



## **AGENDA**

### **St. Clair County Board of Commissioners Judiciary/Public Safety Committee**

**Board of Commissioners' Room  
County Administrative Office Building, 2nd Floor  
200 Grand River Avenue  
Port Huron, MI 48060**

**September 2, 2021 at 6:00 PM**

- 
- 1. Roll Call/Opening**
  - 2. Additions/Deletions/Changes to the Agenda**
  - 3. Citizens to be Heard**
  - 4. Updates**
  - 5. Conceptual Initiatives**
  - 6. Old Business**
  - 7. New Business**
    - A. FY 2022 Crime Victims' Rights Program Grant Application
    - B. Contract Addendum Approval Request - St. Clair County Community Mental Health Authority
  - 8. Other Judiciary/Public Safety Matters**
  - 9. Information Only**
  - 10. Receive and File Packets**
  - 11. Adjournment**

**Committee Chair: Greg McConnell**

**Note:** The County complies with the "Americans with Disabilities Act" and if auxiliary aids or services are required at the meeting for individuals with disabilities, please contact Administrator/Controller's Office, Suite 203, 200 Grand River Avenue, Port Huron, MI 48060, (810) 989-6900 three days prior to said meeting.

# FY 2022 Crime Victims' Rights Program Grant Application

Summary:

## ATTACHMENTS:

	<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
📎	Memo Crime Victims Rights grant Application 2022	8/25/2021	Cover Memo
📎	CVR FY22 Application	8/25/2021	Cover Memo



# COUNTY OF ST. CLAIR

OFFICE OF THE ADMINISTRATOR/CONTROLLER



**KARRY HEPTING**  
Administrator/Controller

## MEMO

To: Board of Commissioners

From: Marsha M. Adamkiewicz, Staff Accountant and Michael Wendling, Prosecuting Attorney

Date: August 25, 2021

Re: FY 2022 Crime Victims' Rights Program Application

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Attached is the FY 2022 Crime Victims' Rights Program Grant application for board approval.

St. Clair County has been receiving this grant through the MDHHS office for over 10 years.

These funds are used to pay for 2.75 full time Crime Victims Rights Advocates and about 50% of a CVR Coordinator position. A budget allocation of \$8,114 is included this year for *victims' needs* – costs paid directly to victims for needed items (due to the crime) that may not be covered by the State of Michigan (ie. security cameras, transportation to court when needed, headstones in homicide cases). All of these costs will be reimbursed 100% with State funding and there is no local match required by the State.

For FY 2022, the State has allocated \$162,370 to the St. Clair County Prosecuting Attorney's office for this program.

We recommend approving the FY 2022 Crime Victims Rights Program grant application at the September 16, 2021 Board meeting.

## Victim Rights Prosecutor-2022

### Facesheet

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APP # 734854

#### 1. Demographic Information

- a. Demographic Information Name            St Clair County of Prosecutors Office
- b. Organizational Unit
- c. Address    201 McMorran Blvd
- d. Address 2                                         Ste. 3300
- e. City     Port Huron                                         State MI                                         Zip 48060-4006
- f. Federal ID Number                             38-6006420                                         Reference No.                                     069823615
- g. Demographic Information fiscal year (beginning month and day)    October-21
- h. Agency Type
- Private, Non-Profit                              Public
1. Select the appropriate radio button to indicate the agency method of accounting.
- Accrual
- Cash
- Modified Accrual

#### 2. Program / Service Information

- a. Program / Service Information Name    Victim Rights Prosecutor-2022
- b. Is implementing agency same as Demographic Information                                          Yes                                          No
- c. Implementing Agency Name
- d. Project Start Date                             Oct-01-2021                                         End Date                                         Sep-30-2022
- e. Amount of Funds Allocated                   \$162,370.00                                         Project Cost                                     \$162,370.00

