



# Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

CHAIRPERSON  
Jeffrey Dontz  
VICE-CHAIRPERSON  
Brook Shafer

Mark Bergstrom  
Karen Goodman  
Ken Hilliard  
Alan Marshall  
Richard Schmidt

CLERK

Jill Nowak  
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Thomas Kaminski  
(231)398-3504

## PUBLIC SAFETY COMMITTEE

Wednesday, April 20, 2016  
2:30 p.m.

Manistee County Courthouse & Government Center  
Board of Commissioners Meeting Room

### Minutes

Members Present: Ken Hilliard, Chairperson and Jeff Dontz

Members Absent: Brook Shafer

Others Present: Tom Kaminski, County Administrator/Controller; Dale Kowalkowski, Sheriff; Lt. Ken Falk, Emergency Management Coordinator; John O'Hagan, Undersheriff; Jim Espvik, 9-1-1 Director; Terry Walker, Filer Township Supervisor; Dennis Bjorkquist, Manistee Township Supervisor; Jill M. Nowak County Clerk.

The meeting was called the meeting to order at 2:30 P.M.

**NOTE – Items requiring Board Action are indicated in BOLD**

### SHERIFF ITEMS

Sheriff Kowalkowski reviewed the Manistee County Sheriff's Office Statistics (Appendix A) which includes the Arrests by Department Report for January 1, 2016 through March 31, 2016 and the Jail Statistics Report for Adults and Juveniles for January 1, 2016 through March 31, 2016. Reports also included were the Manistee County Station Daily Stats, the Animal Control Officer Station Daily Stats, a Correctional Facilities Report (Appendix B) by Chris Banicki, Assistant Jail Administrator, and a report (Appendix C) from Paula Chouinard-Rinal of Centra Wellness Network.

Sheriff Kowalkowski reported that the new Health Services contract is in place and there should be a refund from the old company of approximately \$16,385. The Sheriff also reported that Lt. Steve Pizzala, Jail Administrator is off recuperating from knee surgery and will be back to work on May 6, 2016.

**EMERGENCY MANAGEMENT COORDINATOR ITEMS**

Ken Falk, Emergency Management Coordinator, reported that an Emergency Tabletop Exercise will be held on April 21, 2016. Lt. Falk also gave an update on the Homeland Security Grant Fund and emergency action guides. It was also noted that Jim Espvik and Lt. Falk will be attending the 2016 Homeland Security Conference for Region 7 in May 2016.

**9-1-1 DIRECTOR ITEMS**

Jim Espvik, 9-1-1 Director, discussed and reviewed dispatch protocols for volunteer firefighters and JAWS of Life units. EMS dictates who to call out by what is determined by the Medical Control Board as they set the policies. Individual Townships can direct how many people respond to a call. Dennis Bjorkquist, Manistee Township Supervisor, asked about call outs for nuisance calls or who has the authority to call off JAWS. Eight (8) Fire Departments in the County has automatic mutual aid. This dual coverage not only has better response but it helps keep down insurance costs. It was noted that persons who constitute the Medical Control Board have changed in the Spring of 2016. There is no longer anyone from 9-1-1, EMS, or law enforcement on the Board, only one representative from the Manistee County Fire Fighters Association and other members are from West Shore Medical Center.

**MISCELLANEOUS INFORMATION AND DISCUSSION ITEMS**

A grant was received in the amount of \$2,175 from the Michigan Counties Workers Compensation Fund to purchase 30 pair of TurtleSkin gloves for use by Sheriff Deputies and Correction Personnel. The gloves are required to conduct pat-downs and search of individuals. (Appendix D).

**OTHER ITEMS FROM COMMITTEE MEMBERS**

Sheriff Kowalkowski indicated that the Filing System that is being removed from the Sheriff's Office file cabinet room to the District Court is money well spent. This room will now be used for a Juvenile holdover room.

The meeting was adjourned at 3:32 p.m.

  
\_\_\_\_\_  
Kenneth Hilliard, Chairperson

  
\_\_\_\_\_  
Jeff Dantz, Commissioner

Absent  
\_\_\_\_\_  
Brook Shafer, Commissioner

(APPENDIX A-1)

RUN DATE 04-04-2016 07:59

MANISTEE COUNTY SHERIFF'S OFFICE

PAGE 1 of 1

ARRESTS BY DEPARTMENT FOR 01-01-2016 TO 03-31-2016	
MANISTEE COUNTY SHERIFF'S OFFICE	121
MANISTEE CITY POLICE DEPARTMENT	54
WEXFORD CO SO	27
MICHIGAN STATE POLICE POST #71	27
	2
LITTLE RIVER TRIBAL POLICE	2
DEPARTMENT OF NATURAL RESOURCES	2
IN STATE OUT OF COUNTY HOLD	2
CAMP SAUBLE	1
Total Arrests	238
Number Of Departments	8

