	<input type="checkbox"/> Release w/ Conditions/Supervision	<input type="checkbox"/> Release on PR Not Recommended
<input type="checkbox"/> High (6-9)	<input type="checkbox"/> Release w/ Conditions/Supervision	<input type="checkbox"/> Release on PR Not Recommended	<input type="checkbox"/> Release on PR Not Recommended

Supervision Level	Description
Standard	1 contact per month and court reminder notification
Intermediate	2 contacts per month and court reminder notification
Intensive	1 contact per week and court reminder notification

Risk Score	Risk Level
0 - 2	Low
3 - 5	Average
6 - 9	High

Defendant Refused Interview with Justice Point:  No Call Was Made to Justice Point:   
(Check the appropriate box - leave the boxes unmarked if an interview was completed)

Release on Personal Recognize Bond: Select One

Eligible for Electronic Monitoring: Select One

Case Assigned to: Select One

Assessment Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Defendant Name: \_\_\_\_\_  
 Case Number: \_\_\_\_\_  
 DOB: \_\_\_\_\_

**Michigan Praxis Framework**

Risk Level	Misdemeanor and Non-Violent Felony	High Misdemeanor and Non-Violent Felony	Violent Felony
Low (0-2)	Release	Release	Release with Conditions/Supervision
Average (3-5)	Release	Release with Conditions/Supervision	Release On PR Not Recommended
High (6-9)	Release with Conditions/Supervision	Release On PR Not Recommended	Release On PR Not Recommended

Factor	Point Value
Charge Type – the most serious charge is a felony	1 point
Released Pending Trial – the defendant was on release status pending trial at the time of offense	1 point
Criminal History – adult criminal history includes at least one misdemeanor	1 point
History of Failure to Appear – defendant has two or more FTAs	2 points
History of Violent Convictions – defendant has two or more violent convictions	1 point
Length at Current Residence – defendant has lived at his or her current residence for < 1 year	1 point
Defendant was not Employed, Primary Caregiver, Retired or Disabled at time of arrest	1 point
History of Drug Abuse – the defendant has a history of drug abuse	1 point

Risk Score	Risk Level
0 – 2	Low
3 – 5	Average
6 – 9	High

Supervision Level	Description
Standard	1 contact per month and court reminder notification
Intermediate	2 contacts per month and court reminder notification
Intensive	1 contact per week and court reminder notification

# DICKINSON COUNTY

**Location:**

PO Box 609  
Iron Mountain, MI 49801  
(906) 774-2266 - Circuit Court  
(906) 774-0506 - District Court



## PRETRIAL SERVICES REFERRAL ORDER

Community Corrections/  
Pretrial Services  
(906) 225-8167  
occ@mqtco.org

**Mary B. Barglind**  
Chief Circuit Court Judge

**Christopher S. Ninomiya**  
Circuit Court Judge

**Julie A. LaCost**  
Chief District Court Judge

**Michelle Polzien**  
Court Administrator/Magistrate

**Natalie Andersen**  
Deputy Magistrate

Defendant Name: \_\_\_\_\_

Defendant DOB: \_\_\_\_\_

Case Number(s): \_\_\_\_\_

*Call the Pretrial Services Office upon release from Jail or, by 9AM the next business day if released after 5PM.  
Defendants referred for Pretrial Supervision must follow all directives from Pretrial Services. This includes an  
interview with Justice Point (if applicable).*

The Defendant has been ordered to the following:

- PBT Order
- Drug Screen Order
- Electronic Monitoring:
  - Soberlink
  - GPS Tether
    - Curfew:
    - Exclusion Zone(s):
    - House Arrest:
- Other:

Ordered by: \_\_\_\_\_  
Judge/Magistrate

Date: \_\_\_\_\_

**\*\*Upon Judge/Magistrate's Signature, Referral Order to be sent to the following: Pretrial Services, Jail, & Defense Attorney\*\***

Clerk Signature: \_\_\_\_\_

Date Sent: \_\_\_\_\_

**\*By signing, I am acknowledging that my case has been referred to Pretrial Services and I must report as ordered\***

Defendant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Pretrial Services  
Marquette County  
Bail Review Report**

25th Circuit Court/  
96th District Court  
234 W. Baraga Ave.  
Marquette, MI  
49855

Date:

Defendant:  <sup>First</sup>  <sup>M</sup>  <sup>Last</sup>

Judge:    Attorney:

PTS Officer:

Case No:	<input type="text"/>	Charge:	<input type="text"/>
Case No:	<input type="text"/>	Charge:	<input type="text"/>
Case No:	<input type="text"/>	Charge:	<input type="text"/>
Case No:	<input type="text"/>	Charge:	<input type="text"/>

Defendant's current bail conditions include the following:

Pretrial Services Recommendations:

\_\_\_\_\_  
Pretrial Services Signature

\_\_\_\_\_  
Date

Judge's Order:

\_\_\_\_\_  
Judge's Signature

IT IS SO ORDERED.

\_\_\_\_\_  
Date

**BOND VIOLATION REPORT AND RECOMMENDATIONS**  
**25<sup>TH</sup> JUDICIAL CIRCUIT COURT**  
**96<sup>TH</sup> DISTRICT COURT**

Defendant Name:

Case Number(s):

Address:

Judge:

Date of the Violation:

Attorney:

DC Arraignment Date:

- INFORMATIONAL:** No court action is requested.  
 **AFFIDAVIT:** I request court action as stated below.

Defendant onsite: Yes  No

There is probable cause to believe the defendant has violated the terms of his/her pretrial release as follows:

- Positive pbt/drug screen  
 Failure to appear  
 Violation of no contact provision  
 Other

I recommend that the court:

- Enter an Order Revoking Bond  
 Compel the defendant to appear to show cause why he/she should not be found in criminal contempt of court.  
 Bench Warrant  
 Other

This affidavit is made on my personal knowledge and, if sworn as a witness, I can testify competently to the facts.

Date: \_\_\_\_\_ Pretrial Services Officer/Magistrate: \_\_\_\_\_

For use only when the show cause proceeding is recommended.

Subscribed and sworn to before me on (date): \_\_\_\_\_, (signature) \_\_\_\_\_

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**IT IS HEREBY ORDERED THAT:**

- THE DEFENDANT'S BOND IS REVOKED** pursuant to MCR 6.106(1)(2), that the defendant be arrested and lodged until further order of the Court.
- THE DEFENDANT MUST APPEAR ON** \_\_\_\_\_ at \_\_\_\_\_ at the:  
Date Time
- District Court, 234 W. Baraga, Marquette, MI 49855 (Main courtroom, courthouse annex)  
 District Court, 234 W. Baraga, Marquette, MI 49855 (Commissioners room, courthouse annex)  
 Circuit Court, 234 W. Baraga, Marquette, MI 49855 (South Circuit Courtroom)  
 By Zoom:  Hon. Judge Kangas  Hon. Judge Weber  Hon. Judge Griffin  Hon. Judge Wiese  
(590-984-8192) (878-674-7154) (456-744-5141) (782-611-2796)
- to show cause why he/she should not be held in criminal contempt for the reasons stated above.  
Failure to appear as directed will result in a bench warrant being issued.

**OTHER:** \_\_\_\_\_

Date: \_\_\_\_\_ Judge Signature: \_\_\_\_\_

c: If revoked or show cause ordered: Prosecuting Attorney, Defense Attorney, Defendant, Pretrial Services

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**CERTIFICATE OF MAILING**

For use by the court clerk only when the show cause proceeding is initiated by the court. I certify that on this date a copy of this motion and/or order to show cause was served on the person ordered to appear by first-class mail addressed to his or her last-known address as defined by MCR 2.107(C)(3).

Date: \_\_\_\_\_ Clerk Signature: \_\_\_\_\_

Please contact the court immediately if the defendant requires special accommodations to use the court because of a disability or if defendant requires a foreign language interpreter to help him/her fully participate in court proceedings.

In early 1988, the Michigan Department of Corrections solicited requests for proposals to develop and implement a Probation Residential Center (PRC) to service the Tri Counties. After two years of pursuing potential sites and presenting them to the Saginaw City Council, TRI-CAP accepted its first five residents on August 13, 1990.

Today, TRI-CAP provides various programs to accommodate the Circuit Courts in the untiring effort to find suitable alternative programs. With the opening of the new facility at 2300 Veterans Memorial Parkway on December 9, 2003, TRI-CAP now has the capability to house up to two hundred twenty (220) residents, and accommodate referrals from any county that desires to utilize its services.

On the TRI-CAP website, you can find information depicting programs and services, agency updates and happenings, staff listings, and the members of the Board of Directors.

- Medical and dental services are provided by Great Lakes Bay Health Clinics.
- Therapeutic services provided by TRI-CAP therapeutic staff.
- Educational and vocational services are provided by ETC of Midland.
- Our valued partnerships include YWCA; MSU Extension; Women of Colors; Sacred Heart; FAN; Alignment 8 Yoga; Hidden Harvest; and local NA, AA, RU, and CR providers.

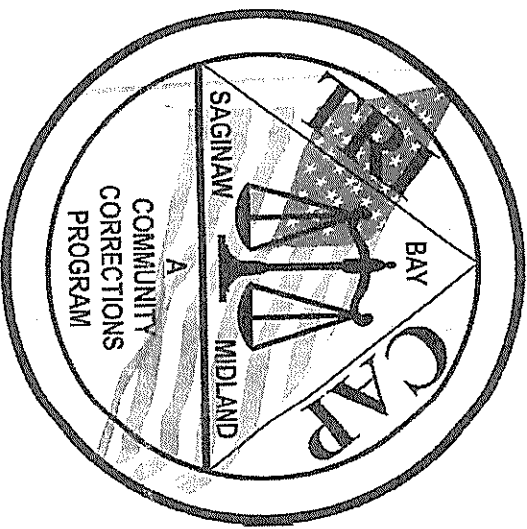
Questions and comments can be made via email to  
Gary Davis, Executive Director:  
[gdavis@tricap.net](mailto:gdavis@tricap.net)

TRI-CAP accepts referrals from

Judges, Probation Agents, Parole Agents, and Attorneys from any county throughout the state of Michigan. All referrals are evaluated on a case by case basis.

For additional information, call the Senior Case Manager at  
(989) 752-0800.

## Tri County Community Adjudication Program



2300 Veterans Memorial Parkway

Saginaw, MI 48601

Phone: 989-752-0800

Fax: 989-752-1366

[www.tricap.net](http://www.tricap.net)

 Tri-Cap Saginaw

**Mission Statement**  
*Our mission, as an alternative offender placement for the courts and criminal justice system, is to provide individuals an opportunity to change their lives while providing the community with support. We believe that people can change and that, with guidance, individuals can grow. We are willing to provide our consumers with the tools and resources necessary for change by helping individuals claim ownership of their problems and the charge of identifying and implementing solutions. We exist to positively impact the behavior of offenders and to promote public safety.*

**Program Descriptions and Services**

TRJ-CAP is a diversion program focusing on reducing the number of offender admissions to prison and improve appropriate utilization of jail and prison facilities. The methodology of the programs are based on the Behavior Modification Model, which focuses on cognitive behavioral modification.

