



COUNTY ADMINISTRATOR

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TO: Barbara Levin Bergman, Chair
Ways & Means Committee

THROUGH: Robert E. Guenzel
County Administrator

FROM: Nancy E. Riley, Manager
Community Corrections

DATE: September 2, 1998

SUBJECT: Response to Michigan Department of Corrections Invitation to Bid on a Drug Testing Program Expansion

BOARD ACTION REQUESTED:

The Community Corrections Advisory Board, is requesting the Board of Commissioners' approval to respond to a Michigan Department of Corrections (MDOC) Invitation to Bid on Drug Testing for Region II, Ann Arbor Probation and Parole departments.

The amount of funds required to facilitate this service will be \$40,021.00. These funds, if awarded, will be for the purpose of expanding the existing drug testing program to add a grant status Community Corrections Caseworker position, Grade 25, Group 32, to meet the needs of a potential service agreement. If awarded, the funding will commence October 1, 1998 through September 30, 1999.

The Community Corrections Advisory Board requests to ratify the signature of the County Administrator on the Invitation to Bid which was submitted to the MDOC to meet a bid deadline of Friday, August 14, 1998.

Approval is also being requested to authorize the County Administrator to sign State contracts, as approved by Corporation Counsel, contingent upon receipt of funds, for the delivery of services as indicated in the grant application.

BACKGROUND:

In November, 1991, Washtenaw County/City of Ann Arbor developed a Comprehensive Corrections Plan pursuant to Public Act 511 (PA511) for the purpose of delivering diversionary programs in Washtenaw County. The original Comprehensive Corrections Plan was approved by the Washtenaw County Board of Commissioners on November 9, 1991 by Resolution #91-0280.

BACKGROUND, cont.

Based on data study, the Community Corrections Advisory Board established a Drug Testing Unit in 1997 with community corrections funding and was awarded federal funding to support and expand the program concept in 1998 from the Office of Drug Control Policy. This program has received continuation funding for 1999.

DISCUSSION:

The Michigan Department of Corrections currently performs its own drug testing in house. The process uses valuable and costly agent time in the pursuit of the collection and testing of specimens. It is believed that the Community Corrections Drug Testing Unit can provide this service to MDOC at a more cost effective rate, using their equipment, services and office space.

- 1) The County proposes to provide Drug Testing to the Michigan Department of Corrections (MDOC) Region II, Probation and Parole Departments located in Washtenaw County using the Drug Testing Protocol as established in the ITB and attached to this bid document as Attachment 1 - MDOC Required Protocol.

- 2) The County proposes that Drug testing will occur at the MDOC Region II Probation Department three (3) days per week and at the MDOC Region II Parole Department one (1) day per week between the hours of 8:30 a.m. and 4:00 p.m. with one (1) hour allocated for lunch and two (2) fifteen minute breaks daily.

3) The County proposes to make drug testing and monitoring available to MDOC Probation and Parole on any day of the week (Monday through Friday) at its offices located at 4133 Washtenaw Avenue between the hours of 8:30 a.m. and 4:30 p.m. (based on the appropriate referral and with MDOC drug testing equipment which may be kept at this location in minimal supply).

4) The County will provide drug testing to *male* probationers and parolees *only* at the MDOC Offices. (This is due to limitations implied by the funding amount.) Female probationers and parolees may be referred to the WCCCAB Drug Testing Unit.

IMPACT ON PERSONNEL:

The increase in funds will create one (1) grant status Community Corrections Caseworker position, Grade 25, Group 32.

IMPACT ON BUDGET:

If awarded, there will be an increase to the FY 98/99 Community Corrections budget in the amount of \$40,021.00.

No County funds are being requested.

INDIRECT COSTS:

Indirect Costs are permitted per grant guidelines and have been calculated to be \$6,670.

IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:

The intent of Community Corrections is to provide diverse sentencing options as opposed to prison and/or long-term incarceration. If effective, an impact will be experienced by every service within the continuum as offenders access appropriate services necessary to promote the anticipated outcome - a reduction of the likelihood of recidivism.

The following County and/or Private Agencies will recognize an impact:

Michigan Department of Corrections

The following measures of effectiveness will have a direct impact on the Michigan Department of Corrections:

Objective #1: Cost Effectiveness Minimize the cost of MDOC Probation/Parole agents performing drug testing.

Objective #2: Time Management and Effectiveness Maximize the use of MDOC Probation/Parole agent's time.

