

LIVINGSTON COUNTY COMMUNITY CORRECTIONS ADVISORY BOARD

MEETING MINUTES

DATE: December 12th, 2023, at 12:00pm

Jury Assembly Room A, 204 S. Highlander Way, Howell, MI 48843

Members Present: Sheriff M. Murphy, Judge M. Cavanaugh's designee, D. Shaw, C. Conklin, Chief D. Russell, C. Griffin, Probation Supervisor M. Boyden, K. Rogulski, J. Bigelow, D. Awrey, Judge M. Hatty, Prosecutor Reader, Karen Groenhout,

Members Absent: Judge D. Bain, Judge C. Reader, Commissioner R. Deaton, C. Skiles

Others Present: H. Vontom, Specialty Courts & Programs Administrator S. Applegate, Community Corrections Coordinator J. Carlson

1. CALL TO ORDER

The meeting was called to order by Sheriff M. Murphy, Chairperson of the Livingston County Community Corrections Advisory Board (LCCCAB), at 12:00pm.

2. ROLL CALL

Introductions of all members, non-members, and public

3. INTRODUCTION OF GUESTS (if applicable)

None

4. APPROVAL OF AGENDA

Motion to approve the agenda.

Moved by: K. Rogulski

Seconded by: K. Groenhout

MOTION CARRIED (12-0)

5. APPROVAL OF MEETING MINUTES

Approval of 9/12/23 Meeting Minutes

Moved by: K. Rogulski

Seconded by: C. Conklin

MOTION CARRIED (12-0)

6. REPORT OF CHAIRPERSON

- Sheriff Murphy and H. Vontom were invited to Genesee County Jail to see Jelly Roll perform for the inmates. He stated that it was a positive message to the inmates. Jelly Roll stressed that the ball is in your court to change your life. H. Vontom confirmed that she liked his message behind his discussion that there is a reason

why the windshield is bigger than the rearview mirror. There is still time to change your life around.

7. REPORT OF COORDINATOR

- J. Carlson started the discussion of the Bylaws amendments. Per the current Bylaws, they are to be reviewed every two years. The Bylaws were last reviewed in 2020. Copies of the current Bylaws were provided to those in attendance who requested them.
- J. Carlson advised that the following proposed amendments were based on discussions with S. Applegate, review of the Community Corrections Advisory Board Manager's Manual and review of past meeting minutes.
- J. Carlson advised that she did take the liberty to correct any typos and grammatical errors; however, the drafts can be presented to LCCCAB if needed.
- The first proposed amendment was on article I which was removing the language in section of F of youthful offenders and pretrial offenders. She explained that to her understanding, the grant does not fund programs addressing these populations.
- Judge Hatty questioned if we would be able to target juvenile offenders or if that would be left to the Juvenile Court.
- S. Applegate explained that at this time, we offer no programming for them so it should be removed.
- It was agreed to remove language in F after "to target at-risk population groups."
- J. Carlson moved on to page 2 of the current bylaws and addressed the "or designated sub-committee" language in article II, section 1. She explained that OCC Advisory Board Manager's Manual does not state they are mandatory and per research, certain counties have them and others do not. Upon review, committees were established in 2019 and not mentioned in the meeting notes since.
- Sheriff Murphy believes that LCCCAB most likely drafted their Bylaws after another county like Oakland County and followed suit on the committees. He does not see a reason to keep the committees or sub-committees since the board is small enough. Board Members agree, but they would like to keep the possibility of ad hoc committees, if needed. Language will be stricken.
- In section 2, letter a of article II, LCCCAB agreed to amend language that duties include "monitoring activities, recommending improvements, and performing annual evaluations."
- The next section of discussion was page 3, section 1 in regular meetings under article II. The current regular meetings section was very specific in the purposes of the scheduled meetings. It was discussed in February to align the quarterly meetings with the quarterly report due dates along with a grant preparation meeting prior to grant submission.
- Sheriff Murphy proposed adding language to align meetings with quarterly reporting.
- In section 1, letter b language of "and any committee or subcommittee of the LCCCAB" shall be removed.

- J. Carlson questioned the language in section 2 under special meetings which states “at least three (3) days prior to the special meeting.” LCCCAB is agreement to keep this language. This is in regards to the number of days needed to provide notice to the public of a special meeting.
- J. Carlson asked if it should be included “minimum CCAB membership requirements are identified in PA 511, however, counties may appoint additional members as deemed appropriate by their local Board of Commissioners.” This was language found in the manual. She questioned if it should be added if in the future if the board wanted to add a member. Sheriff Murphy did not see this as necessary. He said according to language on page 4 section 1, article III, it states, no less than fourteen (14) members, meaning that members could be added if needed.
- It was agreed since committees and subcommittees are not needed than section b on page 5 can be removed under article III. The Ad-Hoc committee was agreed to be kept in.
- J. Carlson brought the Board’s attention to page 6 section 4 under article III in absences. Is the Board comfortable with three (3) consecutive absences may constitute removal from the LCCCAB? LCCCAB in agreement to keep the language in. This shows it is important to be here, but it also says may and not that they will.
- J. Carlson questioned the language in section 1 under article V. It was agreed to keep the language in that Chairperson will create committees. The Board said we should keep this in since we are keeping the option of ad hoc committees.
- The final proposed amendment was in section 1 under article VII. J. Carlson said that upon review, all bylaw amendments need to be sent to OCC. It was agreed that language “upon approval of any amendments, the LCCCAB Bylaws shall be presented to OCC.”
- J. Carlson will type up the discussed bylaw amendments and present them at the next LCCCAB meeting in January prior to them going to the Board of Commissioners.
- J. Carlson provided an update on the FY24 programming.
- TREM is a new program with Key Development, and we have had 2 referrals which is right where we expected.
- We have not received any lodged Thinking Matters referrals, but we are ready for them when we receive them.
- M. Boyden confirmed that he will advise the agents again.
- J. Carlson said that we are still getting a handful of community Thinking Matters and substance use assessment referrals a week.

8. REPORT OF ADMINISTRATOR

- S. Applegate confirmed that FY24 contract is signed, and everything is going well.

9. MOTIONS FOR CONSIDERATION

- None

10. BOARD MEMBERS’ UPDATES

- Judge Hatty thanked M. Boyden and the rest of the probation department. He understands that they are busy, but he appreciates them getting the recommendations and reports to the courts in a timely manner, sometimes even a week prior to sentencing. He also thanked the prosecutor's office and the public defender's office.
- C. Conklin announced that tomorrow between 3:30pm-7pm at Genesis House they will be celebrating their 30th Anniversary. She also thanked Chief D. Russell for his help in resolving a difficult situation.
- J. Bigelow explains that Second Chance Network has a great board that keeps her busy. They just finished their strategic planning and are working on the curriculum for mentors and mentees. They will also be submitting a survey to the community to see what they are looking for and how Second Chance Network can adjust. She passed out flyers for their Winter Fundraiser in January 2024 which is free to the public.

11. NEXT MEETING

January 9th, 2024, at 12:00pm

12. CALL TO THE PUBLIC

None

13. ADJOURN

Chairperson Sheriff M. Murphy adjourned the meeting.

Moved by: C. Conklin

Seconded by: K. Groenhout

MOTION CARRIED (12-0)

Recording Secretary: J. Carlson