Programming follows the therapeutic practices of TRJ-CAP's therapeutic staff and the standards set forth by the Michigan Department of Corrections, Office of Substance Abuse Services, and the Office of Community Corrections.

**Standard Program**

- This program accepts male and female offenders bound for jail/prison without program intervention.
- Six (6) hours (minimum) weekly counseling: CBT Mindfulness groups.
- Program length is 135 Credit Days, not to exceed 150 days.
- Work release optional.

**Plus Programs (60+, 90+, 120+, 150+)**

- This program accepts male and female offenders and is designed to provide a residential setting for probation/parole violators who require intensive outpatient substance abuse services.
- Fifteen (15) hours therapeutic, CBT/Mindfulness groups, and individual sessions.
- Program length varies between 30 and 150 Credit Days.
- No work release option.

**Domestic Violence Program (DV)  
\*Probation Referrals Only\***

- Must be PRS eligible. Charged with or convicted of Domestic Violence 3rd or exhibiting Domestic Violence behaviors.
- DV runs independent or in conjunction with substance abuse programming.
- Utilizing the Duluth Model.
- 26-week course condensed to 13 weeks.
- No work release option.

**Residential Work Placement (RWP)**

- This program accepts male and female probation/parole violators designed as an alternative to a long-term jail or prison sentence. The program will instill a positive work ethic and provide a lengthy period of intensive outpatient substance abuse counseling.
- Ten (10) hours (minimum) weekly counseling: "Thinking for Change."
- Prospective resident must be unemployed.
- Program length is not to exceed 150 days.
- No work release option.

**Special Alternative Incarceration (SAI)  
Aftercare Program**

- This program accepts male and female offenders graduating from the SAI Program and requiring services to fulfill their probation/parole requirements. Six (6) hours (minimum) weekly counseling: Therapeutic & CBT.
- Additional Notes: Offenders will also be accepted if currently on probation and require residential care due to inability to fulfill parole/probation requirements.
- Work release optional.

**Opiate/Meth Specific Program (OMSP)**

- This program is available to Saginaw, Bay, Midland, Tuscola, Lapeer, Jackson, Isabella, Sanilac, Huron, and Ingham Counties.
- This program accepts male and female offenders with chronic opiate/methamphetamine issues.
  - Referrals must be through their respective CCAB manager.
  - COMPAS score of "Medium" or "High" with high substance abuse.
  - All referrals must receive assessment from TRJ-CAP therapeutic staff
  - Vw/ro/Sublocade available.

**Eligibility Criteria for all Prospective Residents**

COMPAS assessment levels will only reflect as "Low," "Medium," and "High." Prospective residents must be assessed at a "Medium" or "High" level to be eligible for programming.

The exception to this rule is when a prospective resident is assessed at a "Low" level, but scores "Medium" or "High" on substance abuse. Otherwise, their respective Parole/Probation Agent requests a waiver for residential placement for the particular individual.

- Minimum age of 18
- Felony offender
- Not in need of detoxification

**Drug/Alcohol Day Reporting Program**

- This program accepts male and female offenders from both District and Circuit Courts. Offenders may report to the facility 24 hours a day, 7 days a week, in order to satisfy various drug and/or alcohol testing requirements as ordered by their respective court(s) or field agent(s).
- Cost of testing is the responsibility of the offender. Payment(s) can be made on site, or be pre-arranged.

**Pretrial Services**

- Condition of bond or direct referral from Pretrial Services.
- Refer to applicable COMPAS assessment.

**Specialty Court Programs  
(Swift & Sure, Drug Court, etc.)**

- This program accepts male and female offenders participating in Specialty Court programming through local court systems. This program works within the sanctions of the Court participants whom are in need of additional structure and substance abuse therapy/testing.
- Fifteen (15) hours of therapeutic CBT/Mindfulness groups and individual sessions.
- Length of stay is determined by the Specialty Court assessments, and case management, not to exceed 150 days. Provides accountability, structure, substance abuse testing, group and individual therapy sessions with TRJ-CAP's therapeutic staff.

**On-Site Drug Screening**

- Amphetamine
  - Barbiturates
  - Benzodiazepine
  - Buprenorphine
  - Cocaine
  - Synthetic substances (K2, Bath Salts, etc.)
  - Methamphetamine
  - Opiates
  - Oxycodone
  - PCP
  - THC/Cannabinoids
- Other tests are available upon request -

**On-Site Alcohol Testing**

Testing is performed on an Alco-Sensor III Preliminary Breath Test (PBT) device that provides reliable and accurate results, and is calibrated at least monthly.

**Services Available for all Programs**

24-hour supervision	AA and NA Meetings (in-house)	Anger Management classes (gender specific)	Recreational opportunities
Room and board	Domestic Violence classes (gender specific)	Job Club and Financial Assistance	Educational and Vocational services
Individualized treatment plans	Life skills and Parenting classes	Reformers Unanimous and Celebrate Recovery Meetings (in-house)	Michigan State University - Extension: Health and Wellness, HIV Education

## OMSP REFERRAL PROCESS

- When making a referral this can be done via fax (989) 752-1366 or email.
- Usually, I am the first point of contact for a referral at [pbeamon@tricap.net](mailto:pbeamon@tricap.net), next in my absence, is Alexis at [apresley@tricap.net](mailto:apresley@tricap.net) or Gary at [gdavis@tricap.net](mailto:gdavis@tricap.net)

### INTAKE PAPERWORK NEEDED TO MAKE REFERRAL

- Probationers need: Order of Probation sending client to residential treatment or Tri Cap. Standard 2.8 stipulation on an Order suffices, Compas bar chart, BIR and CFJ 140 plus an OMSP referral form if used by your county.
- Pre-trial clients need: Bond Order sending client to Tri Cap or residential treatment or Tri Cap and (Praxis or Compas bar chart if available)
- For eligibility on the Compas probationer must score moderate to high in at least one of the following:
  - Overall Compas risk potential
  - Residential Instability
  - GED/Vocational
  - Substance Abuse
  - Cognitive Behavioral and/or other categories that would match risk/need with programming
- I also need to know what medications client is on in the jail and a small supply would need to come with them at pickup (at least two-week supply). I have copies of the list of medications currently not allowed at Tri Cap.

Some medications client can be weaned off through our medical services and given an alternative.

- Also need to know if there are any significant physical or mental limitations.

### TRANSPORT

- Once the referral is made and all paperwork/information is received, I will set up a transport date. Transport date may be affected by certain medications.
- For clients in jail, we pick up directly from the jail.
- Clients out in the community are responsible for transportation but we try to help if needed by picking up from probation office. We do not pick up from a client's home.
- If we are picking up from the probation office, client needs to be drug tested prior to us sending driver out for pickup. If positive for substances that require a detox (Meth, Opiates, Amphetamines, Methadone), we cannot pick up until detox period has taken place.

- If client is providing their own ride, we will drug test them when they arrive, if positive, we will notify the agent and tell them to report to their agent for further instructions.

### **DETOX AND MAT SERVICES**

- Our preference is picking clients up from the jail instead of community being that through our experiences, clients usually do not stay clean long enough for admittance when in community.
- The time period for detox per our standard is 10 days. If actively using prior to being lodged, must be in jail at least 10 days before transport or when jail medical states detox period has been completed.
- If lodging is not feasible, we will work with the agent to get them in as quickly as possible. This may entail client going into a detox facility to detox.
- With regard to MAT, we do not allow Methadone in the facility. Clients on Methadone would need to switch over to the Sublocade injection or stop using Methadone, detox and then come.
- We do not allow pills or films of Suboxone inside the facility. Clients can transition to the Sublocade injection through our medical department. Prior to coming, client's insurance information is checked to see if there is active coverage to obtain the injection. If coverage is available, a transport date is set when medical is in house and injection is given on arrival day.

There are some jail medicals that will give the Sublocade injection before they leave the jail if there isn't active insurance. We ask this because it may take a while for them to receive insurance once they arrive depending on how fast the approval comes from DHS.

- The Vivitrol Injection is also available through our medical provider.
- Hep C treatment is available as well.

### **OTHER SERVICES PROVIDED**

- INTAKE/ACCLIMATION TO RULES AND BENEFITS OF PROGRAMMING DONE BY CASE MANAGEMENT UPON ARRIVAL. THERAPY DEPARTMENT COMPLETES OMSP ASSESSMENT.
- A PHYSICAL IS COMPLETED BY MEDICAL FOR EACH RESIDENT WITHIN A TWO WEEK TIME SPAN AFTER INTAKE DATE. MEDICATIONS ARE PRESCRIBED IF NEEDED AND REFILLS KEPT CURRENT.
- CASE MANAGERS MEET WITH EACH CLIENT AT LEAST ONCE WEEKLY

- CASE MANAGERS DEVELOP A BUDGET AND RESUME WITH CLIENTS
- CASE MANAGERS ASSIST WITH HOUSING, PHONE ASSISTANCE, MEDICAL APPOINTMENTS IN HOUSE AND OUTSIDE, COLLEGE ASSISTANCE IF INTERESTED, BIRTH CERTIFICATES, ETC.
- DENTAL SERVICES ARE OFFERED THROUGH THE GREAT LAKES BAY MOBILE BUS AND OUTSIDE DENTAL PROVIDERS IN NECESSARY
- VISION SERVICES ALSO OFFERED THROUGH THE GREAT LAKES MOBILE BUS
- MONTHLY PROGRESS REPORTS ARE SENT TO PROBATION/PAROLE AGENTS
- MOBILE SECRETARY OF STATE SERVICES ARE AVAILABLE
- GED AND RESTAURANT READY CLASSES ARE ALSO AVAILABLE
- THERAPY SERVICES ARE AVAILABLE (THERAPY DEPARTMENT WILL ELABORATE MORE ON THOSE SERVICES).

## TRI-CAP Initial Information

### Dorm

Open bunk-style setting in the Dorms.

Female Dorm houses up to 80 Residents.

STD Dorm houses up to 100 Residents & OMSP Dorm houses up to 40 Residents.

No In-Person visits at this time, but we do have free video visits through the Therapy Department.

### Money & Drop-offs

Money can be dropped off in person as cash or as a money order. Only one in-person Drop-off is allowed per week. Drop-offs allowed on business days from **0900-1530**.

There is an ATM at the Front Desk that can be used to put money on your account.

If you are having money sent in via mail, it **has to be a Money Order** in your name sent to TRI-CAP's address: 2300 Veteran's Memorial Parkway, Saginaw, MI 48601.

If you receive something in the mail, it must be in a package or a Manila envelope. **White Envelopes are not allowed unless they are official government or legal mail.**

Any written correspondence must be via postcard.

You have 2 weeks to have clothes sent in or switched out of your property.

### Phone

You will be provided with a free phone call when you arrive.

Phones in the Dorm cost around **24 cents a minute**.

To put money in your phone account, you have two options:

1. Have money from your TRI-CAP account transferred to your phone account via a kiosk in the Dorms.
2. Have someone set up a Cidnet phone account for you online by going to [tricap.net](http://tricap.net) and **then scrolling down to Resident Phones** to get a step-by-step guide to set up the account. (It takes about 24 hours for you to appear in the Cidnet system for them to be able to make an account for you).

