

ST. JOSEPH COUNTY BOARD OF COMMISSIONERS
Regular Board Meeting
Agenda
May 19, 2026, at 6:00p.m.

St. Joseph County Road Commission, Boardroom
20914 M-86, Centreville, MI 49032

1. Call to Order
2. Opening Ceremonies
(Invocation and Pledge of Allegiance)
3. Roll Call
4. Adoption of Agenda
5. Consent Agenda
 - A. Executive Committee Meeting Minutes – May 12, 2026
 - B. Regular Board Meeting Minutes – April 21, 2026
 - C. Sheriff’s Office/Centreville Schools Contract for School Resource Deputy
 - D. Healthcare Management Associates Medication-Assisted Treatment Grant Acceptance
 - E. CPL Fund Budget Amendment

263-301-675.010 Budgeted use of Fund Balance \$10,340
263-301-995.445 Transfer to Capital \$10,340

445-001-699.263 Transfer in F263 Concealed Pistol License \$10,340
445-001-986.263 Capital – Concealed Pistol License Fund \$10,340
 - F. Acknowledgement of Receipt – Prior Month Finance Reports: General Fund Financial Report, Non-General Fund Financial Report, General Ledger Activity Report (includes all receipts and payments for services)
- Suggested motion: I move to approve the consent agenda items.*
6. Public Comment (4-minute limit per person)
7. Presentations
 - A. Retirement Recognition, Deputy Jeremy Tyler – Sheriff Chad Spence

8. County Administrator's Report

9. Committee Reports and Appointments

10. Unfinished Business

11. New Business

A. Office of Justice Programs FY2026 Special Attorneys Program Grant Opportunity –
Presented by Erin Goff

*Suggested motion: I move to approve submission of a grant application to the OJP
FY2026 Special Attorneys program.*

B. Bureau of Justice Assistance FY25 Rural Law Enforcement Violent Crime
Reduction Initiative Grant Opportunity – Presented by Erin Goff

*Suggested motion: I move to approve submission of a grant application to the BJA
FY25 Rural Law Enforcement Violent Crime Initiative program.*

12. Commissioner Comments (for items not on the agenda)

13. Closed Session – Pursuant to Sections 8(1)(h) of the Open Meetings Act the Board of
Commissioners will enter closed session to consider Corporation Counsel's written legal
opinion regarding Scott Whitworth's Freedom of Information Act Appeal. The written legal
opinion is exempt from public disclosure under state and federal law.

14. Adjournment

EXECUTIVE COMMITTEE

Minutes

May 12, 2026, at 4:00 p.m.

**ST. JOSEPH COUNTY ROAD COMMISSION, BOARDROOM
20914 M-86, CENTREVILLE, MI 49032**

Commissioners Present: Commissioners Rusty Baker, Christina Yunker, Luis Rosado, Ken Malone, Terry Conklin and Rick Shaffer.

Commissioners Absent: Commissioner Jared Hoffmaster

Also Present: Teresa Cupp, County Administrator and Angie Steinman, Finance Director

1. Michigan Association of Counties Presentation – Stephen Currie
2. Small Business Administration (SBA) Disaster Loan Presentation – Brian Beard.
3. Animal Control Staffing Proposal – Zac Zuk. – No action was taken.
4. Sheriff's Office/Centreville Schools – School Resource Deputy Contract – Chief Deputy Zac Zuk -
By consent, the item was added to the consent agenda.
5. HMA Medication Assisted Treatment Grant Acceptance – Captain Troy Faulk. By consent, the item was added to the consent agenda.
6. CPL Fund Budget Amendment Request – County Clerk Gina Everson. By consent, the item was added to the consent agenda.
7. Office of Justice Programs FY 2026 Special Attorneys Program Grant Opportunity – Erin Goff. By consent, the item was added to the agenda.
8. BJA FY25 Rural Law Enforcement Violent Crime Reduction Initiative Grant Opportunity - Erin Goff. By consent, the item was added to the agenda.
9. Public Comment (limit 3 minutes)
Ryan Fisch provided comment

10. Closed Session

It was moved by Commissioner Malone and seconded by Commissioner Shaffer to adjourn to a closed session pursuant to sections 8(1)(h) of the Open Meetings Act to consider an attorney's written legal opinion regarding the use of public funds that is exempt from public disclosure under state and federal.

Commissioner Yunker – Yes
Commissioner Baker – Yes
Commissioner Conklin – Yes
Commissioner Malone – Yes
Commissioner Shaffer – Yes
Vice Chairman Rosado – Yes
Motion passed.

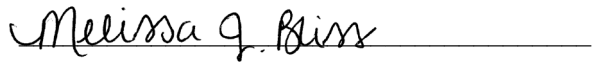
The Commissioner adjourned to a closed session at 5:09 p.m.

The Commission reconvened to an open session at 5:43 p.m.