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**3. Certification / Contacts Information**

a. Financial Officer

Name Dena Alderdyce  
Title Financial Officer  
Mailing Address 200 Grand River Ave  
City Port Huron State MI Zip 48060  
Telephone (810) 989-6324 Fax (810) 985-3463  
E-mail Address dalderdyce@stclaircounty.org

b. Project Director

Name Cortney Carl  
Title Program Director  
Mailing Address 201 McMorran Blvd.  
City Port Huron State MI Zip 48060  
Telephone (810) 985-2402 Fax (810) 985-2424  
E-mail Address ccarl@stclaircounty.org

c. Authorized Official

Name Michael Wendling  
Title Prosecuting Attorney  
Mailing Address 201 McMorran Blvd  
City Port Huron State MI Zip 48060  
Telephone (810) 985-2400 Fax (810) 985-2244  
E-mail Address mwending@stclaircounty.org

## Certifications

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### 4. Assurances and Certifications

#### A. SPECIAL CERTIFICATIONS

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

#### B. State of Michigan Information Technology Information Security Policy

- 1. By checking the following boxes, the Grantee acknowledges compliance with State of Michigan Information Technology Information Security Policy\* and provides the following assurances:
  - a.  The Grantee Project Director will be notified within 24 hours when its users are terminated or transferred or immediately if after an unfriendly separation.
  - b.  The Grantee Project Director will annually review and certify user accounts to verify the user's access is still required and the user is assigned the appropriate permissions.
  - c.  The Grantee Project Director will remove user's access within 48 hours of notification when users are terminated or transferred, or immediately if after an unfriendly separation.
  - d.  After 120 days of inactivity, when the user attempts to log into their account they will receive a message stating their account has been deactivated, and the user will have to request the account be reinstated.

\*Policy available at [https://www.michigan.gov/documents/dmb/1340\\_193162\\_7.pdf](https://www.michigan.gov/documents/dmb/1340_193162_7.pdf)

## Narrative

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APP # 734854

### 5. Program Synopsis

It is the continued mission of the St. Clair County Prosecuting Attorney's Victim Rights unit to ensure all crime victims are provided/offered their established fundamental rights as a victim of a crime in St. Clair County as outlined in the William Van Regemorter Victim Rights Law of 1985. To ensure, encourage, and support victims in their pursuit of justice by utilizing the Crime Victims Rights Act, community services, victims rights unit staff and the staff of the Prosecuting Attorney. Our staff will continue our training to ensure we are providing the victims of St. Clair County the best advocacy possible.

Under the Victim Rights Act we will provide: notification of proceedings, attempt to make phone contact with all victims in violent cases, encourage participation of each victim during the court process, educate victims to the system, provide protection and security within the courthouse, links to counseling and appropriate community agency referrals, and continued support through each phase of the criminal process. It is the goal of the St. Clair County Victim Rights Unit to empower, educate, make financially whole, as well as emotionally whole as possible. We will assist victims of crime through the judicial and appellate process to restore as much as possible the ability to successfully continue with their everyday lives.

### 6. Program Target Area

#### Counties

Counties project will serve (check all that apply):