(A-2)

JAIL STATISTICS FOR 01-01-2016 TO 03-31-2016			
	ADULTS	JUVENILES	NON OFFERS
NUMBER BOOKED DURING THE DATE RANGE	188	60	0
NUMBER OF COUNTY RESIDENTS	124	41	0
NUMBER RELEASED FOR THE MONTH	169	59	0
AVERAGE STAY (IN DAYS)	24.54	10.25	0
ASIAN OR PACIFIC ISLANDER	0	0	0
BLACK	19	2	0
HISPANIC	5	1	0
AMERICAN INDIAN OR ALASKAN NATIVE	10	4	0
UNKNOWN	0	0	0
WHITE	160	53	0
NUMBER CHARGED WITH FELONIES	76	18	0
NUMBER CHARGED WITH MISDEMEANORS	108	38	0
NUMBER OF ALCOHOL-RELATED OFFENDERS	32	7	0

(A-3)

JAIL STATISTICS FOR 01-01-2016 TO 03-31-2016			
OFFENSE CODE	INMATE COUNT	ADULT COUNT	TOTAL
1	0	0	249
1	0	0	168
5	0	0	233
7.50	0	0	20.58
0	0	0	0
0	0	0	15
0	0	0	6
0	0	0	14
0	0	0	0
1	0	0	214
0	0	0	84
1	0	0	143
0	0	0	39



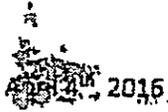




SHERIFF Dale Kowalkowski  
ADMIN 231-723-8393  
FAX 231-723-1498

(APPENDIX B-1)

SHERIFF'S OFFICE • 1525 E. Parkdale Ave. • Manistee, MI 49660



State of the Manistee County Correctional Facility

Second Quarter - FY 2015-16

#### Staffing

After a lengthy and time-consuming interview process for the corrections technician position a candidate was selected and hired. On January 6<sup>th</sup>, 2016 candidate Hunter Pelham, was hired as a corrections technician and is currently in his FTO process and is doing good according to reports from his training officers Tony Howard and Scott Redman.

On January 12<sup>th</sup>, 2016 we had a brief Corrections Staff meeting and staff were also measured for new stab/ballistic vests

Corrections Officer Jason Golembiewski, will attend the MSCTC 160hr corrections Academy that will be held at the Westshore College starting May 2, 2016 and ending May 27, 2016 this is to obtain his local level corrections certification that is required by Michigan Sheriffs' Coordinating and Training Council.

#### Healthcare

Effective March 31<sup>st</sup>, 2016 advanced Correctional Healthcare will take over as the Inmate Healthcare provider for the Manistee County Correctional Facility, the current healthcare contract with Correct Care Solutions (CHC) ended. Advanced healthcare provided training at the Sheriff's office on March 29 and 30<sup>th</sup> to train all corrections staff on operational procedures and protocol. Our point of contact with advanced healthcare is Patricia Wright, and she is the Regional Nurse Manager (attached is her business card for your records).

(B-2)

**Revenue Generation/Cost reductions General Fund**

We are continuously looking for ways to reduce spending on a daily basis.

\*Second-quarter housing revenue from Wexford County Inmates\*

January	February	March	
\$3,420.00	\$6,690.00	\$12,300.00	<b>Second Quarter Total: \$22,410.00</b>

**Schedule**

The corrections staff requested to have a vote to change their shift start time and ending time from 7a-7p back to 6a-6p the majority vote was in favor to change back to 6a-6p.

Corrections officer's schedules have been being adjusted by the Assistant Jail Administrator to cover vacant shifts without paying out any overtime, yet this can't happen all the time but when possible schedules will be adjusted to help on the reduction of overtime. We continue to monitor overtime costs, and are on track in the budget year.

**Facility/grounds and maintenance issues**

A-block was closed for several weeks because of a broken floor drain pipe under the floor that was causing the floor to cave in, this required a 3' x 3' part of the day room floor to be cut out so that contractors could gain access to repair the rotted pipe. After the rotted pipe and floor were repaired we took the time to address some other maintenance issues and repaint the walls floors bunks etc. Maintenance upgraded some lighting fixtures to energy efficient LED lighting. Status of A-block is completed and operational.

**Commissary**

Jeri Prielipp and Lt. Pizzala, met with auditors on January 29th to go review the commissary account.

No other commissary issues to report at this time however corrections staff seem to be pleased with Stellar Services.

(B-3)

**Training**

\*All corrections staff has completed their annual defensive tactics and Taser training

\*Krystal Howard, from the Michigan State Police biometrics identification unit came to the Sheriff's office and gave corrections staff a three-hour update training for the live scan fingerprint unit.



