Program Description

Administration

FY: *2016*
CCAB: *Calhoun*

Administration –

Administration is defined as those activities and related costs that have been incurred for the overall executive and administrative functions of the local office or other expenses of a general nature that do not relate solely to the operation of a specific program as defined/approved within the local plan. They are costs that by their nature are administrative in support of the overall duties and functions of the local OCC. This category must also include its allocable share of fringe benefits, costs, operation and maintenance expenses, and if applicable, depreciation and interest costs.

NOTE: A ***SUPPLY*** has a life expectancy of less than a year (paper, toner, folders, urine testing supplies, etc.) while ***EQUIPMENT*** has a life expectancy of more than a year (fax machine, PBT, leaf blower).

The form permits text, uses drop-down options, and permits additional text after a drop-down option with further instructions is selected. Some text entries where longer responses are anticipated permit carriage returns [press Enter] to create separate paragraphs.

1. **Identify administrative staff and the duties and responsibilities of those staff:**
a. Name and title of CCAB manager: ***Jerry Lambert, Community Corrections Manager***
b. Name(s) and title(s) of clerical and/or administrative support staff: ***Cathy Larry, Administrative Assistant***
c. Is there a request for funding of administrative or support personnel such as IT, human resources, etc.? ***NO***
d. How frequently are CCAB meetings held? ***Every three months.***
e. Describe what is done to prepare/prepare board members for CCAB meetings and who (manager, clerical, etc.) does what: ***The Community Corrections Manager communicates via e-mail the upcoming meetings agenda and the minutes from the previous meeting. Sheriff Saxton is the Board Chairman and facilitates the meetings.***
f. Do your CCAB meeting agenda include the following items (please remember to forward agenda and meeting minutes to our office):
i. Review of prison commitment rates/recent sentencing trends: ☒
ii. Jail utilization/state of crowding: ☒
iii. Program utilization in general and by targeted populations: ☒
iv. Status of contractual conditions (if applicable): ☒
v. Status of contractual objectives: ☒
vi. Correspondence from Lansing Office of Community Alternatives: ☒
vii. Expenditures and reimbursements to date: ☒
viii. What other items are typically on your meeting agenda? ***Jail Programming and Community Corrections staffing issues and / or concerns.***
g. Describe how expenditure reports are processed and forwarded to OCC in Lansing: ***The Fiscal Manager for the Calhoun County Sheriff's Department, Rick Redman,***

	corresponds with the OCA office via phone and e-mail.
h.	How often does the manager meet with, visit, and evaluate contracted programs? ***Weekly*** Explain: ***The Community Corrections Manager meets with the contract service facilitator to renew fiscal contract once every year. The facilitator communicates with Community Corrections weekly through email, phone calls and weekly reports.***
i.	Answer the following two questions only if PA511 funds support the CCAB manager's salary:
	i. How many staff does the manager directly supervise? ***NA***
	ii. How much time is spent training, evaluating or disciplining staff? ***NA***
j.	How often does the manager meet with probation supervisors/officers? ***Every three months or as needed.*** Explain: ***Probation is represented at the CCAB meetings by supervisor Jessica Whaley.***
k.	How often does the manager meet with the prosecutor? ***Every three months or as needed*** Explain: ***The Prosecutor, Dave Gilbert, attends the CCAB meetings.***
l.	How often does the manager meet with judges? ***Every three months or as needed for special circumstances.*** Explain: ***The various courts are represented at the CCAB meetings by the Chief Judges in Circuit, District and Probate Court.***
m.	How often does the manager meet with the sheriff/jail staff? ***Weekly*** Explain: ***The CCAB Manager has regular communications with the Sheriff directly or indirectly through the Chief Deputy or the Jail Captain.***
n.	How often does the manager meet with financial support staff? ***Once a month or as needed.*** Explain: ***The CCAB Manager meets monthly with the Sheriff Departments Fiscal Agent.***
o.	How often are CCIS data reports run and reviewed for accuracy? ***None*** Explain: ***Not available.***
p.	How much time is spent reviewing OMNI and jail data? ***Jail data is reviewed daily and OMNI data is reviewed monthly.*** Explain: ***The Daily Jail Population Report is received and reviewed daily. OMNI data is downloaded monthly.***
q.	How much time is estimated to be spent developing the plan and application? ***Two months.*** Describe when and how the plan is developed: ***The CCAB Manager meets with each Community Corrections employee for imput from their specific area of specialty and with the Sheriff Department's Chief Deputy, Jail Captain and Fiscal Agent.***
r.	Describe the involvement of other stakeholders or subcommittees in data analysis or plan/program development. ***The Jail Population Committee is assembled when the local jail population average is above 325. The County Administrator calls for a meeting of the Jail Population Committee in which the Community Corrections Manager presents data to the group highlighting sentenced and unsentenced prople in three population groups, felon misdemeanants and civil. Data from previous years and / or months is also provided when necessary.***
s.	How are utilization and expenditures monitored? ***Through daily jail reports and monthly fiscal reports.***
t.	What actions are taken when programs are under- or over-utilized? ***When there is a under or over utilization of programs the Community Corrections Manager meets with***

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	Sheriff Administration. In addition, counsel is requested from the MDOC Grant Coordinator.
u.	Who develops the subcontracts for CPS funded services? ***NA***
v.	Who calculates jail bed days saved and how much time is devoted to that task? ***Community Corrections Manager, Jail Population Coordinator, and Case Managers. The time devoted to this task is one half hour to an hour.***
w.	What specific tasks are assigned to clerical support and what is the frequency and amount of time dedicated to those tasks? ***Client / phone reception, case assignments, file management, supplies (assessing needs and placing orders), processing bills, data entry and mail distribution. These task are performed daily during the forty hour work week.*** If there is no clerical support, describe clerical tasks/frequency and time demands if performed by the manager: ***NA***
x.	Does the county have procurement or purchasing policies for contractual services, supplies, and/or equipment? ***Yes*** Describe: ***Office supplies purchased through Staples.***
y.	Please describe the county's policies on travel expense reimbursement (mileage, meal allowance, etc.): ***Mileage is $.565 a mile, meals: breakfast = $6, lunch = $7 and dinner = $15, or $30 day.***
z.	Does your county have the facilities to host training (such as for cognitive programs or application training)? ***YES*** How many can your facilities comfortably accommodate? ***15*** Would you be interested in hosting training? ***MAYBE***
aa.	Does your county have a computer lab available for computer-based training? ***YES*** How many can your computer lab comfortably accommodate? ***8*** Would you be interested in hosting training? ***MAYBE***