- |   |                                     |                                      |
|---|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Alcona         | <input type="checkbox"/> Alger      | <input type="checkbox"/> Allegan     |
| <input type="checkbox"/> Alpena         | <input type="checkbox"/> Antrim     | <input type="checkbox"/> Arenac      |
| <input type="checkbox"/> Baraga         | <input type="checkbox"/> Barry      | <input type="checkbox"/> Bay         |
| <input type="checkbox"/> Benzie         | <input type="checkbox"/> Berrien    | <input type="checkbox"/> Branch      |
| <input type="checkbox"/> Calhoun        | <input type="checkbox"/> Cass       | <input type="checkbox"/> Charlevoix  |
| <input type="checkbox"/> Cheboygan      | <input type="checkbox"/> Chippewa   | <input type="checkbox"/> Clare       |
| <input type="checkbox"/> Clinton        | <input type="checkbox"/> Crawford   | <input type="checkbox"/> Delta       |
| <input type="checkbox"/> Dickinson      | <input type="checkbox"/> Eaton      | <input type="checkbox"/> Emmet       |
| <input type="checkbox"/> Genesee        | <input type="checkbox"/> Gladwin    | <input type="checkbox"/> Gogebic     |
| <input type="checkbox"/> Grand Traverse | <input type="checkbox"/> Gratiot    | <input type="checkbox"/> Hillsdale   |
| <input type="checkbox"/> Houghton       | <input type="checkbox"/> Huron      | <input type="checkbox"/> Ingham      |
| <input type="checkbox"/> Ionia          | <input type="checkbox"/> Iosco      | <input type="checkbox"/> Iron        |
| <input type="checkbox"/> Isabella       | <input type="checkbox"/> Jackson    | <input type="checkbox"/> Kalamazoo   |
| <input type="checkbox"/> Kalkaska       | <input type="checkbox"/> Kent       | <input type="checkbox"/> Keweenaw    |
| <input type="checkbox"/> Lake           | <input type="checkbox"/> Lapeer     | <input type="checkbox"/> Leelanau    |
| <input type="checkbox"/> Lenawee        | <input type="checkbox"/> Livingston | <input type="checkbox"/> Luce        |
| <input type="checkbox"/> Mackinac       | <input type="checkbox"/> Macomb     | <input type="checkbox"/> Manistee    |
| <input type="checkbox"/> Marquette      | <input type="checkbox"/> Mason      | <input type="checkbox"/> Mecosta     |
| <input type="checkbox"/> Menominee      | <input type="checkbox"/> Midland    | <input type="checkbox"/> Missaukee   |
| <input type="checkbox"/> Monroe         | <input type="checkbox"/> Montcalm   | <input type="checkbox"/> Montmorency |
| <input type="checkbox"/> Muskegon       | <input type="checkbox"/> Newaygo    | <input type="checkbox"/> Oakland     |

- |                                  |   |                                     |
|----------------------------------|---|-------------------------------------|
| <input type="checkbox"/> Oceana  | <input type="checkbox"/> Ogemaw               | <input type="checkbox"/> Ontonagon  |
| <input type="checkbox"/> Osceola | <input type="checkbox"/> Oscoda               | <input type="checkbox"/> Otsego     |
| <input type="checkbox"/> Ottawa  | <input type="checkbox"/> Presque Isle         | <input type="checkbox"/> Roscommon  |
| <input type="checkbox"/> Saginaw | <input checked="" type="checkbox"/> St. Clair | <input type="checkbox"/> St. Joseph |
| <input type="checkbox"/> Sanilac | <input type="checkbox"/> Schoolcraft          | <input type="checkbox"/> Shiawassee |
| <input type="checkbox"/> Tuscola | <input type="checkbox"/> Van Buren            | <input type="checkbox"/> Washtenaw  |
| <input type="checkbox"/> Wayne   | <input type="checkbox"/> Wexford              | <input type="checkbox"/> Out Wayne  |

#### U.S. Congressional, State and House Districts

U.S. Congressional Districts

- US Congress District 10

State Senate District

- State Senate District 25

State House Districts

- State House District 32       State House District 81       State House District 83

#### 7. Mission Statement

It is the continued mission of the St. Clair County Prosecuting Attorney's Victim Rights unit to ensure all crime victims are provided/offered their established fundamental rights as a victim of a crime in St. Clair County as outlined in the William Van Regemorter Victim Rights Law of 1985. To ensure, encourage, and support victims in their pursuit of justice by utilizing the Crime Victims Rights Act, community services, victims rights unit staff and the staff of the Prosecuting Attorney.

Under the Victim Rights Act we will provide: notification of proceedings, attempt to make phone contact with all victims in violent cases, encourage participation of each victim during the court process, educate victims to the system, provide protection and security within the courthouse, links to counseling and appropriate community agency referrals, and continued support through each phase of the criminal process. It is the goal of the St. Clair County Victim Rights Unit to empower, educate, make financially whole, as well as emotionally whole as possible. We will assist victims of crime through the judicial and appellate process to restore as much as possible the ability to successfully continue with their everyday lives.