**Policy and procedures**

We are continuously updating and modifying policies and procedures even after the submission of them to Undersheriff O'Hagan for him to review.

**Programs**

Yoga has started for the female inmates and seems to be running well, this will be held twice per month.

Sincerely

Chris Banicki

  
Assistant Jail Administrator

**Attachments:**

- January, February, March- Arrests
- Jail Statistics for January, February, March
- Most Recent Centra Wellness Network report

(APPENDIX C-1)

**MANISTEE COUNTY SHERIFF'S DEPARTMENT**  
**CENTRA WELLNESS NETWORK - JAIL SERVICE REPORT**

**January, 2016**

**REPORT DATE: February 22, 2016**

Jail services continue to be provided under the direction of the Jail Administrator, Lieutenant Steven Pizzala. The following services have been provided during the month of January: risk assessments, individual therapy sessions, group therapy sessions, referrals to community resources, case management services, and assistance continues to be given to detainees in order to access substance abuse assessments, one post booking diversion occurred (the diversion was not an open case at CWN). Crisis intervention services were also provided this month.

**CONTACT DATA/GROUP THERAPY INFORMATION:**

For the month of December, 2015 there were fifty-four (54) contact sessions. The contact sessions for the month of January were (63) sixty-three. Group therapy sessions continue to progress, which includes the Anger Resolution Class for the men, and the Job Readiness Program. The GED Program has four detainees working on academics with Barb. The number of incarcerated women are (6) six at the writing of this report. The total numbers of detainees who are being housed at the writing of this report are fifty-one (51). Individual therapy sessions are taking place for the women at this time. The Seeking Safety information continues to be a good resource for the women.

**THE JOB READINESS PROGRAM:**

We are beginning this class with six participants. We are using the materials from Ronald L. Krannich, Ph.D. The materials are designed for individuals who have a criminal history, and/or felony convictions. This is the best material I have (ever) found. They will need to work very hard to earn their certificates.

**KNITTING/QUILTING/CROCHETING/PAINTING GUILD FOR THE WOMEN**

A talented pastor/artist has come on board. She is a pastor over the Marilla Church of the Brethren, Ms. Frances Townsend. She is attempting to free up her schedule so that she can meet the jail administrator. He will need to agree to her admission into the jail facility. I am quite certain that there will not be any problems with this. I am not certain at this time what specific project she will be working on first, but I know that it will be wonderful. I am planning on being able to assist her with this.

(C-2)

**THE ANGER RESOLUTION CLASS:**

The program has started with five detainees. We have completed five lessons. Lesson four was distributed to all of the group members. I am pleasantly surprised with the ability of the group members to complete most of their homework assignments, and they are able to offer helpful feedback to one another. If they are able to complete all twelve of the lessons they will be given a certificate. This is a very helpful/positive group. The group allows the men a safe place to talk about their issues associated with anger. We are also reading the book, "Man's Search for Meaning," by Victor Frankl. This is an excellent book for great discussions.

**THE GED PROGRAM:**

We continue to have a successful program up and running. The master's level specialist continues to be available to the detainees who have a learning disability, and she has been available for the general educational needs of the students as well. She has four (4) students. She makes them work hard!

**Yoga:**

Our yoga instructor, Diana Bradley is back with us. She comes in two times each month, and works with the women in the attempt to lessen various negative symptoms such as insomnia, depression, and anxiety. Reports back from the women have been very positive.

**CLOSING STATEMENTS/GOALS:**

There were nine days of service provided to the jail with in the month of January. Thirteen days were possible, but the New Year's Holiday on the first, and three PTO days detained me from providing services to the jail. My service days continue to be on Monday, Thursday, and on Friday's. I am available throughout the week to assist the jail if there is a crisis situation. The 24 hour crisis no. can be reached in my absence: 1-877-398-2013.

I continue to accept donations for soft cover books relating to the following topics: Wellness, Recovery, Women's History, Empowerment, Parenting Tools, Depression, and Anxiety, Co-Dependent Relationships, How to Achieve Healthy Relationships, Books That Teach Sketching/Drawing Skills, Good Novels.

The protocol continues to be followed in that jail services will be modified at the direction and discretion of the Jail Administrator, Lieutenant Steve Pizzala.