If you choose option (2), you can only use the minutes on that account to contact the person who made it. With option (1), you could contact anyone you wanted as long as you had the minutes to do so. You can also use a combination of options (1) and (2).

### General Rules

TRI-CAP's goal is to provide a safe environment for people to work on bettering themselves while in the program. TRI-CAP has a **Zero-Tolerance policy for any form of physical altercations or violence**. If a resident assaults anyone in the facility in any way, they will be terminated from the program. We hope you enjoy your stay at TRI-CAP and use the resources available to you to better yourself and your community. If you have any further questions they can be answered by your assigned Case Manager.

## Prescription Medications not allowed

11/27/19

Any Narcotic Medication plus:

Tramadol/ Ultram

Gabapentin/ Neurontin

Wellbutrin/ Bupropion

Adderal/ Stratera/ Concerta – Most ADHD medication

Effexor/ Venlafaxine

Pristique

Ranitidine

Haldol

Zolpidem/ Ambien

Diazepam/ Valium

Phenobarbital

Toradol

Alprazolam/ Xanax

Lyríca

Artane

Dextromethrophan

Pseudoephedrine (Sudafed)

Actifed

Naltrexone

Seroquel

Suboxone

Methadone



**County of Saginaw**  
**COMMUNITY CORRECTIONS**  
111 S. Michigan Avenue Saginaw, Michigan 48602  
Office: 989-790-5584



## Opiate Methamphetamine Specific Program Referral

### Referral Guidelines

1. To refer an offender, please complete this form and **email** it, along with a copy of the COMPAS Bar Chart, The COMPAS Narrative and the BIR data (if out of state supervision) to Mary McLaughlin at [mmclaughlin@saginawcounty.com](mailto:mmclaughlin@saginawcounty.com)
2. The minimum COMPAS score must be Moderate to High Risk in Substance Abuse and the offender must have an opiate or methamphetamine use or history. This includes charges, positive drug screens, self-admission or behaviors that would indicate opiate/meth use.
3. Offenders must complete a secondary assessment which will be conducted by a licensed provider **prior** to being considered for placement into the OMSP program.
4. Please contact Mary McLaughlin at the above office number or via email at [mmclaughlin@saginawcounty.com](mailto:mmclaughlin@saginawcounty.com) if you have any questions or need assistance. (She'll be happy to help!☺)

### Primary Information

Offender's Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Agent's Name: \_\_\_\_\_ Docket Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

### Substance Abuse Information-Do not leave blank

(Ex.: the offender's drug of choice, relapse information, drug test results, last use, etc...)

### CCAB Manager Only

- |  |   |
|--|---|
| <input type="checkbox"/> Bar Chart             | Monthly Reports (If Applicable)             |
| <input type="checkbox"/> Sent to Provider      | <input type="checkbox"/> Month 1            |
| <input type="checkbox"/> Provider's Assessment | <input type="checkbox"/> Month 2            |
| <input type="checkbox"/> TCU                   | <input type="checkbox"/> Month 3            |
| <input type="checkbox"/> Admitted              | <input type="checkbox"/> Month 4            |
| <input type="checkbox"/> Not Admitted          | <input type="checkbox"/> Month 5            |
|  | <input type="checkbox"/> Aftercare Plan     |
|  | <input type="checkbox"/> Agent Notification |

## Additional Comments/Recommendation

This section of the risk assessment provides an opportunity to describe the need to request additional conditions of release and to provide a summary and justification of your recommendation. You should highlight the risk factors and additional considerations that are of impact for the defendant. If conditions are part of the recommendation, they should also be justified in this area of the report. If the recommendation is for the bond to be denied, then MCR 6.106 will be stated in the justification.

If the defendant meets the guidelines for application of 765.6a, an example of the recommendation would include the addition of the following statement:

*The defendant has two prior convictions within the past five years, thus the defendant is not eligible for non-financial release due to 765.6a. Please see the attached criminal history report for details.*

*The defendant was out on bond at the time the within offense was committed, thus the defendant is not eligible for non-financial release due to 765.6a. Please see the attached criminal history report for details.*

If the defendant meets the criteria for denial of bail as described in MCR 6.106, and Michigan Declaration of Rights: Article 15, it is determined that no condition or combination of conditions can reasonably assure the appearance of the defendant in court and the safety of the public, a recommendation for bond denied can be made. The statement below provides an example.

*There is no condition or combination of conditions that will assure the defendant's appearance in court or the safety of the community, therefore in accordance with MCR 6.106, it is respectfully recommended that bond be denied at this time.*

## Additional Considerations

There are common additional considerations that should be reported whenever they are applicable to a defendant.

1. *Preliminary Sentencing Guideline (SGL) Category* – The ability for jurisdictions across the state vary on the ability to include Preliminary SGL Scores. If available, they should be reflected in the risk assessment under Additional Considerations. There are three preliminary sentencing guideline categories: intermediate sanction cell, straddle cell, and presumptive prison. The intermediate sanction cell upper limit of the range is 18 months or less. The straddle cell maximum of the range exceeds 18 months and the minimum of the range is 12 months or less. The presumptive prison cell minimum of the range is more than 12 months.
2. *One or more of the current charges is a violent felony* – This additional consideration is applicable if one or more of the current charges is a violent felony. For the purpose of risk assessment, a violent felony is any felony that is included in the following violent charge categories: Homicide, Robbery, Criminal Sexual Conduct, Arson, Other Sex Offense, or

Marquette Regional  
Community Corrections  
Opiate/Methamphetamine Specific Program  
Referral Form

REFERRAL GUIDELINES

To refer an offender, please complete this form and return it, along with a copy of the COMPAS bar chart, Offender Information (or BIR), CJ-140 form, and Order of Probation, to the Community Corrections Manager.

Offender must complete a secondary assessment conducted by TRI-CAP prior to admission. This assessment will determine final eligibility for the Opiate/Methamphetamine Specific Program.

If the offender is eligible/enrolled into the Opiate/Methamphetamine Specific Program, you will be notified via email by TRI-CAP.

If the offender is not eligible for the Opiate/Methamphetamine Specific Program, they will be enrolled in a TRI-CAP recommended programming for 150 days.

OFFENDER INFORMATION

Offender's Name: \_\_\_\_\_ Case Number(s): \_\_\_\_\_

Agent's Name: \_\_\_\_\_ Date of Referral: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

AGENT INFORMATION FOR CONSIDERATION

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## Personal Belongings Inventory

Resident Name: \_\_\_\_\_

Date: \_\_\_\_\_

<u>CLOTHING &amp; ACCESSORIES</u>	<u>LIMIT</u>	<u>INVENTORIED</u>
Pants	4	
Shirts	5	
Shorts / Capris	3	
Sweatshirt / Hooded Sweatshirt	2	
Robe / Sleepwear (pants & Shirt)	1 each	
Underwear bottoms	5	
Undershirts (white shirts / tank tops)	5	
Bras	3	
Socks	5	
Shoes / Boots / Sandals	3 pair	
Slippers	1 pair	
Belts	1	
Seasonal Coat	1	
Hat (Beanie, Winter, etc.) NO CAPS	1	
Do Rag	1	
Gloves	1 pair	

<u>HYGIENE / PERSONAL CARE</u>	<u>LIMIT</u>	<u>INVENTORIED</u>
Toothbrush	1	
Toothpaste	1	
Tootbrush holder	1	
Soap holder	1	
Dental Floss	1	
Deodorant (stick only)	1	
Bar Soap or Body Wash	3 / 1	
Shampoo	1	
Conditioner	1	
Lotion	1	
Hair Products (Gel, Grease, etc.)	2F / 1M	
Petroleum Jelly	1	
Q-tips	1 box	
Brush	1	
Comb	1	
Pick (plastic only)	1	
Blow Dryer	1	
Curling Iron	1	
Flat Iron	1	
Feminine Hygiene Products	1	
Manual Razors	5	
Electric Razor	1	
Hair Clipper and Guards	1	
Finger Nail Clippers	1	
Toe Nail Clippers	1	
Nail File	1	
Tweezers	1	
Shower Shoes	1 pair	
Makeup Items	5	
Shaving Cream (No aerosol)	1	
Chapslick / Lip Balm	1	

<u>MISCELLANEOUS</u>	<u>LIMIT</u>	<u>INVENTORIED</u>
Laundry Soap - (pods only / no bleach)	1 pkg	
Dryer Sheets	1 box	
Photographs	5	
Reading Material (Books, Magazines, etc.)	5	
Purse (no larger than 4" x 7") / Wallet	1	
Clear Plastic Cup (Up to 24 ounces)	1	
Plastic Bowl (Up to 24 ounces)	1	
Plastic Spoon	3	
Money		
Jewelry - watch	1	
Jewelry - Earring	1	
Jewelry - chain	1	
Jewelry - ring	1	
Jewelry - bracelet	1	
Cigarettes - Unopened Packs (Commercial)	1 Carton	
Hairties (no bobby pins, clips or headbands)	5	

Additional Notes (Medication, Phone Card, etc.)

<i>Item(s) added to the Personal Property Inventory</i>	Staff Initials

- \*NO powder of any kind and absolutely no face wash
- \*All jewelry items' value cannot exceed \$50.
- \*Items not listed above will NOT be allowed in to the facility.
- \*Aerosol items and items in glass containers are NOT allowed.
- \*Money will deposited into the resident's account, and will be available the next bank day.
- \*Medication will be given to the Senior Case Manager for approval, prior to the resident receiving it.
- \*\*Please DO NOT bring in phone cards from outside sources as they will NOT work with our phone system.

I certify that the list above reflects the items I have dropped off.

I certify that the items listed above are the items received by this staff.

I certify that the items listed above are the items received by me.