#### 8. Project Resources

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

We currently have 3 FTE's and 1 part time employees responsible for all Victim Rights responsibilities. One full time staff is assigned to handle all misdemeanor cases. Another full time staff member is assigned to handle felony cases. The part time employee is assigned to our juvenile cases as well as and personal protection order hearings that our prosecutor appears at. The Victim Rights Coordinator position was newly made into a full time position. In the position the VR Coordinator is assigned to handle Criminal Sexual Conduct cases involving minor children and all homicide cases. On top of the advocacy, the VR Coordinator is responsible for supervision of the unit, hiring, grant writing, and filling in wherever needed. All of the staff handles phone calls, walk-ins, letter notifications as well as court accompaniment.

I believe one of the most critical activities we do in this office is the face to face court accompaniment with victims. This includes any trial prep that may happen by bringing in the victim in to go over testimony, explaining what is happening during a court proceeding and what is to come next. Building that trust and relationship with a victim is a



crucial part in helping a victim get through a criminal process. Like many others, because of COVID 19, this was a challenge for our office this past year but we utilized Zoom and kept in phone contact with victims after each hearing to make sure they understood what happened after each Zoom Court hearing.

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

We do not utilize volunteers in the Victim Rights Unit. Our HR Department has prohibited this practice.

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

Does your agency participate in MI-VINE?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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Provide the number of victims registered to use MI-VINE in your county for court events during the past calendar year.

30

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

**Please describe your programs efforts to utilize MI-VINE.**

Vine is offered to all victims during our initial phone call with them. If they have not signed up by the time a conviction is entered and the defendant is sentenced to jail or prison we offer it again to them to sign them up for notifications.

**10. Community Coordination**

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

Our Victim Rights staff was part of establishing the local Non-profit P.S. You're My Hero. We work all year round with this non-profit to promote victim rights. We maintain board positions, support positions, work to creat and run several fundraisers throughout the year within St. Clair County. Any money raised goes directly to victims of crime in St. Clair County.

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

We coordinate services with our local Domestic Violence/Sexual Assault Agency. This relationship is currently getting rebuilt as they are under new direction and since the Victim Right Coordinator position is now a full time positions. We have had meetings as well as trainings together to explain our roles in the office as well educational pieces when it comes to victim's rights. We work with them to assist any victims that they have in shelter as well as our office referring victims to their services as well.

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

The Victim rights Coordinator works closely with our Child Advocacy Center. this includes attending forensic interviews, monthly review meetings and discuss best services for victims.

## Work Plan

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### 11. Work Plan

- Objective :** Provide notices to crime victims as defined in the William VanRegenmorter Crime Victim Rights Act of 1985.
- Activity :** Provide specific information to each victim as mandated in MCL 780.756
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2021 - 09/30/2022
- Expected Outcome :** One hundred percent of crime victims will be provided information under this section within 7 days of the defendant's arraignment.
- Measurement :** ACT/JCT, Onbase
- 
- Objective :** Provide notices to crime victims as defined in the William VanRegenmorter Crime Victim Rights Act of 1985
- Activity :** Provide specific information to each victim as mandated in MCL 780.786
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2021 - 09/30/2022
- Expected Outcome :** 100% of victims will be provided information under this section within 72 hours after filing a juvenile petition
- Measurement :** ACT/JCT Onbase
- 
- Objective :** Provide notices to crime victims as defined in the William VanRegenmorter Crime Victim Rights Act of 1985
- Activity :** Provide specific information to each victim as mandated in MCL 780.816
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2021 - 09/30/2022
- Expected Outcome :** 100% of victim will receive information under this section within 48 hours after arraignment/plea
- Measurement :** ACT/JCT Onbase
- 
- Objective :** Provide notices to crime victims as defined in the William VanRegenmorter Crime Victim Rights Act of 1985
- Activity :** Inform the victim of the defendant's conviction and the victim's right to make a written or oral Victim Impact Statement pursuant to 780.763, 780.765, 780.792, 780.793, 780.823, 780.825
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2021 - 09/30/2022
- Expected Outcome :** 100% of requesting victim will receive notice of this right.
- Measurement :** ACT/JCT Onbase
- 
- Objective :** Provide notices to crime victims as defined in the William VanRegenmorter Crime Victim Rights Act of 1985
- Activity :** Provide the victim with an applicable post-conviction notice form pursuant to MCL 780.763a(1), 780.791a, 780.828a
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2021 - 09/30/2022
- Expected Outcome :** 100% of requesting victims will receive this information
- Measurement :** ACT/JCT Onbase
- 
- Objective :** Provide notices to crime victims as defined in the William VanRegenmorter Crime Victim Rights Act of 1985
- Activity :** Inform the victim of their right to receive notice of appeal pursuant to MCL 780.768a
- Responsible Staff :** Victim Rights Unit
- Date Range :** 10/01/2021 - 09/30/2022