**Report prepared by:**

Paula Chouinard-Rinal LMSW  
Jail Diversion Clinician/Manistee County Jail  
Centra Wellness Network  
February 22, 2016

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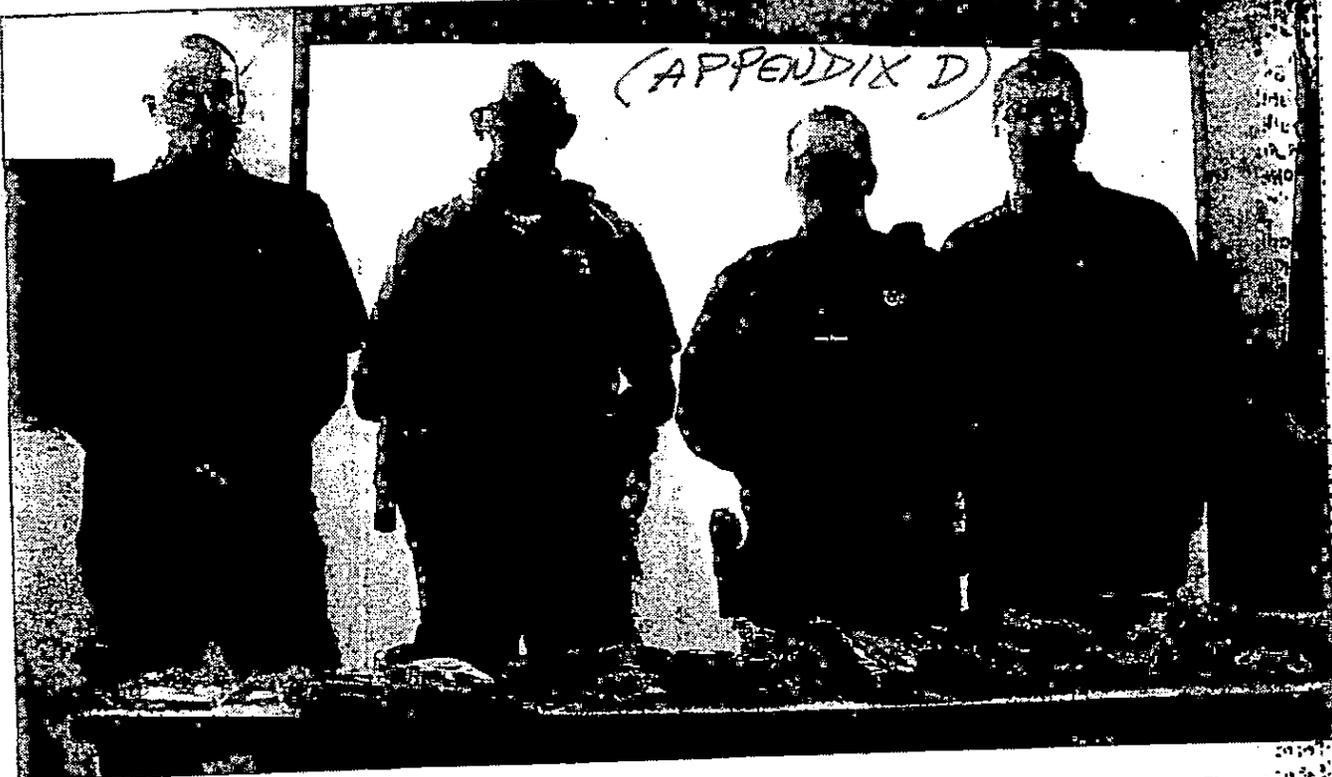
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Sean Bradley/News Advocate

Manistee County Jail corrections officer Jim Johnson (middle left) and Sheriff's Office deputy Travis Wheaton (middle right) show off the gloves the sheriff's office obtained via a Michigan Counties Workers' Compensation Fund grant. Assistant jail administrator Sgt. Chris Banicki (far left) and undersheriff John O'Hagan (far right) were also present.

# Sheriff's office purchases gloves through grant

FROM STAFF REPORTS

**MANISTEE COUNTY** — The Manistee County Sheriff's Office recently received a \$2,175 grant from Michigan Counties Workers' Compensation Fund (MCWCF) to improve the safety of local employees.

The grant funds were used to purchase 30 pairs of TurtleSkin gloves for use by both deputies and corrections personnel when they are required to conduct pat downs or searches for their safety, according to a news

release from the sheriff's office. The gloves provide cut and puncture protection and are specifically designed to prevent hypodermic needle penetration of the skin.

This check is part of the MCWCF's Loss Prevention Grants Program, started in 2014. With this round of grants, totaling more than \$23,000, the MCWCF has now handed out about \$100,000 statewide.

"We are extremely grateful to be selected as a recipient of this grant," said Undersheriff John O'Hagan.

"Whenever we have a chance to provide our staff with additional equipment that increases personal safety and minimizes injury, we take full advantage of those opportunities."

Timothy McGuire, MCWCF executive director, said the growth of the Loss Prevention Grants

Program is an impressive recent development of the MCWCF.

"These investments are part of a virtuous circle for our members and the fund overall," McGuire said in the release.

Learn more about the MCWCF at [www.micounties.org/index.php/mcwcf](http://www.micounties.org/index.php/mcwcf).

View full schedule & purchase tickets online!

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