By consent, the commission met in closed session to consider an attorney's written legal opinion regarding the use of public funds, exempt from public disclosure under state and federal law, and no decisions were made.

There being no further business, the meeting adjourned at 5:44 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Melissa J. Bliss", is written over a horizontal line.

Melissa J. Bliss, St. Joseph County Deputy Clerk

ST. JOSEPH COUNTY BOARD OF COMMISSIONERS

REGULAR MEETING

April 21, 2026

The Regular Session of the Board of County Commissioners for the County of St. Joseph, State of Michigan, was held in the St. Joseph County Road Commission, Boardroom on April 21, 2026, at 6:00 p.m.

1. Chairman Hoffmaster called the meeting to order.
2. An invocation was given, followed by the Pledge of Allegiance.
3. Clerk Everson called roll:

Present: Ken Malone , Terry Conklin, Rusty Baker Jared Hoffmaster, Christina Yunker Luis Rosado, Rick Shaffer.

Also Present: County Administrator Teresa Cupp and Finance Director Angie Steinman

Absent: None

4. ADOPTION OF AGENDA

It was moved by Commissioner Baker and seconded by Commissioner Malone to adopt the agenda. Motion carried.

5. CONSENT AGENDA

It was moved by Commissioner Rosado and seconded by Commissioner Shaffer to approve the consent agenda, as presented.

A. Executive Committee Meeting Minutes for April 14, 2026

B. Regular Board Meeting Minutes of March 17, 2026

C. Special Assignment Indigent Defense Agreement

D. Local Emergency Planning Committee Appointments – TJ Baker, William Reeves, Josh Smith

E. Pivotal Board Reappointments - Damon Knapp, Amanda Miller, Zach Reed, Elisabeth Roberts

F. Acknowledgement of Receipt – Check Register

Motion carried.

6. PUBLIC COMMENT

Commissioner Hoffmaster opened the floor to public comment at 6:02 p.m.

Kathy Roberts, Paige Willis, Regina Chapman, Andrew Brandt, Sheila Kroupa, Gina Everson, and Mike Stiles provided comments.

Commissioner Hoffmaster closed the floor to public comment at 6:13 p.m.

7. PRESENTATIONS

A. Drain Commissioner's Office Annual Report – Jeffrey Wenzel

B. Pivotal Annual Report – Cameron Bullock

8. COUNTY ADMINISTRATOR'S REPORT

County Administrator Teresa Cupp spoke on the ADA website compliant date being extended, the courthouse construction and that everyone will now need to go through security, and the street closure of Burr Oak Street.

9. COMMITTEE REPORTS AND APPOINTMENTS

Commissioner Rosado provided comments.

10. UNFINISHED BUSINESS

None reported.

11. NEW BUSINESS

A. Jones Petrie Rafinski Services Agreement – Ken Jones

It was moved by Commissioner Rosado and seconded by Commissioner Malone to approve the proposal from JPR for construction administration services, as presented. The motion passed with a vote, 5–2, with Commissioners Baker and Yunker dissenting.

B. St. Joseph County Transportation Authority Millage Resolution– Read by Commissioner Yunker

It was moved by Commissioner Baker and seconded by Commissioner Shaffer to approve the St. Joseph County Transportation Authority Millage Resolution as presented. Commissioner Malone and Commissioner Hoffmaster provided comments.

Commissioner Malone – Yes

Commissioner Baker – Yes

Commissioner Yunker – Yes

Commissioner Conklin – Yes

Commissioner Shaffer – Yes

Commissioner Rosado – Yes

Commissioner Hoffmaster – Yes

Motion carried. 7-0 , by a roll call vote.

By a roll call vote, motion carried. Resolution 3-2026 was adopted.

C. Equalization Report and Resolution – Josh Simmons and Read by Commissioner Yunker

It was moved by Commissioner Malone and seconded by Commissioner Baker to approve the 2026 Equalization Report Resolution as presented. Commissioner Yunker provided comments.

Commissioner Conklin – Yes

Commissioner Yunker – Yes

Commissioner Rosado – Yes

Commissioner Baker – Yes

Commissioner Shaffer – Yes

Commissioner Malone – Yes

Commissioner Hoffmaster – Yes

Motion carried. 7-0 , by a roll call vote.

By a roll call vote, motion carried. Resolution 4-2026 was adopted.

D. Three Rivers Courthouse Custodial Services Agreement – Jody Alger

It was moved by Commissioner Yunker to approve an agreement with CT Cleaners for (3) days a week at a cost of \$405.00 and seconded by Commissioner Baker for janitorial services at the Three Rivers Courthouse, in place of the presented agreement of (5) days with a cost of \$675.00.

Commissioner Yunker – Yes

Commissioner Baker – Yes

Commissioner Shaffer – Yes

Commissioner Conklin – Yes

Commissioner Malone – Yes

Commissioner Rosado – No

Commissioner Hoffmaster – No

Motion carried. 5-2 , by a roll call vote.