Print	Date	Time
Print	Date	Time
Print	Date	Time

## OMSP Numbers by County

### Allegan

	Participants	Successful	Unsuccessful	AWOL	Success Rate
2024/2025	2	1	0	1	50.0%

### Bay County

	Participants	Successful	Unsuccessful	AWOL	Success Rate
2017/2018	13	10	1	2	76.9%
2018/2019	15	10	0	5	66.7%
2019/2020	15	10	1	4	66.7%
2020/2021	5	1	1	3	20.0%
2021/2022	17	8	1	8	47.0%
2022/2023	22	10	3	9	45.4%
2023/2024	17	6	2	9	35.2%
2024/2025	14	7	1	6	50.0%
<i>Total</i>	<i>118</i>	<i>62</i>	<i>10</i>	<i>46</i>	<i>52.5%</i>

### Genesee

	Participants	Successful	Unsuccessful	AWOL	Success Rate
2023/2024	1	1	0	0	100.0%
2024/2025	6	4	0	2	66.7%
<i>Total</i>	<i>7</i>	<i>5</i>	<i>0</i>	<i>2</i>	<i>71.4%</i>

### Huron

	Participants	Successful	Unsuccessful	AWOL	Success Rate
2023/2024	2	2	0	0	100.0%
2024/2025	3	1	0	2	33.3%
<i>Total</i>	<i>5</i>	<i>3</i>	<i>0</i>	<i>2</i>	<i>60.0%</i>

### Ingham

	Participants	Successful	Unsuccessful	AWOL	Success Rate
2017/2018	5	2	1	2	40.0%
2018/2019	15	11	0	4	73.3%
2019/2020	6	5	1	0	83.3%
2020/2021	6	1	0	5	16.6%
2021/2022	19	8	2	9	42.1%
2022/2023	14	5	2	7	35.7%
2023/2024	14	4	2	8	28.5%
2024/2025	28	17	3	8	60.7%
<i>Total</i>	<i>107</i>	<i>53</i>	<i>11</i>	<i>43</i>	<i>49.5%</i>

### Ionia

	Participants	Successful	Unsuccessful	AWOL	Success Rate
2023/2024	1	1	0	0	100.0%
2024/2025	15	10	3	2	66.7%
<i>Total</i>	<i>16</i>	<i>11</i>	<i>3</i>	<i>2</i>	<i>68.7%</i>

### Isabella

	Participants	Successful	Unsuccessful	AWOL	Success Rate
2022/2023	3	0	0	3	0.0%
2023/2024	6	6	0	0	100.0%
2024/2025	6	5	1	0	83.3%
<i>Total</i>	<i>15</i>	<i>11</i>	<i>1</i>	<i>3</i>	<i>73.3%</i>

### Jackson

	Participants	Successful	Unsuccessful	AWOL	Success Rate
2017/2018	2	2	0	0	100.0%
2018/2019	6	4	0	2	66.7%
2019/2020	6	4	0	2	66.7%
2020/2021	0	0	0	0	0.0%
2021/2022	4	0	1	3	0.0%
2022/2023	21	10	1	10	47.6%
2023/2024	9	5	1	3	55.5%
2024/2025	15	7	1	7	46.6%
<i>Total</i>	<i>63</i>	<i>32</i>	<i>4</i>	<i>27</i>	<i>50.7%</i>

### Lapeer

	Participants	Successful	Unsuccessful	AWOL	Success Rate
2017/2018	14	9	3	2	64.2%
2018/2019	14	12	0	2	85.7%
2019/2020	8	6	1	1	75.0%
2020/2021	5	3	0	2	60.0%
2021/2022	10	6	1	3	60.0%
2022/2023	14	7	1	6	50.0%
2023/2024	15	9	2	4	60.0%
2024/2025	16	10	1	5	62.5%
<i>Total</i>	96	62	9	25	64.5%

### Marquette

	Participants	Successful	Unsuccessful	AWOL	Success Rate
2023/2024	13	7	2	4	53.8%
2024/2025	21	18	0	3	85.7%
<i>Total</i>	34	25	2	7	73.5%

### Midland

	Participants	Successful	Unsuccessful	AWOL	Success Rate
2017/2018	19	14	4	1	73.6%
2018/2019	13	7	1	5	53.8%
2019/2020	14	10	1	3	71.4%
2020/2021	0	0	0	0	
2021/2022	16	5	2	9	31.2%
2022/2023	22	15	2	5	68.1%
2023/2024	25	15	4	6	60.0%
2024/2025	37	26	2	9	70.2%
<i>Total</i>	146	92	16	38	63.0%

### Monroe

	Participants	Successful	Unsuccessful	AWOL	Success Rate
2023/2024	1	1	0	0	100.0%
2024/2025	7	4	1	1	57.1%
<i>Total</i>	8	5	1	1	62.5%

### Saginaw

	Participants	Successful	Unsuccessful	AWOL	Success Rate
2017/2018	25	17	4	4	68.0%
2018/2019	22	19	1	2	86.3%
2019/2020	25	18	0	7	72.0%
2020/2021	9	1	3	5	11.1%
2021/2022	17	7	0	10	41.1%
2022/2023	21	10	1	10	47.6%
2023/2024	21	9	1	11	42.8%
2024/2025	20	12	2	6	60.0%
<i>Total</i>	160	93	12	55	58.1%

### Sanilac

	Participants	Successful	Unsuccessful	AWOL	Success Rate
2024/2025	1	1	0	0	100.0%

### Tuscola

	Participants	Successful	Unsuccessful	AWOL	Success Rate
2017/2018	3	2	0	1	66.7%
2018/2019	1	1	0	0	100.0%
2019/2020	1	1	0	0	100.0%
2020/2021	0	0	0	0	
2021/2022	2	1	0	1	50.0%
2022/2023	0	0	0	0	
2023/2024	3	1	1	1	33.3%
2024/2025	9	5	0	4	55.5%
<i>Total</i>	19	11	1	7	57.8%

OMSP Success Rates by Year

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	Total	Currently 3/3
Allegan								50.0%	50.0%	0
Bay	76.9%	66.7%	66.7%	20.0%	47.0%	45.4%	35.2%	50.0%	52.5%	4
Genesee							100.0%	66.7%	71.4%	1
Huron							100.0%	33.3%	60.0%	0
Ingham	40.0%	73.3%	83.3%	16.6%	42.1%	35.7%	28.5%	60.7%	49.5%	7
Ionia							100.0%	66.7%	68.7%	12
Isabella						0.0%	100.0%	83.3%	73.3%	3
Jackson	100.0%	66.7%	66.7%		0.0%	47.6%	55.5%	46.6%	50.7%	3
Lapeer	64.2%	85.7%	75.0%	60.0%	60.0%	50.0%	60.0%	62.5%	64.5%	7
Marquette							53.8%	85.7%	73.5%	12
Midland	73.6%	53.8%	71.4%		31.2%	68.1%	60.0%	70.2%	63.0%	4
Monroe							100.0%	57.1%	62.5%	5
Montcalm										2
Saginaw	68.0%	86.3%	72.0%	11.1%	41.1%	47.6%	42.8%	60.0%	58.1%	10
Sanilac								100.0%	100.0%	1
Tuscola	66.7%	100.0%	100.0%		50.0%		33.3%	55.5%	57.8%	4

OMSP

56/81=69%	64/86=74%	54/75=72%	7/28=25%	35/85=41%	57/118=48%	59/101=58%	129/209=64%	461/783=59%
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# OSP-M Program FYTD 2025-2026

County	Program	Successful	Unsuccessful	AWOL	Statistic	Success Rate
Allegan	OSP-M	2			2/2	100.0%
Bay	OSP-M	3		2	3/5	60.0%
Genesee	OSP-M	4			4/4	100.0%
Huron	OSP-M	1			1/1	100.0%
Ingham	OSP-M	6		2	6/8	75.0%
Ionia	OSP-M	7	1	1	7/9	77.7%
Isabella	OSP-M	2			2/2	100.0%
Jackson	OSP-M	1			1/1	100.0%
Lapeer	OSP-M	2	1	1	2/4	75.0%
Marquette	OSP-M	14	1		14/15	93.3%
Midland	OSP-M	12	1		12/13	92.3%
Monroe	OSP-M	1		1	1/2	50.0%
Otsego	OSP-M	1	1		1/2	50.0%
Saginaw	OSP-M			2	0/2	0.0%
Tuscola	OSP-M	1			1/1	100.0%
	TOTAL	57	5	9	57/71	80.2%

**Re: Insurance RAP grants**

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**From** Tom Tikkanen <tom.tikkanen@houghtoncounty.gov>

**Date** Fri 4/24/2026 11:07 AM

**To** Paige Setter-Hallwachs <paige.setter@houghtoncounty.gov>; Josh Saaranen <jsaaranen@houghtonsheriff.com>; Board of Commissioners <boc@houghtoncounty.net>; Alex Radke <alex.radke@houghtoncounty.gov>

**Cc** Chelsea Rheault <chelsea@houghtoncounty.gov>

Thank you Paige,

Please add this topic along with the attachments to the BOC work session for May 4th.

- Tom

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**From:** Paige Setter-Hallwachs <paige.setter@houghtoncounty.gov>

**Sent:** Friday, April 24, 2026 11:03 AM

**To:** Josh Saaranen <jsaaranen@houghtonsheriff.com>; Board of Commissioners <boc@houghtoncounty.net>; Alex Radke <alex.radke@houghtoncounty.gov>

**Cc:** Chelsea Rheault <chelsea@houghtoncounty.gov>

**Subject:** Insurance RAP grants

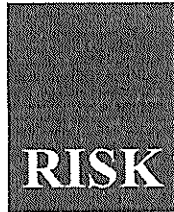
Happy Friday,

We've received this list of RAP grants from Chris Katona from insurance.

There is a 6 month grace period so if anything has been implemented in the last 6 months you can still apply for the grant.

Please let me know if there is anything I can help with.

Paige Setter-Hallwachs  
Administrative Coordinator  
906-482-8307 ext. 312



MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

RISK AVOIDANCE PROGRAM  
&  
CERTIFICATION AND ACCREDITATION PROGRAM  
GUIDELINES

Effective: December 1, 2024

Revised: November 13, 2024

# Michigan Municipal Risk Management Authority

## Risk Avoidance Program and Certification and Accreditation Program

### Guidelines

#### Section 1. Purpose and Scope

These guidelines set forth the procedures, rules, and other criteria used to administer grants provided to members of Michigan Municipal Risk Management Authority (MMRMA). The success of MMRMA depends heavily upon an effective partnership with its members. To encourage partnership, MMRMA has created the Risk Avoidance Program (RAP) and Certification and Accreditation Program (CAP).

Established in 1997, the Risk Avoidance Program (RAP) is designed to increase members' awareness of loss control measures and to encourage innovation in loss control programs. In 2016, the Certification and Accreditation Program (CAP) was added to support professional certification and accreditation programs.

The purpose of the RAP and CAP programs are to:

- A. Advance member retention.
- B. Encourage members to develop formal risk management programs within their organizations. Foster utilization of the grant program as an effective risk management tool by all members (following the first year of continuous membership).
- C. Link Risk Control recommendations and guidance to the awarding of grants. As subject matter experts in their respective public entity fields, MMRMA risk control consultants have unique expertise to share with members and the Membership Committee. The recommendations of risk control consultants or other staff with similar expertise should be given considerable deliberation when determining grant awards.
- D. Link awarding of grants to claims experience with claims frequency being of equal concern as compared to claims severity. Grant applications that address MMRMA's highest risk exposures, exposures that will be evaluated on an ongoing basis, are those most likely to receive funding. Currently, high exposure risks relate to law enforcement and corrections operations, data breach, property loss and damage, and employment.
- E. Promote fairness in the application of the grants program, i.e., a risk avoidance project funded for one member is indicative of grant funding to be awarded to other members who apply seeking funds (amount of funding may vary depending upon member contributions, scope of project, etc.), to develop similar or like projects, provided the application is clear and thorough, and grant funds remain available.

#### Section 2. Eligibility for Grants

- A. All Individual and State Pool Members of MMRMA are eligible to submit grant applications following the first year of continuous membership.
- B. Should an Individual or State Pool member terminate its MMRMA membership and subsequently return, that member is immediately eligible to submit grant applications upon formal membership reinstatement.
- C. Should an Individual or State Pool Member provide a provisional ninety (90) day Notice of Termination pursuant to the Joint Powers Agreement, no new grant applications will be considered during the ninety-day period. However, any grants awarded prior to the Notice of Termination will be honored.
- D. Any Individual or State Pool Member that terminates its membership shall have no right to grant funds and any grants awarded and not disbursed prior to termination are cancelled.