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<b>Expected Outcome :</b>	100% of requesting victims will receive notice of their right to be informed of an appeal
<b>Measurement :</b>	ACT/JCT Onbase
<b>Objective :</b>	Advocate will provide victim advocacy services from a systems-based perspective
<b>Activity :</b>	Victim advocate(s) will provide courtroom accompaniment when requested by the victim, Prosecutor or local agencies.
<b>Responsible Staff :</b>	Victim Rights Unit
<b>Date Range :</b>	10/01/2021 - 09/30/2022
<b>Expected Outcome :</b>	100% of victims requesting courtroom accompaniment will receive this advocacy service
<b>Measurement :</b>	Spreadsheet or comparable system
<b>Objective :</b>	Victim Advocates will obtain continuing education hours to increase individual expertise in the field of victim advocacy
<b>Activity :</b>	Attend Division of Victim Services sponsored conferences
<b>Responsible Staff :</b>	Fully-funded advocates in the Victim Rights Unit
<b>Date Range :</b>	10/01/2021 - 09/30/2022
<b>Expected Outcome :</b>	100% of fully-funded staff under this grant agreement will have achieved sixteen continuing education hours by the end of the grant year.
<b>Measurement :</b>	Training Log or Certificate of Attendance
<b>Objective :</b>	Grantee will comply with the reporting requirements of the grant agreement
<b>Activity :</b>	Ensure all quarterly reports are complete and submitted in a timely manner
<b>Responsible Staff :</b>	CVRP Project Director
<b>Date Range :</b>	10/01/2021 - 09/30/2022
<b>Expected Outcome :</b>	Quarterly grant reports will be submitted prior to the deadline.
<b>Measurement :</b>	Electronic Grants Administration & Management System (EGrAMS)

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**Budget**

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Line Item	Qty	Rate	Units	UOM	Total	Amount	
<b>DIRECT EXPENSES</b>							
<b>Program Expenses</b>							
<b>1</b>	<b>Salary &amp; Wages</b>						
	Advocate	1456.0000	21.410	0.000	FTE	31,173.00	31,173.00
	Advocate	1950.0000	23.160	0.000	FTE	45,162.00	45,162.00
	Advocate	1950.0000	23.160	0.000	FTE	45,162.00	45,162.00
	Coordinator	850.0000	35.650	0.000	FTE	30,303.00	30,303.00
<b>Total for Salary &amp; Wages</b>						151,800.00	151,800.00
<b>2</b>	<b>Fringe Benefits</b>						
<b>3</b>	<b>Travel</b>						
	Air Fare	0.0000	0.000	0.000		450.00	450.00
	Conference Registration	0.0000	0.000	0.000		410.00	410.00
	Lodging	0.0000	0.000	0.000		496.00	496.00
<b>Total for Travel</b>						1,356.00	1,356.00
<b>4</b>	<b>Supplies &amp; Materials</b>						
	Educational Supplies	0.0000	0.000	0.000		300.00	300.00
	Canine Advocate	0.0000	0.000	0.000		200.00	200.00
	Postage	0.0000	0.000	0.000		600.00	600.00