E. Sister City Commemorative Resolution – Read by Commissioner Yunker who asked Commissioner Malon to speak on this relationship

It was moved by Commissioner Malone and seconded by Commissioner Rosado to approve the Resolution commemorating the Sister City relationship between the City of Sturgis and Wiestoch, Germany, as presented.

Commissioner Rosado – Yes

Commissioner Shaffer – Yes

Commissioner Baker – Yes

Commissioner Malone – Yes

Commissioner Conklin – Yes

Commissioner Yunker – Yes

Commissioner Hoffmaster – Yes

Motion carried. 7-0 , by a roll call vote.

By a roll call vote, motion carried. Resolution 5-2026 was adopted.

F. Community Development Block Grant Joint Application Resolution – Read by Commissioner Yunker

It was moved by Commissioner Rosado and seconded by Commissioner Baker to approve the Community Development Block Grant Joint Application Resolution, as presented.

Commissioner Baker – Yes

Commissioner Shaffer – Yes

Commissioner Malone – Yes

Commissioner Yunker – Yes

Commissioner Rosado – Yes

Commissioner Conklin – Yes

Commissioner Hoffmaster – Yes

Motion carried. 7-0, by a roll call vote.

By a roll call vote, motion carried. Resolution 6-2026 was adopted.

12. COMMISSIONER COMMENTS

Commissioners Shaffer, Conklin, Rosado, Malone, and Hoffmaster provided comments.

13. ADJOURNMENT

It was moved by Commissioner Rosado and seconded by Commissioner Shaffer to adjourn the meeting at 6:58 p.m. Motion carried.

Teresa Ives

Deputy County Clerk/Election Specialist



COUNTY ADMINISTRATOR

Telephone: (269) 467-5617

125 Main St.
P.O. Box 277
Centreville, MI 49032-0277

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 2026

DEPARTMENT: Sheriff's Office

PREPARED BY: D. Brandenburg

SUBJECT: Centreville Public School District - School Resource Deputy Contract

SPECIFIC ACTION REQUESTED:

Asking the BOC to review and approve the proposed Centreville SRD contract.

DESCRIPTION OF ACTION/BACKGROUND (dollar amount, purpose):

School Resource Deputies are assigned to schools to help maintain a safe learning environment and build positive relationships between students, schools, and law enforcement. Deputies respond to emergencies or threats, coordinate school safety plans and emergency preparedness, work with school administrators on incidents involving students or visitors, and educate and mentor students through daily interaction.

We are requesting permission to move forward with the contract with the Centreville Public School District.

FUNDING DETAILS (Funding Source, Budget Amount, GL #, etc.):

Costs associated with the position are the responsibility of the school district.

The SRD will work 40 hours/week for 39 weeks.

Please see Exhibit B of the proposed contract for the specific cost breakdown.

AGREEMENT FOR LAW ENFORCEMENT SERVICES

This AGREEMENT FOR LAW ENFORCEMENT SERVICES ("Agreement") is entered into as of _____, 20____ ("Effective Date"), by and between **St. Joseph County and St. Joseph County Sheriff's Office** (collectively the "County") whose address is P.O. Box 339, 650 E. Main Street, Centreville, MI 49032 and **Centreville Public Schools** (the "Facility") whose address is 190 Hogan St, Centreville, MI 49032. County and Facility may be hereinafter collectively referred to as the "Parties" or individually referred to as a "Party".

Recitals

- A. The purpose of this Agreement is to establish the placement of a St. Joseph County Sheriff's Deputy in the Facility as a School Resource Deputy ("SRD").
- B. The SRD is intended to assist with crisis prevention, emergency planning, and school safety services at the Facility, and not discipline.
- C. The County and Facility are authorized to enter into this Agreement pursuant to the provisions of Act 35 of the Public Acts of 1951, MSA 5.4081-5.4084.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, and other good and valuable consideration, the parties hereto agree as follows:

Section I Agreement

- A. The County agrees to provide Facility with an SRD in accordance with the schedule attached as **Exhibit A** ("Service Schedule") or at such other times as mutually agreed in writing by the Parties.
 - a. If the Facility needs or requests SRD service in excess of one SRD or the times designated in the Service Schedule during the Term of this Agreement (as defined below), the cost of said additional service shall be determined by mutual written agreement of the Parties before additional services are provided.
- B. The "Term" of this Agreement shall be a total of **one** year commencing on **January 1, 2026** ("Commencement Date") and terminating on **12/31/2026** ("Termination Date") unless otherwise terminated, extended, or renewed by the Parties in accordance with the terms of this Agreement.
- C. The Facility shall pay for the SRD and services under this Agreement in the amounts established in the "Wage Addendum" attached as **Exhibit B** as follows:
 - a. Facility shall pay for the respective term by making **two** equal payments of **\$38,579.00** on **06/30/2026** and **12/31/2026** each to the County. County shall generate invoices reflecting the amount due and provide the invoices to the Facility before payments become due.