## Section 3. Grant Types

### A. Standard RAP Grants

Standard RAP Grants are a set of specific grants that address significant ongoing loss exposures hazards. It has been determined that these recurrent grants have a substantial impact in reducing or avoiding loss. These grants, that often begin with the submission of a grant request from a member to fund an innovative project, typically involve supporting the purchase of certain equipment or devices that, when deployed, will help avoid or mitigate loss. Standard grants also support specific education or training programs. Claim history and loss exposures are periodically analyzed in relationship to the various Standard Grants to make certain the grants continue to be relevant. Standard Grants are awarded using specific cost sharing formulas developed for each grant. In addition, dollar aggregate limits and member limits are included for certain grants to make grant funding available to a broader cross section of the membership. Cost sharing also fosters stronger member commitment to the program. The total number of Standard Grants awarded is limited by the overall RAP budget provided by the Board of Directors. Appendix A includes the current list of Standard RAP Grants along with the funding formulas and cost sharing requirements.

### B. CAP Grants

Certification and Accreditation Grants support programs for professional education, training, and formal recognition through a structured accreditation or certification program. These programs are typically offered through independent professional service organizations or government agencies. Certification and accreditation involve advanced education including training curricula and exams based on criteria and standards for industry best practices. It is believed that achieving accreditation reflects member commitment that will, in turn, reduce claims. Appendix B includes the current list of eligible certification and accreditation programs along with the funding formulas and cost sharing requirements.

### C. Other RAP Grants – Non-Standard or “New Project” Grants

Members are encouraged to submit other grant applications for programs or projects to reduce the frequency and severity of loss. Consideration of these grant applications is based on the criteria described in Section 5 below. Grant applications in this category may reflect the use of cutting-edge technology or innovative programs not yet in mainstream or significant use across the membership.

## Section 4. Roles and Responsibilities

### A. MMRMA Members

Members submit grant applications to the Membership Services Department. The applications are prepared in accordance with these guidelines using the attached forms and procedures. Applications must be signed by the member entity's official Member Representative, the individual designated as the entity's primary route for official communications between the member entity and MMRMA.

### B. Board of Directors

The Board of Directors sets policy governing the RAP and CAP Grants Program.

### C. Risk Managers

The Risk Managers actively promote the grant program with current and prospective new members. They also provide suggestions for grant applications based on the exposures, hazards, and related data gathered as part of the annual membership renewal process.

### D. Risk Control Advisory Committees

The Risk Control Advisory Committees identify potential projects for grant funding based on the knowledge of individual committee members and because of the programs and activities carried out by the committees in their various fields of expertise.

#### E. MMRMA Membership Services Department

1. The Risk Control Consultants provide information to members concerning potential grant funding to address issues identified in field visits, best practices reviews, and risk control recommendations. The consultants are available to assist members in preparing grant applications.
2. The Membership Services Department administers the grants program and establishes a schedule and sets deadlines for the submission of grant applications. The department receives grant applications and screens the material for completeness and alerts the members to any omissions or additional required information. The applications are forwarded to the Membership Committee for consideration.

#### F. Membership Committee

1. The Membership Committee administers the grant program in compliance with Board policy and pursuant to the budget provided by the Board of Directors.
2. The committee prepares and implements grant guidelines, application forms, and related procedures.
3. The committee establishes criteria for evaluating applications and acts to approve or deny applications in accordance with those criteria.
4. The committee meets to consider grant applications on a quarterly basis each year (March, May, August, and November).

### Section 5. Grant Selection Criteria and Considerations

Grant applications will clearly identify a specific risk management problem or set of related problems and clearly articulate how grant funding will achieve a reduction of the identified high liability risk. The project's plan of action must have a high probability of solving the problem(s):

- A. Claims/loss data, statistics or other available data affirming the severity or extent of the problem(s) will enhance the possibility of grant approval.
- B. Project-incorporates best or better practices generally known to address both frequency and severity to solve the problem or greatly reduce the risk of serious claims occurring following implementation.
- C. Projects that offer a unique or innovative approach to risk control. Attention will be given to projects that:
  1. Address new and emerging loss exposures.
  2. Use new or advanced technology to address risk control issues.
  3. Involve a partnership between members.
  4. Involve members that are sharing in the funding of the project with other MMRMA Members or independent organizations.
- D. Targeted by the Board/Risk Control as a service area experiencing higher losses, i.e., medical care facilities or jails, and with a Board-designated level of aggregate grant funding available to members who apply for funding to address the designated risk.
- E. Are based on recommendations of Risk Control Consultants following loss control site visits or claims follow-up identifying high frequency high exposures, high frequency/low exposure, or low frequency/high exposure claims.
- F. The budget for the project and time to complete the projects must be noted in the grant application and reflect realistic goals that can be accomplished within six (6) months from the award of grant funding. MMRMA considers a project complete at the time that payment is issued and/or on the date indicated on a certificate of completion or equivalent document. Please contact MMRMA directly if you are experiencing vendor and/or shipping delays that impact this timeline. **Funding consideration will be limited to projects completed six (6) months prior to the date of application (retroactive funding). Funding that is approved will be made available for six (6) months following the date of approval.**

- G. Projects that leverage other funding sources. As an example, P.A. 302 funds are distributed by MCOLES to law enforcement agencies in Michigan to help fund training for law enforcement personnel. We encourage members to take advantage of alternative funding such as the use of P.A. 302 funds or funds available through federal, state, public or private grant programs, non-profit organizations, civic funds, community groups, etc.
- H. Relate to a maintenance-related area of exposure for which the member seeks funding under hardship status. Project must address an imminent danger or a catastrophic loss with supporting financial documentation reflecting economic hardship, and/or the potential for MMRMA and its reinsurers to experience higher costs once the loss exceeds the member's Self-Insured Retention (SIR). A condition of this type would be high frequency/high exposure or severity that loss probability is at or close to 100%.

This new project (non-standard) grant would be known as the Maintenance Assistance Grant (MAG). The MAG grant would allow a member to request funding for maintenance related projects, with the following funding limitations:

- Each MAG funding request will be limited to 25% of total project cost and a maximum grant award of \$50,000.
- Total funding to be awarded annually under MAG (which may include multiple MAG grants), to be limited to 10% or less of the Member's annual contribution.

As an example, a member's hardship/maintenance project totals \$600,000; 25% of 600,000 is \$150,000 and the annual contribution for the Member is \$300,000. The maximum amount the member could request is 10% of \$300,000, which equates to \$30,000.

To qualify under the MAG criteria, the member would be required to include the entity's F-65 with the grant application along with other financial documentation that supports the need for funding under hardship status. These documents may include confirmation of (or lack of) capital improvement funds, level of indebtedness, annual current/prior operating budget(s) under which project would otherwise be funded, need to levy additional millage, or sell assets, inability to pay creditors, etc.

## Section 6. Required Application Content

### A. Description of the Project

Members must provide a thorough description of the proposed project and include data documenting the problem. The description must identify the risk to be mitigated and include the project's goals and plan of action or activities to be used in accomplishing the goals, objectives, and expected results. Attachments must be included to further communicate the scope and benefits of the project.

Supplemental information is required including written materials, cost estimates, invoices, product specification guides, or any other documentation supporting the information presented in the application.

If the benefits from the project exceed the member's geographic area, information on what geographic area it would serve or what other members would benefit from the project should grant funds be provided should be noted in the application.

### B. MMRMA Coverage

The Project must identify the risk exposure **and** align with the various types of coverage offered by MMRMA. As an example, the safety of member employees is important to MMRMA. However, MMRMA does not currently provide workers compensation coverage. Hence, projects whose primary purpose is to address employee safety are not eligible for grant funding.

### C. Project Start and End Dates

Projected start-up and completion dates are required. If such dates cannot be firmly established at the time of submission of the grant application, an estimate of the start/completion dates must be included.

**D. Partnerships**

Partnerships and alternative funding sources are encouraged. If public agencies, nonprofit organizations, or community groups are involved in the project's management, implementation, or funding, a description of how each is involved, along with documentation of their commitments, should be included

The portion of the project for which the applicant is seeking RAP assistance should be stated, identifying funding by the member or other sources. In addition, the budget included for the project should be reduced to line-item expenses and supported by attaching invoices or cost estimates.

The applicant may request a specific grant amount. MMRMA requires cost sharing by the member for the project described in the application (not including funds received from other sources such as community foundations and other grants). Projects will not be funded in their entirety (100%).

**E. No project will receive 100% funding.**

**F. Use of MMRMA Subject Matter Experts Encouraged**

Applicants are encouraged to consult with their Risk Manager or MMRMA Risk Control Consultants on the planning of the project and application process, and in identifying the risk management goals to be achieved.

**G. APPLICATIONS MUST BE TYPED.**

**H. Grant Application Submission**

Applications must contain a complete "Grant Application Submission Certification" section of the form to certify that the application being submitted is complete and accurate. Applications and supporting documentation must be submitted to MMRMA's Membership Services Department via email and in .pdf format. A Risk Control Consultant will conduct an initial review of each application. The merits of the application may also be evaluated in coordination with MMRMA underwriting and/or claims personnel.

**I. Incomplete Grant Applications**

Applications missing ANY requested/required information will be returned to the member. MMRMA reserves the right to reject applications that do not contain a complete description of the project, the risk to be mitigated and the intended risk reduction benefit. MMRMA will also reject applications that are missing signatures, budgetary information, supporting documentation, or are otherwise poorly written or incomplete.

## **Section 7. Grant Funding Exclusions**

Grant funding is not available to fund routine operations or projects related to maintenance issues (except for the Maintenance Assistance Grant (MAG) as noted in Section 5), or lack thereof. Grants are not intended to supplement local funding, i.e., enterprise funds, etc. when member budgets should cover the cost of financing a governmental operation.

The intent of MMRMA's grant program is to prevent or mitigate third party liability losses or damage or losses related to member-owned property. Grant funding is intended to alleviate risks related to the member services, activities, and property for which MMRMA provides coverage. Although the safety of its members employees is important, projects intended to improve workplace safety or reduce workers' compensation losses are not eligible for funding.

## **Section 8. Selection Process**

Grant applications will be considered on a quarterly basis with grant deadlines of: January 10, April 10, July 10 and October 10. Upon the recommendations of Risk Control, the Membership Committee will approve or deny the application based on the merits, projected benefits of the project, and compliance with these guidelines.

Items that are taken into consideration:

- A. The grant application's focus is on identified high exposure risks, law enforcement, corrections, data breach, employment or property loss/damage. These grant applications will be considered for funding before consideration is given to funding projects that focus on other lower exposure risks.

