

LIVINGSTON COUNTY COMMUNITY CORRECTIONS ADVISORY BOARD

MEETING MINUTES

DATE: July 11th, 2023 at 12:00pm

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

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

Members Absent: Judge M. Hatty, C. Skiles, D. Awrey, Judge C. Reader, Commissioner R. Deaton

Others Present: Lt. T. Pringle, Lt. B. Fetner, 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: Judge D. Bain

MOTION CARRIED (11-0)

5. APPROVAL OF MEETING MINUTES

Approval of 4/11/23 Meeting Minutes

Moved by: K. Rogulski

Seconded by: Judge D. Bain

MOTION CARRIED (11-0)

6. REPORT OF CHAIRPERSON

- Chairperson apologized for missing the April 11th, 2023 meeting

7. REPORT OF COORDINATOR

- J. Carlson presented the Community Corrections Informational Guide to the Board Members. This includes information about what community corrections is, who the targeted group is, what programs are offered and the requirements for the programs.
- J. Carlson explained that Judge Hatty and Judge Geddis were provided copies by S. Applegate and then the probation agents were provided copies as well.
- J. Carlson asked if anyone that has not been sworn in yet to reach out to her after the meeting.
- Sheriff Murphy asked who has not been sworn in yet? Probation Supervisor M. Boyden has not been sworn in yet. He will get with J. Carlson after the meeting.
- J. Carlson confirmed that all board positions are currently filled.
- J. Carlson advised that she has been going through the LCCCAB Bylaws which are from 2020, it states that election of chairperson and vice-chairperson should be conducted every two years.
- Prosecutor Reader made a motion for Sheriff Murphy to be re-elected as Chairperson; seconded by Judge Bain.
- Sheriff Murphy made a motion to appoint Judge Bain as Vice-Chairperson which was seconded by Prosecutor Reader.

8. REPORT OF ADMINISTRATOR

- S. Applegate presented the quarterly report for the third quarter of Fiscal Year 2023
- S. Applegate explained that with the new community corrections coordinator position, there has now been a checks and balances put into place and the gap between when a probation agent sends a referral and to the time when the defendant is enrolled in services is getting smaller.
- Substance Abuse Assessments are happening in a timely manner.
- S. Applegate confirmed that the cognitive behavioral numbers nearly doubled due to referrals enrolling in the program.
- The substance abuse testing numbers for Adult Drug Court remained on track.
- We saw a high jump in the number of enrollments in outpatient services.
- S. Applegate explained that this is because J. Carlson is tracking substance abuse assessments. After speaking with Grant Manager Molly, she explained that we should have been tracking assessments all along in NorthPointe, but in the past this was not something that was getting done. S. Applegate expects we will see the numbers start to balance out as time goes on.
- S. Applegate expressed that we are trending to exceed our current Community Corrections Budget for Fiscal Year 2023.
- Financial Officer Heather worked with S. Applegate to determine that an additional \$15,000.00 was needed if our numbers continue to track as so. The two are tracking the budget closely to make sure we do not go over budget.
- The additional funds were requested by S. Applegate through our Grant Manager Molly.

- S. Applegate touched base with Molly yesterday about the requested funds and things are looking very positive.
- Grant Manager Molly is extremely happy with the utilization.
- S. Applegate confirms that these are all good signs and means promise for our FY24 Budget Request.
- Sheriff Murphy referenced back to the board's agreement not to bite off more than we can chew and how this is a good sign and the programs can continue to grow in the future.
- S. Applegate went over the terminations for the programs. There were 6 unsuccessful terminations for Thinking Matters, 1 for outpatient services, and 4 for substance abuse testing. S. Applegate confirms that the high number for substance abuse testing is extremely unusual and expects to be evened out next quarter.
- There is 1 neutral discharge for thinking matters which was a data entry error on J. Carlson's part. She confirmed that the error has been corrected.
- The third quarter, quarterly report was approved.

9. MOTIONS FOR CONSIDERATION

- Motion to Approve Quarterly Report

Moved by: Prosecutor D. Reader

Seconded by: Judge D. Bain

MOTION CARRIED (11-0)

- Motion to Reappoint Sheriff M. Murphy as Chairperson

Moved by: Prosecutor D. Reader

Seconded by: Judge D. Bain

MOTION CARRIED (11-0)

- Motion to Appoint Judge D. Bain as Vice-Chairperson

Moved by: Sheriff M. Murphy

Seconded by: Prosecutor D. Reader

MOTION CARRIED (11-0)

10. BOARD MEMBERS' UPDATES

- Judge Bain stated that he along with Judge Hatty and the Adult Drug Court team attended the National Drug Court Conference in Houston TX. He expressed his thanks to S. Applegate and Adult Drug Court Coordinator Jess. He stated that Livingston County is hitting all key points and reaching all the national standards. He said the Adult Drug Court team points us in the right direction and it is good to have good people.
- H. Vontom said that the jail had 10 new graduates, 3 females and 7 males. She stated that the jail has been having MiWorks come into the jail once a month and speak with inmates who are scheduled to be released and it has been very beneficial.

- Sheriff Murphy thanked H. Vontom for all her hard work. He stated that when the prior inmate services person took a new position, he was concerned, but H. Vontom is doing a great job and stepped right up.
- Prosecutor D. Reader thanked S. Applegate and J. Carlson for all their hard work. He said that it is helpful to have everyone on board with the programming including the Judges.
- J. Carlson confirmed an increase in referrals thanks to probation as well.

11. NEXT MEETING

September 12th, 2023 at 12:00pm

12. CALL TO THE PUBLIC

None

13. ADJOURN

Chairperson Sheriff M. Murphy adjourned the meeting.

Moved by: Prosecutor D. Reader

Seconded by: Judge D. Bain

MOTION CARRIED (11-0)

Recording Secretary: J. Carlson