- b. Any amounts due that are in excess of the totals contained in **Exhibit B** shall have been previously discussed and pre-approved by the Parties.
 - c. In the event the total cost to the County for providing the SRD and services under this Agreement increases, the County shall provide 30 day notice to Facility of the effective date of the increase and request Facility's written approval to continue providing SRD and services under this Agreement at the increased cost. If Facility determines not to agree to the increased cost, this Agreement shall terminate on the last day prior to the effective date of the increase. If Facility has not agreed to the increase of costs within 30 days of receiving such notice, County shall not be required to provide SRD or services under this Agreement upon or following the effective date of the increase until County has received written approval from Facility.
- D. The County shall be the sole decision maker concerning the selection of the SRD. The Facility may provide feedback or input to the County for consideration.

Section II

SRD Obligations

- A. The SRD shall perform the following duties for the Facility in accordance with state law:
- a. Assist Facility administration in ensuring the physical safety of Facility buildings of and the individuals inside the buildings.
 - b. Work with Facility administration to develop and update safety procedures (proactive and responsive) for potential threats to Facility buildings.
 - c. Educate students about law-related topics, as appropriate.
 - d. De-escalate aggression that occurs between students or between students and Facility staff.
 - e. Contact and update the building Principal about safety-related concerns.
 - f. Work with Facility leadership to accomplish tasks and goals of the Facility relating to safety and security of the Facility.
 - g. Wear his or her County approved uniform or school related attire, when approved by both parties, while performing services under this Agreement.
 - h. Supervise and train supplemental safety personnel at Facility, if any.
- B. The SRD shall not be involved in or responsible for enforcing Facility discipline. The administration of student discipline, including student code of conduct violations and student misbehavior, shall be the responsibility of the Facility administrators unless the violation or misbehavior involves criminal conduct for which law enforcement intervention is required. Absent a real and immediate threat to student, teacher, or public safety, any incidents involving the following public safety offenses including but not limited to i) disorderly conduct, ii) disturbance/disruption of schools or public assembly, iii) trespassing, iv) loitering, v) profanity, and vi) fights that do not involve physical injury or a weapon, and such infractions shall be considered Facility discipline issues to be handled

by Facility officials, as opposed to criminal law issues warranting formal intervention by the SRD or other law enforcement (e.g. issuance of criminal citations, tickets, or summons, filing of delinquency petitions, referrals to a probation officer or actual arrest).

Section III **County Obligations**

A. The County shall:

- a. Furnish and supply supervision, equipment, communication facilities and other necessary supplies to the SRD required to perform the services described in this Agreement.
- b. Be responsible for general training of the SRD, subject to the provisions of Section IV(A)(a) and ensure that, at all times, the SRD has and maintains any required licensing, registration, or certifications to legally perform any and all duties required under this Agreement.
- c. Ensure a criminal history check through the Michigan State Police and the Federal Bureau of Investigation has been conducted for each SRD and all officers assigned to regular and continuous work at the Facility at County's expense. Further, the County shall not assign to the Facility any person who has been convicted of any of the following offenses:
 - i. Any "listed offense" as defined by Section 2 of the Sex Offenders Registration Act, MCL 28.722;
 - ii. Any offense enumerated in Sections 1535a or 1539 of the Revised School Code, MCL 380.1535a, 380.1539b;
 - iii. Any felony; provided however, that with prior written approval of the Facility's governing entity or members, a person who has been convicted of a felony (other than a "listed offense" as defined above) and who is regularly and continuously providing services under this Agreement at Facility, may be permitted to perform such services when, in the judgment of the Facilities governing entity or members, that person's presence will not pose a danger to the safety or security of students or personnel;
 - iv. Any misdemeanor conviction involving sexual or physical abuse as those terms are defined in Sections 1230(10) and 1230(8) of the Revised School Code, MCL 380.1230;
 - v. Any offense of a substantially similar enactment (to those enumerated in subsections (i)-(iv) herein) of the United States or another State; or
 - vi. Any other offense that would, in the judgment of the Facility, create a potential risk to the safety and security of students serviced by the Facility.
- d. Be responsible for all salaries, wages, fringe benefits, or other compensation and withholding obligations, workers compensation coverage and liability insurance relating to an SRD's performance of services under this Agreement. Accordingly,

the Parties agree that the County is the sole and exclusive employer of any SRD assigned under this Agreement.

- e. Retain the sole right to determine the standards of performance, discipline and other matters pertaining to the SRD's performance, and their duties under this Agreement. Notwithstanding the foregoing, the SRD's standards of performance shall not be lower than the standard that is expected and discharged in the County.
 - i. The SRD shall report to the County's Sergeant, Chief Deputy, and Undersheriff in accordance with the Agency command structure.