Budget Detail for Victim Rights Prosecutor-2022  
 Agency: St Clair County of Prosecutors Office  
 Application: Victim Rights Prosecutor-2022

	Line Item	Qty	Rate	Units	UOM	Total	Amount
<b>Total for Supplies &amp; Materials</b>						1,100.00	1,100.00
5	Contractual						
6	Subawards – Subrecipient Services						
7	Equipment						
8	Other Expense						
	5% Victim Needs	0.0000	0.000	0.000		8,114.00	8,114.00
<b>Total Program Expenses</b>						162,370.00	162,370.00
<b>TOTAL DIRECT EXPENSES</b>						162,370.00	162,370.00
<b>INDIRECT EXPENSES</b>							
<b>Indirect Costs</b>							
1	Indirect Costs						
2	Cost Allocation Plan						
<b>Total Indirect Costs</b>						0.00	0.00
<b>TOTAL INDIRECT EXPENSES</b>						0.00	0.00
<b>TOTAL EXPENDITURES</b>						<b>162,370.00</b>	<b>162,370.00</b>

Budget Summary for Victim Rights Prosecutor-2022  
 Agency: St Clair County of Prosecutors Office  
 Application: Victim Rights Prosecutor-2022

8/18/2021

	Category	Total	Amount	Narrative
<b>DIRECT EXPENSES</b>				
<b>Program Expenses</b>				
1	Salary & Wages	151,800.00	151,800.00	
2	Fringe Benefits	0.00	0.00	
3	Travel	1,356.00	1,356.00	
4	Supplies & Materials	1,100.00	1,100.00	
5	Contractual	0.00	0.00	
6	Subawards – Subrecipient Services	0.00	0.00	
7	Equipment	0.00	0.00	
8	Other Expense	8,114.00	8,114.00	
<b>Total Program Expenses</b>		162,370.00	162,370.00	
<b>TOTAL DIRECT EXPENSES</b>		162,370.00	162,370.00	
<b>INDIRECT EXPENSES</b>				
<b>Indirect Costs</b>				
1	Indirect Costs	0.00	0.00	
2	Cost Allocation Plan	0.00	0.00	
<b>Total Indirect Costs</b>		0.00	0.00	
<b>TOTAL INDIRECT EXPENSES</b>		0.00	0.00	
<b>TOTAL EXPENDITURES</b>		<b>162,370.00</b>	<b>162,370.00</b>	

**Source of Funds**

Budget Summary for Victim Rights Prosecutor-2022  
 Agency: St Clair County of Prosecutors Office  
 Application: Victim Rights Prosecutor-2022

8/18/2021

	Category	Total	Amount	Cash	Inkind	Narrative
<b>1</b>	<b>Source of Funds</b>					
	Fees and Collections	0.00	0.00	0.00	0.00	
	State Agreement	162,370.00	162,370.00	0.00	0.00	
	Local	0.00	0.00	0.00	0.00	
	Federal	0.00	0.00	0.00	0.00	
	Other	0.00	0.00	0.00	0.00	
	<b>Total Source of Funds</b>	162,370.00	162,370.00	0.00	0.00	
	<b>Totals</b>	162,370.00	162,370.00	0.00	0.00	

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## Miscellaneous

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### 15. Supporting documentation, if required

<b>Attachment Title</b>	<b>Attachment</b>
Court Hours	<a href="#">18604_0_142_Court hours.xlsx</a>
Victim Advocate Job Description	<a href="#">18604_1_30_Court Clerk III-victim advocate.docx</a>
Coordinator Job Description	<a href="#">18604_2_384_Victim Rights Coordinator.docx</a>