- B. The grant application focuses on mitigating risks for which the member has experienced claims or litigation. If the application does not, a compelling case for how the product or service will mitigate risk must be made. Members are encouraged to work with their Risk Manager or a Risk Control Consultant for risk management best practices.
- C. While not a requirement to receive grant funds, members are encouraged to develop full-fledged risk management programs within their organizations. This could include a risk manager position, or someone specifically tasked with risk management responsibilities. More than a general statement that a department director or department head has responsibility to reduce risk within one's department, MMRMA encourages members to embrace a comprehensive risk management strategy throughout their organizations.
- D. While not a requirement to receive grant funds, members are encouraged to develop other programs that may complement or augment a formal risk management program including Capital Improvement Plans, Asset Management Plans, Safety Committees (except those solely focused on employee safety), Business Continuity Plans, enhanced engineering facilities, or a Cybersecurity Framework addressing the various steps the member takes to enhance cybersecurity protection or guard against data breaches.
- E. The project reflects best or better practices and/or is innovative, or a more modern or original approach to mitigating risk. Members are encouraged to consult with their Risk Manager or a Risk Control Consultant for assistance, if needed, in identifying these practices.
- F. A member has received grant funding multiples times for the same or similar project, i.e., multiple grant award for Tasers, body cameras, etc. If so, the member may be awarded a lesser amount of grant funding as compared to previous grant awards and less than funding that may be awarded to another member who has not previously sought funding for that project.
- G. The number of grants a member submits whether for the same project or for other projects.
- H. The timing of grant submission, i.e., first come first served with the understanding that grant applications that address MMRMA-identified high exposure risks will be given first consideration.
- I. Partnerships with other public entities and particularly, other MMRMA members. Members who partner with other MMRMA members can help broaden the use of grant funds and related risk management benefits.
- J. Project can be substantially or largely completed within six months of grant award. MMRMA seeks to eliminate or reduce grant extensions so that unused funds may be returned to the grant program for subsequent award to other applicants. **Funding consideration will be limited to projects completed six (6) months prior to the date of application (retroactive funding). Funding that is approved will be made available for six (6) months following the date of approval.**
- K. Once all grant applications have been approved in a particular meeting, those not considered for funding (this does not include those applications that were denied funding), will be returned to the member. The member may re-submit at a future date provided the timeframe to do so (especially for reimbursement of a project that has already commenced or been completed), has not expired.

The Membership Committee will provide rationale when denying a grant application, noting one of the following:

1. Grant does not comply with grant guidelines or meet the goals of the program.
2. Grant addresses a risk for which MMRMA does not provide coverage to the member.
3. Funding is requested for routine operations.
4. Application lacks clear objectives, a timeframe in which to complete the project or a member-approved budget for funding the project.
5. Application is vague or does not present a strong argument that project will mitigate the identified risk.
6. Though potentially eligible, the Membership Committee identified other grant applications addressing priorities that focus on higher exposure or more pressing risk management needs.

The Committee may indicate a need for additional information to better understand the project and, accordingly, postpone approval or denial to a future meeting.

The applicant has the obligation to use funds granted in compliance with the approved application. Failure to do so will result in the discontinuance of future funds, and an obligation for reimbursement of funds granted. Some grant awards may include a requirement that the applicant provide a follow-up report to MMRMA and the Membership Committee regarding how the project led to a reduction in risk or was otherwise successful in meeting the goal(s) articulated in the grant application; the applicant, by accepting funds, acknowledges it will provide that additional follow-up report.

Applications for grant funding will be considered in the order that they are received although the Membership Committee will review first those grant applications the focus on high exposure risks (see Section 8 A). Should grant funding approved by the MMRMA Board of Directors be exhausted in any given fiscal year, the Project Contact named on the grant application will be notified. Unless otherwise determined by MMRMA's Executive Director, applications that are not funded due to budget restrictions or, for any other reason, will be considered closed. Members may reapply for funding of projects meeting Grant Selection Criteria (Section 5) in subsequent grant cycles.

### **Application Submission:**

Submit all completed grant applications and supporting documentation in **.pdf format** to [grants@mmrma.org](mailto:grants@mmrma.org). For further information, please contact:

Cara Ceci  
Member Resources Manager  
800-243-1324  
[cceci@mmrma.org](mailto:cceci@mmrma.org)

List of Appendices:

- Appendix A - Standard Grant Guidelines
- Appendix B - CAP Grant Guidelines
- Appendix C - RECTify Cybersecurity Vulnerabilities Grant Executive Summary

# APPENDIX A

## STANDARD GRANT GUIDELINES

# MMRMA Risk Avoidance Program (RAP)

## Standard Grant Guidelines

The following list is a guide to be used by the Membership Committee in reviewing grant requests fairly and consistently. This list does not guarantee or entitle MMRMA members to funding of their projects. Each project will be considered individually by the Membership Committee. This list does not restrict RAP funding to only the projects listed. Please contact the MMRMA Membership Services Department if you have specific questions relating to this document.

Please note:

- Costs that can be included in funding requests are shipping/handling, installation, and training costs associated with the operation of new software and equipment (11/9/16).
- RAP funding will NOT cover the costs associated with the purchase of additional warranties and multi-year service agreements. (11/9/16)
- Multi-Year Payment Plans – Members who enter into multi-year payment plans with vendors must submit an executed Purchase Agreement with their grant application. Funds will be approved and distributed in full and the member will be ineligible for additional funding for same equipment/project for the term of their Purchase Agreement. Members must submit proof of first-year payment in order for approved grant funds to be paid. This eliminates the need for members to apply for grants each year of their payment plan. (5/24/2021)
- Quotes/invoices from the vendor MUST be included with the final application submission to MMRMA. A clear line-item cost of the component(s) included in the grant funding request is REQUIRED. If the line-item cost is \$0, funding will not be considered.
- All grant reimbursements will be paid via Electronic Funds Transfer (EFT).

### **Bundled Products**

MMRMA will not fund products as part of a bundle. Each item/product/piece of equipment must be listed individually on associated quotes and invoices so that we can easily determine the number of units being purchased and the price per unit. Separate grant applications/funding requests must be submitted for each item. For example, funding requests for TASERS, body cameras, and data storage must be submitted on 3 separate grant applications.

### **MiDEAL**

The State of Michigan has a purchasing program that permits cities, townships, villages, counties, and other public entities to buy products and services from state contracts. Currently, there are about 500 contracts available to MiDEAL members. For more information on MiDEAL, please visit the State website: [DTMB - MiDEAL Extended Purchasing Program \(michigan.gov\)](https://www.dtmb.com/mideal)

Members will be required to, where feasible, purchase equipment or services that relate to the projects for which they seek RAP/CAP grant funding through MiDEAL contracts to be eligible for funding. Should the State of Michigan not have a contract for the project, equipment or services for which the member seeks grant funding from MMRMA, the lack of a contract through MiDEAL is to be noted on the grant application. MMRMA will confirm the availability of a MiDEAL contract in its review of grant applications.

### **Tiered Funding of Projects**

MMRMA has developed tiered funding for three specific standard grant projects a member may undertake multiple times and for which the member seeks grant funding each time. These projects are to purchase TASERS, body cameras and in-car cameras. The tiered funding levels are noted under the Standard Grant section for each piece of equipment.

MMRMA currently funds TASERS at 50% of the cost to a maximum of \$50,000. This calculation would apply to the first grant application for TASERS. The member later applies to purchase another set of TASERS. The second grant application may be funded, grant funding permitting, but at a lower level of funding, i.e., 25% of the cost to a maximum of \$30,000. A few years later, the member seeks to replace these TASERS with new ones and requests RAP funding to support this project. In this instance, MMRMA may approve, grant funding permitting, the funding but at yet another lower level of funding, i.e., 25% of the cost to a maximum of \$20,000. Following this third grant award, the member would no longer be eligible to apply for RAP funding to purchase TASERS. This same process applies to the purchase of body cameras and in-car cameras. (A contract with Axon, the manufacturer of TASERS may be found at MiDEAL).

**Refurbished Equipment**

Recognizing that some refurbished equipment may no longer be supported by the vendor that originally produced, manufactured or sold the equipment, Members must attest that the vendor of any refurbished equipment for which the member seeks RAP grant funding has provided a warranty, service agreement, maintenance agreement, certificate or other assurance of the equipment's dependability or life expectancy.

# Standard RAP/CAP Grants

## Equipment & Software

Click on any of the following categories to view full descriptions, funding parameters, and other related information.

- ❖ Quotes/invoices from the vendor MUST be included with the final application submission to MMRMA. A clear line-item cost of the component(s) included in the grant funding request is REQUIRED. If the line-item cost is \$0, funding will not be considered.
- 

### Data Breach/Cybersecurity Standard Grants

- Fractional vCISO
- General Cybersecurity Training for Employees
- Security Operations Center (SOC)
- Storage Infrastructure Security
- Two/Multi Factor Authentication
- Vulnerability Assessment/Penetration Testing
- Vulnerability (OS and application Patching) Detection and Remediation Services

### Property and Security Standard Grants

- Concrete Scarifier
- Emergency Generators
- Fire Pit Rings
- Passenger Surveillance Cameras
- Portable Pumps
- SCADA Control System Software
- Thermal Imaging Cameras
- Vehicle Monitoring System
- Water Automatic Shutoff System
- Water Leak Detection System

### Public Safety/Emergency Operations Standard Grants

- Accreditation Assistance
- Automatic External Defibrillators
- Body Scanners for Corrections
- Body Worn Cameras
- Bola Wrap
- Bumper Guards
- Canine Units
- Corrections Security/Physical Improvements
- Court Compliance Safety
- Data Storage
- Drones and Association Technology
- Electronic Prisoner Monitoring/Cell Check System
- Electric Vehicle (EV) Plugs
- Emergency Medical/Priority Dispatch
- In Car Cameras
- Mail Scanners for Corrections

- Non-Transport Lifting Device and Stair Chairs
- Power DMS Policy Management
- Reality Based Training Equipment
- Stabilization Jacks
- TASERS
- Training Simulators

**Other/Cross-Functional Standard Grants**

- General Risk Management and Leadership Training
- Lift Free Health Facilities – Assistive Lifting Devices for Patient Transfer

## Risk Management and Leadership Training

Training programs listed in this category are reimbursed at a rate of 50%.

---

- Communications Training Officer (CTO)
- Corrections Training Officer (CTO)
- Corrections Supervision
- Critical Incident/Supervisor Training
- FBI-LEEDA Training – Any course provided under this program.
- Field Training Officer (FTO) Training
- First Line Supervisor Training
- FTO Supervision
- General Dispatch Training
- Managing Risk: Making Sound Planning and Zoning Decisions
- Master Plan Process
- Michigan Public Service Training Institute
- Planning and Zoning 101 for Inspectors and CE Officers
- Planning and Zoning Essentials
- Site Plan Review

## Certification and Accreditation Programs

Programs listed in this category are reimbursed at a rate of 75%. [Click here](#) for a list sorted by municipal department and other information.