Section IV **Facility Obligations**

A. The Facility shall:

- a. Be responsible for the costs of any and all training that Facility requires to advance the Facility's mission related to the SRD position. If County administers training pursuant to this Section, County shall obtain prior written approval from Facility for such costs and provide supporting documentation to the Facility with each invoice.
 - i. Covered training costs shall include but are not limited to policy training, CPI training, and School Resource Deputy Training.
- b. Provide the SRD with a copy of the following board policies, if applicable to the Facility: smoking and tobacco products, drugs and alcohol, investigations, arrests and other law enforcement contact, student records and directory information, drills, plans and reports, reporting accidents, communicable diseases, firearms and weapons, lockers, search and seizure, and collaboration with outside entities.
- c. Supply SRD with any special supplies which are necessary supplies for the Facility, such as stationary, notices, forms, etc., which shall be supplied at the sole cost and expense of the Facility.
- d. Provide SRD with an office space and a laptop to be used solely in connection with the performance of the services under this Agreement, the cost of which shall be borne by Facility.

Section V **Joint Obligations**

- A. The SRD and any additionally assigned officers performing services under this Agreement will be deemed a part of the Facility's "law enforcement unit," or "school official" as defined by the Family Educational Rights and Privacy Act (FERPA). 34 CFR § 99.8(a). Moreover, assigned officers will be considered "school officials determined to have a legitimate educational interest" in accordance with FERPA, 34 CFR § 99.31(a)(1). An SRD may be provided access to student records information maintained by the Facility but only to the extent as needed by the SRD to perform their duties as a SRD. An SRD may also be granted access to student records in the event of an emergency situation threatening the

health or safety of a student or other individual. To that end, the County represents that the assigned Deputies:

- a. Are performing an institutional function or service that the Facility has outsourced and which would otherwise be performed by the Facility's personnel;
 - b. Have a legitimate educational interest in the FERPA-protected information;
 - c. Are under the direct control of the Facility with respect to the use and maintenance of education records; and
 - d. Shall comply with the re-disclosure limitations set forth in FERPA, including but not limited to the requirement before any re-disclosure to:
 - i. obtain written permission from the student's parent/guardian;
 - ii. obtain a lawfully issued subpoena or court order; or
 - iii. articulate a health or safety emergency during the limited period of the emergency.
- B. The Parties acknowledge that any records that are both created and maintained by the County for a law enforcement purpose are considered records of a law enforcement unit and are therefore excluded from the definition of "education records" under FERPA. 34 CFR 99.8(b)(1). Records of a law enforcement unit do not include those records created and maintained by a law enforcement unit exclusively for a non-law enforcement purpose, such as a disciplinary action or proceeding conducted by the Facility. 34 CFR 99.8(b)(2). Additionally, "education records," including video surveillance, do not lose their status as education records and remain subject to FERPA while in possession of the County. 34 CFR 99.8(c)(2).
- C. In the event the SRD or Parties require additional supplies or equipment in excess of the supplies or equipment discussed under this Agreement, the additional equipment and supplies shall only be provided following the prior written mutual agreement of the Parties describing the equipment or supplies to be provided and designation of cost to the responsible Party, except for in such circumstances in which the Party supplying the equipment or supplies accepts the responsibility for all costs and expenses at which time, the Party may provide the supplies and equipment without prior written approval.
- D. During the term of this Agreement, performance of the SRD and services under this Agreement will be assessed as needed or upon request of one or both Parties. The assessment shall be conducted jointly between the County and the Facility and encompass valuation of performance in areas such as community and school outreach, community feedback, and accomplishment of requisite tasks.

Section VI

Miscellaneous

- A. The Parties acknowledge and agree that they will not discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions, or privileges of

employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, marital status, disability, or any other protected class that is unrelated to the individuals ability to perform the duties of a particular job or position. This provision required by law, MCL 37.2209.

- B. The County shall hold the Facility harmless for any and all claims, demands, suits, and other forms of liability arising out of the actions taken by the SRD while performing services under this Agreement.
- C. If the Facility is a Michigan intermediate school district, the Facility's powers are limited to those conferred by law. Subject to the foregoing and to the extent permitted by law, the Facility shall defend and hold harmless the County from any and all claims, demands, suits and other forms of liability arising out of actions or omissions by the Facility's employees or agents.
- D. Either Party may terminate this Agreement at any time upon 90 days' written notice which shall be given to the other Party at the address above or as otherwise provided in writing following the execution of this Agreement. In the event this contract is terminated by the Facility before the Termination Date under this Agreement or any renewal or extension therefor, the Facility acknowledges and agrees to pay all costs and expenses arising under this Agreement through the end of the current contract year, inclusive of unemployment costs. (e.g., the Agreement commences on August 1, 2025, and the Facility provides notice of termination on May 1, 2026; the Facility shall be responsible for costs and expenses through July 31, 2026)
- E. The individuals signing this Agreement certify by their signature that they are authorized to sign this Agreement on behalf of the Party for whom they are signing and by doing so does hereby bind the Party to the terms of this Agreement.
- F. The Parties have designated the following points of contact for notice and communications relating to this Agreement:

a. County:

