Program Description
Administration

FY: 2025
CCAB: Northeast Michigan

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 share of fringe benefits, costs, operations (utilities, office supplies, travel, etc.), and maintenance expenses and must be identified in the Budget Cost Descriptions.

NOTE:
- Staff time for completing Administration duties and responsibilities, including eligibility screening, must be billed for actual time worked. Duties billed to Administration cannot also be billed under individual program codes.

- A *SUPPLY* has a life expectancy of less than a year (paper, toner, folders, drug testing supplies, etc.) while *EQUIPMENT* has a life expectancy of more than a year (fax machine, PBT, computer).

1. Local/other contributions to Administrative functions per fiscal year: $ 247,390 *this amount must be reflected in your budget documents within the OCC Funding Application.*
2. How frequently are CCAB meetings held? Quarterly What is included on CCAB meeting agendas? The following topics are covered at each CCAB meeting. 1. Approval of previous minutes 2. Approval of financial statements 3. Review and approval of quarterly utilization reports 4. Discussion on program utilization and addressing any issues 5. Budget utilization update including expenditures and reimbursements 6. Program updates and planning for the following fiscal year 7. Discussion on Jail utilization and overcrowding (if applicable) 8. Presentation on legislative changes by an external source (if available) 9. Updates from CCAB members 10. Annual review of PCR trends, contractual conditions, and objectives
3. Describe how expenditure reports are processed and verified then forwarded to OCC in Lansing: The workflow process for invoicing and reporting to ensure clarity and efficiency in our operations: 1. All invoices are received by the Administrative Assistant, scanned, and sent to the Executive Director. 2. The Executive Director receives the invoices, codes them, and forwards them back to the Administrative Assistant. 3. The Administrative Assistant then forwards the coded invoices to the Accountant for recording into the accounting system. 4. Staff time and expense sheets are provided to the Executive Director, approved by the Director, and forwarded to the Administrative Assistant. 5. The Administrative Assistant forwards the approved time and expense sheets to the Accountant for data entry. 6. The Accountant enters all information into the system and provides a financial statement each month, which is approved by the Executive Director prior to submission. 7. The Accountant provides invoice information per program requirements to the Administrative Assistant. 8. The Administrative Assistant prepares reports and emails them to appropriate OCC staff.

4.	When and how are utilization and expenditures monitored? Program Manager monitors utilization within programs and monthly reports are provided by Accountant. These are sent to the Executive Director after review and are submitted once approved.
5.	As a contractual requirement, how often does the CCAB manager meet with, visit, and evaluate contracted programs? Manager meets with vendors to ensure accurate documentation, secure case files, and review fiscal records. It is crucial that all program obligations, including billing for new enrollments, are being met. In the event of any compliance issues, they will address promptly. Failure to resolve issues in a timely manner may lead to further actions in consultation with the Executive Director.
6.	Monthly monitoring of utilization and program enrollment. If expenses exceed utilization by over 5%, we expect a detailed rationale and proposed solutions from vendors. For contractors responsible for Case Management and Pretrial Supervision, biweekly Zoom meetings and quarterly face-to-face meetings are scheduled.
7.	How often does the CCAB manager meet with program referral sources? (probation supervisors/agents, prosecutor, defense attorney, judges, etc.)? Once per month, twice per year, or as needed. Explain: Coordination sessions with stakeholders in our programs and services. 1. Monthly or as needed meetings with probation supervisors and/or officers. 2. Weekly meetings of Case Managers with agents from their county. 3. Yearly meetings with Prosecutors to explain and gather input on programs and services. 4. More frequent and longer meetings for Counties with Pretrial Programming. 5. Yearly and mid-year updates for Judges on program utilization and trends. 6. Involvement of Judges in work groups throughout the year for future programming. 7. Coordination with Local Sheriff and Jail Administrators monthly or biannually based on program needs.
8.	How often is program utilization reviewed? Explain: Utilization data is collected in Northpointe utilizing CCIS reports and program enrollment/utilization reports. These reports are run for each county, monthly to ensure data collection is up to date, accurate, and being utilized for target population. Quarterly, the Regional data is calculated and available to stakeholders. If there is an error in the data, it can be resolved immediately.
9.	What actions are taken when programs are under or over-utilized? When a program is over-utilized, measures are taken to ensure that the appropriate population is being served effectively. In cases of underutilized programs, funds are reallocated to over-utilized programs to meet the demand and hire the necessary staff. If a program is not serving the target population, stakeholders will be invited to a meeting to discuss and understand the appropriate use of the program. It is important to ensure that services are utilized as intended. Similarly, in the case of underutilized programs, meetings with stakeholders will be scheduled to identify reasons for low usage. The Program Manager will lead discussions with relevant parties to enhance program awareness, refine the referral process, or address any issues with enrollments. If enrollments are insufficient, the program may be put on hold until an adequate number is secured. Additionally, if the program no longer aligns with the needs of the target population in a specific location, operations within that program will be discontinued.
10.	Describe when and how the comprehensive corrections plan is developed: Throughout the year, work groups, comprising Judges, Court Administrators, Prosecutors, Jail Administration, Sheriff's Departments, and various service providers, collaborate to exchange information on existing programs, create new initiatives, and enhance current programs. The focus is on

	meeting the identified needs of our target population and the communities we serve. Work groups convene as necessary to enhance existing programs and develop new ones tailored to the specific requirements of each county in our region. The insights generated from these groups and CCAB meetings are instrumental in proposing innovative initiatives within each county. This progress report is then shared with the CCAB. Planning efforts are continuous and culminate at each CCAB Meeting held year-round. By the third quarter, we receive CCAB meeting data for review, informing future programming for the next fiscal year application. Following the release of OMNI data, we enter and compare data for six counties over a 3-year period on both individual county and regional levels. Additionally, we compile COMPAS Risk/Needs Assessment data for the 6 counties in our region to analyze both county-specific and regional insights. Key Performance Measures, post data review, and the third quarter planning meeting, the Program Manager initiates drafting the application which undergoes meticulous review by the Executive Director before being submitted to NEMCCAB for review and approval.
11.	Describe the involvement of other stakeholders or subcommittees in data analysis or comprehensive corrections plan/program development. Various sized work groups are utilized throughout the year, consisting of Judges, Court Administrators, Prosecutors, Jail Administration, Sheriff's Departments, and various other service providers to share information about current programs, develop new programming, and improve current programs. These are based on what stakeholders believe are the needs of our target population and the communities served. Stakeholders provide data as requested by the Program Manager, data is typically analyzed by the Program Manager.
12.	What is your plan to provide orientation and to educate all stakeholders? Explain: Annually, letters are sent out to county administrators, Judges, Prosecutors, Probation Department, and Jail Administrators to ensure all are updated on program information and general updates. The Program Manager regularly meets with MDOC Probation Department, Judges, Jail Administrators, and various service providers to discuss programming and gather feedback. A Bench Guide of Services is provided for education purposes. New Board Member Orientation Packet is available for all new board members or individuals interested in the Community Corrections Program. This packet includes essential documents such as PA511 and its revisions (2014 and 2017), State Board Priorities, information on the role of CCAB, a Glossary of Community Corrections Terms, CCAB reporting requirements, Bylaws, FY Grant/Comprehensive Plan and Budget, FY State Board Proposal, and previous meeting minutes.