---

- American Public Works Association Accreditation (APWA)
- Aquatic Facility Operator (AFO)
- Associate in Risk Management (ARM)
- Certified Chief Information Security Officer (CCISO)
- Certified Facility Manager (CFM)
- Certified Information Systems Security Professional (CISSP)
- Certified Labor Relations Leader (CLRL)
- Certified Park and Recreation Executive (CPRE)
- Certified Park and Recreation Professional (CPRP)
- Certified Playground Safety Inspector (CPSI)
- Certified Taser Instructor
- Chief Fire Officer (CFO)
- Citizen Planner Certification
- Commission on Accreditation of Ambulance Services (CAAS) Accreditation
- Commission on Fire Accreditation International (CFAI) Accreditation
- Executive Fire Officer Program (EFOP)
- Facility Management Professional (FMP)
- FBI National Academy
- Fire Staff and Command School
- Force Science Certification
- GIAC Certified Intrusion Analyst (GCIA)
- GIAC Continuous Monitoring Certification (GMON)
- Health and Safety Officer Certification (HSO)
- ICMA Cybersecurity Leadership Academy
- Incident Safety Officer (ISO)
- MACP New Chiefs School
- Michigan Law Enforcement Accreditation Program (MLEAP)
- Michigan State Police Fire Investigation
- NFPA Fire Inspector I
- NFPA Fire Inspector II
- NFPA Plan Examiner
- Physical Security Professional
- Police Staff and Command School
- Public Agency Training Council - Leadership Institute
- School Resource Officer (National Association of School Resource Officers)
- Shield Leadership Institute Command Level Courses
- SHRM Certified Professional (SHRM-CP)
- SHRM Senior Certified Professional (SHRM-SCP)
- Sustainability Facility Professional (SFP)
- Zoning Administrator Certification
- Zoning Board of Appeals (ZBA) Online Certificate

## Standard RAP and CAP Grant Descriptions and Funding Limits

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### DATA BREACH STANDARD GRANTS

- **Fractional vCISO**  
50% up to a maximum of \$15,000 in funding depending upon scope and complexity to engage a qualified vCISO that meets the following minimum qualifying requirements to build a customized cybersecurity maturity roadmap that is aligned to a recognized cybersecurity framework (CSF) like NIST or CIS for making investments in services, appliances and policies to improve upon cybersecurity maturity and resiliency. (11/13/24)
- **General Cyber Security Training for Employees**  
50% funding with a maximum of \$25,000 per member. (6/3/20)
- **Security Operations Center (SOC)**  
50% up to a maximum of \$15,000 in funding with specialized security analysts that will sift through false positives, investigate alerts and escalate credible concerns on a 24/7/365 basis to local resources/teams. (11/13/24)
- **Storage Infrastructure Security**  
50% up to \$40,000 for implementation of new data backup or business continuity systems that are purposely designed to be resistant to cyber threats. The solution, system or service shall demonstrably meet or exceed NIST 800-209. Applicable expenses shall be limited to professional services for design and implementation, software licenses or service subscription(s), and hardware purchase or lease expenses for not more than one year of system operations. (5/10/23)
- **Two/Multi Factor Authentication**  
50% funding with a maximum aggregate of \$30,000 per member. (5/10/23)
- **Vulnerability Assessment/Penetration Testing**  
50% funding with a maximum aggregate of \$25,000 per member. (5/10/23)
- **Vulnerability (OS and application patching) Detection and Remediation Services**  
50% up to a maximum of \$15,000 in funding to engage a qualified business partner with the tools, capacity, and skill to support an aggressive OS and application patching program. (11/13/24)

### PROPERTY and SECURITY STANDARD GRANTS

- **Concrete Scarifier**  
50% up to \$2,500 per unit with an aggregate maximum of \$5,000 or 2 units per member. (8/14/13)
- **Emergency Generators**  
Emergency generators for water removal; and member facilities that maintain food operations/storage and/or medication refrigeration.  
  
50% funding up to a maximum aggregate of \$50,000 per member. (5/11/22)
- **Fire Pit Rings**  
50% up to an aggregate maximum of \$10,000 per member. (5/22/24)

- **Passenger Surveillance Cameras**  
50% up to a maximum of \$15,000 per member. (5/22/24)
- **Portable Pumps**  
Portable pumps utilized in the event of emergency flooding situations to help mitigate potential property damage.  
  
50% funding up to a maximum of \$25,000 per member. (5/11/22)
- **SCADA Control System Software**  
Systems used to manage member facilities utilities such as HVAC-management, fire-suppression systems, etc. and except for water and sewer infrastructure management.  
  
50% funding up to a maximum of \$30,000 per member. (5/22/24)
- **Thermal Imaging Cameras**  
50% up to an aggregate maximum of \$7,500 per member. (11/13/24)
- **Vehicle Monitoring Systems**  
This is a GPS vehicle monitoring system. Vehicles, such as DPS, are outfitted with a signal device that tracks the speed, location, route of travel, specific time, how many times a vehicle was on a certain road, and fuel consumption. This information helps reduce the amount of time the vehicles are on the road and provides documentation to assist the member in defending claims.  
  
1/3 funding up to an aggregate maximum of \$20,000. (8/16/17)
- **Water Automatic Shutoff System**  
50% up to an aggregate maximum of \$15,000 in funding for a system that will automatically shut off water supply to specific zones or an entire facility(ies) when a leak is detected. (11/13/24)
- **Water Leak Detection System**  
50% up to an aggregate maximum of \$15,000 in funding for a network of commercial-grade sensors located through a member's facilities to detect leaks in hard-to-reach areas such as within walls, under floors and in ceilings. (11/13/24)

## **PUBLIC SAFETY/EMERGENCY OPERATIONS STANDARD GRANTS**

- **Accreditation Assistance**  
50% up to a maximum of \$10,000 per member to assist with the cost of hiring a professional service to facilitate accreditation processes. (5/10/23)
- **Automatic External Defibrillators**  
50% up to \$1,500 per unit – Restricted to jail/detention facilities and/or court facilities only. (5/10/23)
- **Body Scanners for Corrections**  
1/3 up to a maximum of \$50,000 per member. (8/17/22)

➤ **Body Worn Video Cameras**

Funding Request #1 - 50% up to a maximum of maximum of \$50,000 per member.  
Funding Request #2 - 25% of the cost to a maximum of \$30,000.  
Funding Request #3 - 25% of the cost to a maximum of \$20,000.

Maximum limits will not be aggregated. For example, if Member A submits Funding Request #1 (first grant application for Body Worn Video Cameras), for a total project cost of \$40,000 and receives 50% in grant funds, i.e., \$20,000, the next application they submit will be considered Funding Request #2 even though they did not maximize the dollar amount of funding permitted to be awarded in the first grant application.

Following this third grant award, the member is no longer eligible to apply for RAP funding to purchase Body Worn Video Cameras. (11/13/2024)

➤ **Bola Wrap**

\$500 per unit with the number of units purchased verified by Membership Services. (5/24/2021)

➤ **Bumper Guards**

50% up to \$500 per vehicle with a maximum of \$10,000 per member. (5/10/23)

➤ **Canine Units**

50% up to a maximum of \$5,000 for the acquisition and associated training of police dogs and/or equipment needed to outfit a patrol vehicle to accommodate the canine unit. (11/13/24)

➤ **Corrections Security/Physical Improvements**

50% up to \$50,000 for security and other physical improvements in corrections facilities. Funding is limited to retrofitting existing facilities. New construction projects are excluded. (5/22/24)

➤ **Court Compliance Safety**

50% funding with an aggregate maximum of \$30,000 for security related equipment, including digital cameras, as recommended by the Michigan State Court Administrator's Office. (11/13/24)

➤ **Data Storage**

50% up to a maximum of \$25,000 per member. Funding is limited to body cameras and in car camera systems associated with various municipal departments. Funding may be applied to yearly fees associated with cloud systems until a maximum aggregate (\$25,000) is reached, after which the member is no longer eligible to apply for grant funding for data storage. (11/13/24)

➤ **Drones and Associated Technology**

50% up to a maximum of \$10,000 per member for drones and associated technology. To be eligible for funding, the member must provide proof that the drone operator is an employee with a valid Part 107 Remote Pilot Certificate. (5/22/24)

➤ **Electronic Prisoner Monitoring /Cell Check System**

An electronic device and system that captures and records the presence and location of corrections officers throughout a jail.

50% funding up to an aggregate maximum of \$10,000. (5/10/23)

➤ **Electric Vehicle (EV) Plugs**

Device used by first responders to disable Electric Vehicles (EVs).

50% funding up to a maximum of \$2,000 per member. (5/22/24)

➤ **Emergency Medical/Priority Dispatch**

Allows 911 operators to dispatch emergency first responders and through the use of scripted key questions, provides necessary information needed by the emergency first responders.

50% funding up to an aggregate maximum of \$10,000. (5/18/12)

➤ **In-Car Cameras**

Funding Request #1 - 50% up to a maximum of maximum of \$50,000 per member.

Funding Request #2 - 25% of the cost to a maximum of \$30,000.

Funding Request #3 - 25% of the cost to a maximum of \$20,000.

Maximum limits will not be aggregated. For example, if Member A submits Funding Request #1 (first grant application for In-Car Cameras), for a total project cost of \$40,000 and receives 50% in grant funds, i.e., \$20,000, the next application they submit will be considered Funding Request #2 even though they did not maximize the dollar amount of funding permitted to be awarded in the first grant application.

Following this third grant award, the member is no longer eligible to apply for RAP funding to purchase In-Car Cameras. (11/13/2024)

➤ **Mail Scanners for Corrections**

1/3 funding up to a maximum of \$30,000 per member. (8/17/22)

➤ **Non-Transport Lifting Devices and Stair Chairs**

50% up to \$5,000 per unit with a maximum of \$10,000 per member for non-transport bariatric lifting and patient handling devices used by first responders. (5/10/23)

➤ **Power DMS Policy Management**

50% funding up to \$2,500 per member for initial funding of first year implementation costs.

Continuation/subscription fees are not eligible. Funding is one-time only. (5/22/24)

➤ **Reality Based Training Equipment**

50% up to a maximum of \$3,500 for safety equipment and conversion gun equipment. (5/22/08)

➤ **Stabilization Jacks**

Device used by first responders to stabilize vehicles during extrication procedures.

50% up to a maximum of \$20,000 per member. (5/22/24)

➤ **TASERS**

Funding Request #1 - 50% up to a maximum of maximum of \$50,000 per member.

Funding Request #2 - 25% of the cost to a maximum of \$30,000.

Funding Request #3 - 25% of the cost to a maximum of \$20,000.

Maximum limits will not be aggregated. For example, if Member A submits Funding Request #1 (first grant application for TASERS), for a total project cost of \$40,000 and receives 50% in grant funds, i.e., \$20,000, the next application they submit will be considered Funding Request #2 even though they did not maximize the dollar amount of funding permitted to be awarded in the first grant application.

Following this third grant award, the member is no longer eligible to apply for RAP funding to purchase TASERS. (11/13/2024)

➤ **Training Simulators**

Training simulators associated with driving, firearms, etc.

50% up to \$50,000 per member. (5/11/22)

**OTHER/CROSS-FUNCTIONAL STANDARD GRANTS**

➤ **General Risk Management and Leadership Training**

50% of the tuition/fees and other associated expenses upon successful completion for general or leadership training as recommended by Risk Control and not qualifying for RAP funding under the Certification and Accreditation Program (CAP). To be eligible for funding under this category, the program must be specifically listed below.