Name: Chad L. Spence

Title: Sheriff

Address: 650 E. Main St, Centreville, MI, 49032

Email: spencec@stjosephcountymi.gov

Phone: 269-467-9045

With a copy to:

Name: Danielle Brandenburg

Title: Sheriff's Administrator

Address: 650 E. Main St, Centreville, MI, 49032

Email: brandenburgd@stjosephcountymi.gov

Phone: 269-467-9045, ext. 224

b. Facility

Name: Chad Brady

Title: Superintendent

Address: 190 Hogan St., Centreville, MI 49032

Email: cbrady@cpschools.org

Phone: 269-467-5220

With a copy to:

Name: Jane Rumsey

Title: HR/Executive Assistant

Address: 190 Hogan St., Centreville, MI 49032

Email: jrumsey@cpschools.org

Phone: 269-467-5220

- G. The failure of any Party at any time to require performance of any provision of this Agreement will in no manner affect the right of that Party at a later time to enforce the same or a different provision. No waiver by any Party of any condition or the breach of any provision of this Agreement, in any one or more instances, will be deemed to be or

construed as a further or continuing waiver of the same or any other breach or provision of this Agreement.

- H. This Agreement, and all agreements, documents, or exhibits prepared in connection herewith, represent the entire understanding and agreement between the Parties with respect to the subject matter herein, and supersedes all prior agreements or negotiations between such Parties. This Agreement may only be amended, supplemented or changed by an agreement in writing signed by both Parties.
- I. This Agreement shall be governed, construed and enforced in accordance with the laws of the State of Michigan without regard to the conflict of laws principles of any jurisdiction.

[Signatures on the following page]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized agents.

COUNTY:
COUNTY OF ST. JOSEPH

Name:
Title:

Date: _____, 20____

ST. JOSEPH COUNTY SHERIFF'S OFFICE

Name:
Title:

Date: _____, 20____

CENTREVILLE PUBLIC SCHOOLS

Name:
Title:

Date: _____, 20____

EXHIBIT A

SRD Hours & Schedule

1. County shall provide Facility with an SRD for a total of _____ hours per _____
(week/year)
2. Facility scheduling requirements for SRD may be as follows:
 - a. Mondays _____ to _____
 - b. Tuesdays _____ to _____
 - c. Wednesdays _____ to _____
 - d. Thursdays _____ to _____
 - e. Fridays _____ to _____
 - f. Saturdays _____ to _____
 - g. Sundays _____ to _____

Or, schedule shall be described as follows:

The SRD shall work **40 hours** a week, **39** weeks per year for the Facility. Starting and ending shift times will be established by the Facility administration. Changes to the SRD's dates of service and weekly schedule shall be only by mutual written agreement between the County and Facility. Decreased hours may accommodate sickness, training, vacations or occasional county needs when the traditional school year is not in session.

Exhibit B

**CENTREVILLE PUBLIC
SCHOOLS**

Item	Description	2026
Hourly Rate (1560 hrs)	Hourly rate covering wage, benefit & administrative costs.	\$67,158
Vehicle Cost	Annual cost allocation for vehicle purchase/lease, maintenance, fuel & equipment.	\$10,000
Total Annual Cost	Combined cost for one contracted deputy & vehicle.	77,158



COUNTY ADMINISTRATOR

Telephone: (269) 467-5617

125 Main St.
P.O. Box 277
Centreville, MI 49032-0277

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: May 2026

DEPARTMENT: Sheriff's Office

PREPARED BY: D. Brandenburg

SUBJECT: 2026 HMA Grant Acceptance

SPECIFIC ACTION REQUESTED:

The Sheriff's Office would like to accept a \$25,000 grant from MDHHS for the implementation of the Medically Assisted Treatment (MAT) program in the jail.

DESCRIPTION OF ACTION/BACKGROUND (dollar amount, purpose):

The MAT program is a medical program used to help inmates who have opioid or substance use disorders manage addiction safely and reduce the risk of overdose, withdrawal, relapse, and recidivism. One of the highest overdose-risk periods is immediately after release from jail because tolerance decreases during incarceration. MAT programs help reduce that risk significantly.

The Sheriff's Office has entered into an agreement to work with Health Management Associates (HMA) to assist with the implementation of our MAT program. HMA is a vendor for MDHHS. This relationship qualifies the county to receive a \$25,000 grant, which will be used for implementation of the MAT program.

FUNDING DETAILS (Funding Source, Budget Amount, GL #, etc.):

This grant does not require any matching funds.