# COUNTY OF ST. CLAIR

Administrator/Controllers Office



## ADMINISTRATIVE REVIEW

NEW CONTRACT     RENEWAL     GRANT AGREEMENT     REVENUE GENERATING

- BOC POLICY COMPLIANCE
- REVIEWED BY CORP COUNSEL
- ADMINISTRATION REVIEW
- FINANCE REVIEW

VENDOR: St. Clair County Community Mental Health Authority

VALUE: \$119,000.00

TERM: October 1, 2021 – September 30, 2022

DESCRIPTION: Public Guardian Services

DEPARTMENT(S): Public Guardian's office

COMMENTS: Attached is an addendum to increase the current contract between SCCCMH and the Public Guardians office to cover a new case manager to be the Public Guardian liaison between the two agencies. SCCCMH has agreed to fund this full-time position. Each year the amount will increase based on the amount of wages/fringes that will be needed to cover this employee. The current contract is \$54,000 and they are proposing to add an additional \$65,000 to cover the cost of the case manager in the first year for a total contract amount of \$119,000. If at any time the funding is removed by SCCCMH, the position will be eliminated as well.

# CONTRACT AMENDMENT #1

**AGENCY:** St. Clair County Probate Court Public Guardian Office

**PROGRAM:** Public Guardian Services

**CURRENT CONTRACT EFFECTIVE DATES:** 10/01/2020 – 9/30/2021

**CONTRACT AMENDMENT EFFECTIVE DATE:** August 3, 2021

## DESCRIPTION OF AMENDMENT

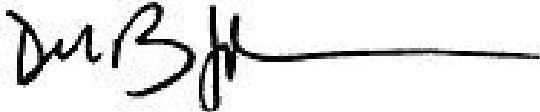
Budget Increase/Addition of PG Liaison at CMH/Contract Extension

**PURPOSE:** The purpose of this amendment is to extend the agreement term through FY2022, increase the current budget of the agreement, and add a full time (FT) case manager liaison from the Public Guardian office to work at CMH.

*Specifically,* CMH agrees to increase the annual budget of the current agreement with the Public Guardian office by \$65,000.00 to assist with the funding required to add a FT case manager liaison who will work at CMH on Mondays, Tuesdays, Wednesdays, and Fridays, with the exception of court observed holidays. Thursdays will be reserved for the FT case manager liaison to work at the Public Guardian office. The annual budget for the new agreement between CMH and the Public Guardian office will be \$119,000.00 for FY2021 and FY2022. The amended agreement will be effective through FY2022.

### Updated Attachment

Attachment B1 - replaces Attachment B



Signed: Tuesday, August 3, 2021

\_\_\_\_\_  
Debra Johnson, Executive Director  
St. Clair County CMH Authority

\_\_\_\_\_  
Mike McMillan, Administrator  
St. Clair Co. Probate Court

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Karry Hepting, Board of Commissioners

\_\_\_\_\_  
Date

**PROGRAM BUDGET**

**Period:** FY21: October 1, 2020 – September 30, 2021

Agency	Financial Commitment
St. Clair County Community Mental Health	\$54,000.00*
St. Clair County Community Mental Health	\$65,000.00** <i>(For additional full time (FT) case manager liaison)</i>

**Period:** FY22: October 1, 2021– September 30, 2022

Agency	Financial Commitment
St. Clair County Community Mental Health	\$119,000.00**

\* This amount is agreed upon with the provision that no Guardianship Fees will be charged by St. Clair County Probate Court’s Public Guardian Office to individuals receiving services through St. Clair County Community Mental Health.

\*\*Increase effective in the event a FT case manager liaison is hired and located at CMH Mondays, Tuesdays, Wednesdays, and Fridays, with the exception of court observed holidays.

**Method of Payment:**

- A. Payments under this Agreement will be made quarterly.
- B. Payment shall be made to:

St. Clair County  
 Probate Court  
 Public Guardian Office  
 (For Guardianship Services)  
 201 McMorran Blvd.  
 Port Huron, MI 48060