- Communications Training Officer (CTO)
- Corrections Training Officer (CTO)
- Corrections Supervision
- Critical Incident Supervisor Training
- FBI-LEEDA - Any course provided under this program.
- Field Training Officer (FTO)
- First Line Supervisor
- FTO Supervision
- General Dispatch Training
- Managing Risk: Making Sound Planning and Zoning Decisions
- Master Plan Process
- Michigan Public Service Training Institute
- Planning and Zoning 101 for Inspectors and CE Officers
- Planning and Zoning Essentials
- Site Plan Review

➤ **Lift Free Health Facilities – Assistive Lifting Devices for Patient Transfer**

A mobile assistive lifting device for the transference of a patient/resident in a health care facility from one place to another, such as from a bed to a wheelchair or when using a bathtub or lavatory. This means of portability greatly reduces the risk of injury from falls.

50% up to a maximum of \$10,000 per member. To be eligible for funding, members must submit a copy of their "Safe Patient Handling" or "Safe Patient Lift and Transfer Policy" or equivalent. (5/22/24)

## APPENDIX B

### CERTIFICATION AND ACCREDITATION GRANT GUIDELINES

# Certification and Accreditation Program (CAP)

## Grant Guidelines

The following list is a guide to be used by the Membership Committee in reviewing grant requests fairly and consistently. This list does not guarantee or entitle MMRMA members for funding of their projects. Each project must be submitted as a full application and will be considered individually by the Membership Committee. This list does not restrict RAP funding to only the projects listed. Please contact the MMRMA Membership Services Department if you have specific questions relating to this document.

**Certification and accreditation programs MUST be specially identified in the following document to qualify for funding.**

NOTE: Funding for the following is limited to initial certification and accreditation only. Continuing Education Units/Credits (CEU) that are required to maintain certification and accreditation status are NOT eligible for funding under MMRMA's Certification and Accreditation Program (CAP) (3/2/16). The cost of textbooks or resource materials are included as part of the overall project cost and will be eligible for reimbursement (8/16/17).

To receive funding for training, members must, where it exists, seek funding from other funding sources. For example, some law enforcement courses, and training are eligible for PA 302 funding through the Michigan Commission on Law Enforcement Standards (MCOLES). If alternative funding sources do not exist or have been exhausted in a particular cycle, this information must be noted on the grant application. All grant reimbursements will be paid via Electronic Funds Transfer (EFT).

### A. Individual/Personal CAP Grants

75% reimbursement of tuition/registration fees upon successful completion of the following:

1. **Administration/Zoning**
  - Citizen Planner Certification
  - Zoning Administrator Certification
  - Associate in Risk Management (ARM)
  - Zoning Board of Appeals (ZBA) Online Certificate
2. **Human Resources**
  - Certified Labor Relations Leader (CLRL)
  - SHRM Certified Professional (SHRM-CP)
  - SHRM Senior Certified Professional (SHRM-SCP)
3. **Parks and Recreation**
  - Certified Playground Safety Inspection (CPSI) Certification
  - Certified Park and Recreation Professional (CPRP) Certification
  - Certified Park and Recreation Executive (CPRE) Certification
  - Aquatic Facility Operator (AFO) Certification
4. **Fire/EMS**
  - Incident Safety Officer (ISO)
  - Health and Safety Officer Certification (HSO)
  - Executive Fire Officer Program (EFOP)
  - Chief Fire Officer (CFO)
  - Fire Staff and Command School

- NFPA Fire Inspector I (Added: November 2015)
- Michigan State Police Fire Investigation School (Added: November 2015)
- NFPA Plan Examiner (Added: March 2016)
- NFPA Fire Inspector II (Added: March 2016)
- Commission on Fire Accreditation International (CFAI) Accreditation
- Commission on Accreditation of Ambulance Services (CAAS) Accreditation

**5. Law Enforcement**

- Certified Taser
- Communications Training Officer (CTO)
- Corrections Training Officer (CTO)
- Corrections Supervision
- Critical Incident/Issues Supervisor Training
- General Dispatch Training (NENA, APCO, PowerPhone, Priority Dispatch, etc.)
- FBI National Academy
- Field Training Officer Supervisor
- Field Training Officer Training
- Force Science Certification
- MACP New Chiefs School
- Police Staff and Command School
- Public Agency Training Council
- School Resource Officer (National Association of School Resource Officers)
- Shield Leadership Institute Command Level Courses

**6. Facilities Management**

- Facility Management Professional (FMP)
- Sustainability Facility Professional (SFP)
- Certified Facility Manager (CFM)
- Certified Protection Professional (American Society for Industrial Security – ASIS)
- Physical Security Professional (American Society for Industrial Security – ASIS)

**7. Cyber Security**

- GIAC Certified Intrusion Analyst (GCIA)
- GIAC Continuous Monitoring Certification (GMON)
- Certified Information Systems Security Professional (CISSP)
- Certified Chief Information Officer (CCISO)
- ICMA Cybersecurity Leadership Academy

**B. Departmental CAP Grants**

75% reimbursement of implementation/installment fees with a yearly maximum aggregate of \$15,000 per member for the following programs:

1. **American Public Works Association Accreditation (APWA)**
2. **Michigan Law Enforcement Accreditation Program (MLEAP)**

## APPENDIX C

### RECTify CYBERSECURITY VULNERABILITIES GRANT GUIDELINES

# RECTify Cybersecurity Vulnerabilities Grant

## REMEDiate EMERGING CYBERSECURITY THREATS

### EXECUTIVE SUMMARY

#### Overview – 20,000+ chances for a bad day

In 2021 there were 20,141 publicly disclosed common vulnerabilities and exposures (CVE), averaging over 55 new vulnerabilities documented every single day of the year. Tens of thousands more vulnerabilities remain yet unreported. Even more will be created in coding errors in various software upgrades and patches to be released in 2022 and future years.

#### The Problem

The lack of time, resources, skill, knowledge, and money is often the enemy of even the most skilled or well-meaning technology department or professional. Conversely, threat actors have all these precious resources to their advantage. They leverage this advantage to exploit new vulnerabilities within minutes or hours and develop tools that intelligently crawl the internet probing every device they can find for opportunities to infiltrate private networks, extract data, and hold hostage information and reputations of these organizations.

A corollary to the problem is the challenge MMRMA has had in securing cybersecurity reinsurance. Markel, a reinsurance partner, is exiting this space within the reinsurance market. The proposed RECTify Cybersecurity Vulnerabilities Grant serves to underscore the priority MMRMA places upon providing resources to members beyond cybersecurity coverage, to address cybersecurity emerging and ongoing threats.

#### The Solution

MMRMA has developed several standard grant opportunities centered on cybersecurity. The existing grants focus on helping members improve their employee cyber security training, deploy two-factor authentication to strengthen credential vulnerabilities, and assess and test their network perimeter vulnerability with penetration testing.

Missing from this equation is a grant that incentivizes and provides financial resources to monitor, identify, and remediate emerging cybersecurity vulnerabilities. It is proposed that the MMRMA Board of Directors earmark \$1 million (*less than 25% of the current*) of excess RAP/CAP grant funds to create a new rapid response, RECTify Grant, to be administered by the Membership Services team.

#### Grant Administration

The Membership Services team shall create a new RECTify Grant Request Form including comprehensive instructions that members shall complete to request grant funds. The Membership Services team shall receive and validate each grant request to ensure the following criteria is met:

#### Grant Criteria

- Must mitigate a documented CVE listed in the National Vulnerability Database (NIST.ORG)
- NVD publish date equal to or less than 6 months from date of application to incentivize the rapid remediation of threats.
- CVSS v3 or v2 Score greater than 6.9. This equates to vulnerabilities that are rated as HIGH or CRITICAL

#### Grant Award Formulary

- Award 1 – 100% up to \$5,000
- Award 2 – 75% up to \$5,000
- Award 3 – 50% up to \$5,000
- Total Potential Funding Per Member = \$15,000

**Awarding Grant Funds**

Considering the rapid pace with which new cybersecurity vulnerabilities are identified, the Membership Services team shall evaluate each grant application upon receipt and approve as soon as practicable, each complete and eligible grant request not to exceed the member maximum. Members shall submit receipts for goods or services related to RECTifying the CVE(s) identified in the grant application, including an attestation of remediation. Members shall be reimbursed according to the grant rules and criteria once the receipts and attestation are received and validated by the Membership Services team. RECTify grant funds shall be awarded on a first-come, first-served basis not to exceed the total earmarked balance.

**Glossary:**

**NVD:** National Vulnerability Database

**CVE:** Common Vulnerabilities and Exposures is a list of publicly disclosed computer security flaws. When someone refers to a CVE, they mean a security flaw that's been assigned a CVE ID number. Security advisories issued by vendors and researchers almost always mention at least one CVE ID.

**CVSS:** The Common Vulnerability Scoring System provides a numerical (0-10) representation of the severity of an information security vulnerability.

**CVSS v2.0 Ratings**

**CVSS v3.0 Ratings**

SEVERITY	BASE SCORE RANGE
LOW	0.0 - 3.9
MEDIUM	4.0 - 6.9
HIGH	7.0 - 10.0

SEVERITY	BASE SCORE RANGE
NONE	0.0
LOW	0.1 - 3.9
MEDIUM	4.0 - 6.9
HIGH	7.0 - 8.9
CRITICAL	9.0 - 10.0

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## Audit Update

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From Chelsea Rheault <chelsea@houghtoncounty.gov>

Date Wed 5/6/2026 10:33 AM

To Board of Commissioners <boc@houghtoncounty.net>

Cc Lisa Mattila <treasurer@houghtoncounty.gov>; Joseph Mangan <jsmangan@gmail.com>

Hello BOC,

Pursuant to statute, the County's annual audit must be completed within six months following the close of the fiscal year ending September 30, 2025, establishing a deadline of March 31, 2026. The auditors commenced fieldwork in mid-January 2026.

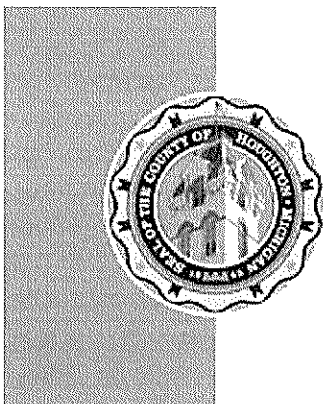
As the end of March approached, it became evident that the audit would not be completed by the statutory deadline. Accordingly, I submitted a request for an extension. The County's Form F-65 extension request was approved; however, the audit extension request was denied by the Michigan Department of Treasury. Because only one extension request is permitted, I was unable to submit an additional request for either the audit or the F-65. The approved F-65 extension established a revised due date of April 30, 2026, and both the audit and the F-65 are now considered delinquent.

This morning, Joe, Lisa, and I met to review variances between the County's trial balance and the auditors' preliminary findings. Joe will be coordinating with the applicable departments and funds to obtain explanations and supporting documentation for the identified variances.

At this time, it is my understanding that, aside from responses to the noted variances, the auditors have received all information requested to date.

I will continue to provide updates as additional information becomes available.

Respectfully,




**CHELSEA RHEULT, MBA**  
Houghton County  
Administrator

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✉ [chelsea@houghtoncounty.gov](mailto:chelsea@houghtoncounty.gov)

🌐 [www.houghtoncounty.net](http://www.houghtoncounty.net)

📍 401 E Houghton Ave  
Houghton, MI 49931

 Book time to meet with me