Implementing or Expanding the Administration of Medications for Opioid Use Disorder within Jails in Michigan Project

Agreement

Agreement Number: 2024-16

Contract Title: Implementing or Expanding the Administration of Medications for Opioid Use Disorder within
Jails in Michigan

THIS AGREEMENT (the "**Agreement**"), shall be effective this March 1, 2026, through October 25, 2026 (the "**Term**").

BY AND BETWEEN St. Joseph County Sheriff's Office (the "**Applicant Agency**") and Health Management Associates, Inc. (the "**Sub-Recipient**" and, together with Applicant Agency, the "**Parties**" and each a "**Party**"), created under laws governing the State of Michigan, Michigan Department of Health and Human Services ("**MDHHS**").

WHEREAS, the Sub-Recipient is the subrecipient of the initial settlement payments with pharmaceutical distributors, awarded by MDHHS (the "Michigan County Jail MOUD Grant") pursuant to an agreement between MDHHS and the Sub-Recipient (the "MDHHS Agreement");

WHEREAS, under the MDHHS Agreement, Sub-Recipient will distribute grants of varying amounts from the Michigan County Jail MOUD Grant to each participating Michigan county, for the purpose of implementing specific and approved strategies to expand access to medications for opioid use disorder (MOUD) in the county's jail(s) (the "**Distribution Purpose**").

In consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

1. GRANT AMOUNT AND INTENT: Applicant Agency has opportunity to receive up to \$25,000.00 from the Sub-Recipient under the MDHHS Agreement to achieve the following objectives and grant activities:
 - (1) St. Joseph County will seek to reduce overdose incidents in the jail and the county by implementing access to MOUD in the jail. To achieve this, St. Joseph County will begin by continuing detainees on MOUD with verified prescription in the community and will work toward initiating buprenorphine for detainees. (2) St. Joseph County will improve outcomes for persons with OUD and justice involvement in our county by using the MOUD learning collaborative grant to help fund a MAT coordinator position in the jail dedicated to supporting access to MOUD in the jail and for reentry continuity of care with community-based treatment.
2. APPLICANT AGENCY OBLIGATIONS: To be eligible to receive the funds specified in Section 1, the Applicant Agency must comply with the requirements of this Agreement, including any participation requirements contained in *Exhibit A: Enrollment Form for Michigan Learning Collaborative to Support MOUD in County Jails*, *Exhibit B: Terms and Conditions & Allowable Expenditures*, and any applicable federal, state, and local laws, including, without limitation, applicable HIPAA and privacy laws and the obtaining of any consents or authorizations when required. Applicant Agency is expected to spend any funds received under this Agreement by October 25, 2026.

The Applicant Agency identifies the following entity information and representatives:

Entity's Legal Name	St. Joseph County Sheriff's Office
Doing Business As (if applicable)	
Street Address	650 E. Main Street
City, State, Zip	Centerville, MI, 49032
Mailing Address, if different	

Primary Grant Director	Authorized Signatory	Contract Representative
<i>Individual leading implementation of the grant</i>	<i>Individual authorized to sign on behalf of applicant agency</i>	<i>Individual responsible for agreement processing and negotiation</i>
Troy Faulk, Captain/Jail Administrator	Troy Faulk, Captain/Jail Administrator	Troy Faulk, Captain/Jail Administrator
faulkt@stjosephcountymi.gov	faulkt@stjosephcountymi.gov	faulkt@stjosephcountymi.gov

3. **DISTRIBUTION OF FUNDS:** The Sub-Recipient will distribute the full grant amount as indicated in section 1 of this Agreement (\$25,000.00) to the Applicant Agency following execution of this Agreement and upon receipt of funds from MDHHS. If the Sub-Recipient, in its sole discretion, determines that the Applicant Agency has not fulfilled the requirements of this Agreement, then Sub-Recipient shall withhold the second distribution of funds to the Applicant Agency.
4. **REPAYMENT OF FUNDS:** In the event the Applicant Agency spends funds distributed under this Agreement in a manner inconsistent with the Distribution Purpose or otherwise in violation of this Agreement, the Applicant Agency agrees to repay the Sub-Recipient any funds distributed under this Agreement.
5. **RECORDKEEPING; REPORTING; AUDIT AND AVAILABILITY OF APPLICANT AGENCY RECORDS:** The Applicant Agency shall keep such records as necessary to demonstrate compliance with this Agreement. The Applicant Agency shall submit reports in such quantity and frequency as determined by the Sub-Recipient demonstrating its compliance with the requirements of this Agreement. If applicable, the Applicant Agency will complete and submit such documentation requested by the Sub-Recipient to assure compliance with any applicable audit requirements. The Applicant Agency agrees to retain all books, records, and other documents relative to this Agreement for at least three (3) years following final payment under this Agreement, unless any litigation, claim, financial management review, or audit is started before the expiration of the three (3)-year period, in which case the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. The Applicant Agency agrees to make such records available for review to the Sub-Recipient, MDHHS, or any of their respective authorized representatives.
6. **NOTICE:** All notices, requests, consents, claims, demands, waivers, and other communications hereunder (each a "Notice") shall be in writing and addressed to: (a) Sub-Recipient at 2501 Woodlake Circle, Ste. 100, Okemos, MI 48864; or (b) the Applicant Agency at 650 E. Main Street, Centerville, MI 49032. The Parties may update their respective addresses from time to time by providing a Notice in accordance with this Section. All Notices shall be delivered by personal delivery, nationally recognized overnight courier (with all fees prepaid), facsimile or email (with confirmation of transmission), or certified or registered mail (in each case, return receipt requested, postage prepaid). Except as