Objective #3: Collaboration Provide a unique collaboration between MDOC Probation/Parole and Washtenaw County/City of Ann Arbor Community Corrections which is a division of the Trial Court.

Objective #4: Effective Use of Resources Assist MDOC Probation agents in identifying patterns of use and possible alternative sanctions based on existing Probation Violation Guideline Policy and locally tailored response grid.

No adverse impact is anticipated.

CONFORMITY OF COUNTY POLICIES:

This request conforms with Washtenaw County policy.

A RESOLUTION RATIFYING THE SIGNATURE OF THE ADMINISTRATOR ON THE RESPONSE TO THE MICHIGAN DEPARTMENT OF CORRECTIONS INVITATION TO BID FOR DRUG TESTING SERVICES FOR REGION II ANN ARBOR PROBATION AND PAROLE IN THE AMOUNT OF \$40,021 WHICH WILL EXPAND AND ENHANCE THE EXISTING DRUG TESTING PROGRAM FOR A PERIOD OF OCTOBER 1, 1998 THROUGH SEPTEMBER 30, 1999; AUTHORIZING THE ADMINISTRATOR TO SIGN THE NOTICE OF GRANT AWARD/CONTRACT, AMENDING THE BUDGET, CREATING A GRANT STATUS COMMUNITY CORRECTIONS CASEWORKER POSITION, AND AUTHORIZING THE ADMINISTRATOR TO SIGN DELEGATE CONTRACTS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

September 2, 1998

WHEREAS, on August 6, 1989, by resolution number 89-0219, the Washtenaw County Board of Commissioners established, in conjunction with the Ann Arbor City Council, a city/county Community Corrections Advisory Board, pursuant to PA511 of 1988; and

WHEREAS, the FY 1998/99 grant application with the State of Michigan, Department of Corrections/Office of Community Corrections represents a revisit to the criminal justice planning process established in the original Comprehensive Corrections Plan, which was developed and approved by this body on November 9, 1991, by Resolution number 91-0280; and

WHEREAS, the grant application for FY 1998/99 funding in the amount of \$888,993 was reviewed and approved by the Washtenaw County/City of Ann Arbor Community Corrections Advisory Board on May 12, 1998 and was reviewed and approved by the Washtenaw County Board of Commissioners and Ann Arbor City Council on July 1, 1998; and

WHEREAS, the Department of Corrections/Office of Community Corrections and the Office of Drug Control Policy has indicated support for unique and innovative programs which address areas of concern within local criminal justice systems and seek and secure collaboration; and

WHEREAS, this grant application in the amount of \$40,021 to the Michigan Department of Corrections invitation to bid for drug testing services will be for the purpose of expanding the drug testing program to the Ann Arbor Probation and Parole Department; and

WHEREAS, there is no match requirement per grant guidelines; and

WHEREAS, this matter has been reviewed by Corporation Counsel, Human Resources, the Finance Office, the County Administrator's Office and the Ways and Means Committee.

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby ratifies the signature of the County Administrator on the Michigan Department of Corrections Invitation to Bid for Drug Testing Services in the amount of \$40,021 for the period October 1, 1998 through September 30, 1999, as on file with the County Clerk.

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby takes the following actions contingent upon the receipt of the award in conformity with the application:

1. Authorize the County Administrator to sign the Notice of Grant Award/Contract
2. Amending the Budget, as attached hereto and made a part hereof
3. Authorizes the County Administration to sign delegate contracts upon review of Corporation Counsel to be filed with the County Clerk.
4. Authorize the creation of the following grant status position:

Position

Control No. Position Title Grade Group Create

2530-0002 Community Corrections Caseworker 25 32 1.0(g)

Washtenaw County Trail Court

Community Corrections

MY - 146-130-1348 & 1358

REVENUE: CURRENT REVISED

BUDGET BUDGET VARIANCE

540 State Rev. \$838,993 \$879,014 \$ 40,021

668 Other Rev. & Reimb 50,000 50,000 0

TOTAL REVENUE: \$888,993 \$929,014 \$ 40,021

EXPENDITURES:

700 Personnel \$219,314 \$252,665 \$ 33,351

720 Supplies 8,488 8,488 0

800 Other Serv & Chgs 585,180 585,180 0

920 Internal Serv Chgs 26,607 33,277 6,670

950 Capital Outlay 1,500 1,500 0

990 Transfers 47,904 47,904 0

TOTAL: \$888,993 \$929,014 \$ 40,021

INDIRECT COSTS = \$6,670

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