otherwise provided in this Agreement, a Notice is effective only if (a) the receiving Party has received the Notice and (b) the Party giving the Notice has complied with the requirements of this Section.

7. LIABILITY. Each Party is responsible for its own acts or omissions and the negligent acts and omission of its respective employees, personnel, and agents, to the greatest extent allowed by law. The Applicant Agency shall promptly notify the Sub-Recipient of any claim against the Applicant Agency that relates to the Applicant Agency's performance under this Agreement.
8. DEBARMENT AND SUSPENSION. The Applicant Agency certifies, to the best of its knowledge and belief and after reasonable due diligence, that its principles and key personnel:
 - a. Are not presently suspended, debarred, declared ineligible, or voluntarily excluded from eligibility for covered transactions by any Federal department or agency;
 - b. Within the three (3)-year period preceding the execution of Agreement, have not been convicted of, or had a civil judgment rendered against them for:
 - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction;
 - ii. Violation of a Federal or State antitrust statute;
 - iii. Embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
 - iv. False statements or receipt stolen property.
 - c. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated above.
 - d. Within a three (3)-year period preceding the execution of this Agreement, have not had any public transaction (Federal, State, or local) terminated for cause or default.
9. ENTIRE AGREEMENT: This Agreement, together with any other documents incorporated by reference, including Exhibit A, constitutes the sole and entire agreement of the Parties to this Agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter.
10. AMENDMENT: This Agreement may only be amended, modified, or supplemented by an agreement in writing signed by each Party to this Agreement, and any of the terms thereof may be waived, only by a written document signed by each Party to this Agreement or, in the case of waiver, by the Party or Parties waiving compliance.
11. GOVERNING LAW: This Agreement and all related documents, including all appendix, exhibits, or schedules attached hereto, and all matters arising out of or relating to this Agreement, whether sounding in contract, tort, or statute are governed by, and construed in accordance with, the laws of the State of Michigan, without giving effect to the conflict of laws provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the State of Michigan.
12. SEVERABILITY: If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.

13. EXECUTION IN COUNTERPART: This Agreement may be executed in multiple counterparts and by e-mail or facsimile signature, each of which shall be deemed an original and all of which together shall constitute one instrument.

14. GRANT ADMINISTRATION

Is the Applicant Agency a public institution? Yes X No _____

Applicant Agency must submit a completed IRS Form W-9 and direct deposit form with the signed agreement. Funds will be paid via electronic fund transfer.

(SIGNATURES BELOW)

IN WITNESS WHEREOF, each of the Parties has caused this Agreement 2024-16 to be executed by its duly authorized representative on the day and year written below:

APPLICANT AGENCY:

ST. JOSEPH COUNTY SHERIFF'S OFFICE

By: [Signature]
(SIGNATURE)

Name: Troy Faulk

Title: Captain/Jail Administrator

Date: 2.24.26

SUB-RECIPIENT:

HEALTH MANAGEMENT ASSOCIATES, INC.

By: [DocuSigned by: Becky Pasch 1AAE8A7DEE2B4D3]
(SIGNATURE)

Name: Becky Pasch

Title: Contracts Director

Date: March 4, 2026 | 3:12 EST

Exhibit B: Terms and Conditions & Allowable Expenditures
Updated January 9, 2024

The following information is intended to provide grant recipients with a general list of allowable activities and expenditures. Funding for these grants is provided in full or in part through the Michigan Department of Health and Human Services, Office of the Chief Medical Executive.

For questions regarding specific allowable and unallowable activities and expenditures, please email MI_JailMOUD_LC@healthmanagement.com.

1. Terms & Conditions of Grant Funding

A. No more than 5 percent of the total grant award may be used for administrative and infrastructure development.

1. As of October 2022, telehealth costs are not considered part of this 5%.

B. No more than 5 percent of the total grant award for the budget period may be used for data collection, performance measurement, and performance assessment.

C. Grant funds shall not be used, directly or indirectly, to purchase, prescribe, or provide marijuana or treatment using marijuana.

1. Grant funds also cannot be provided to any individual or organization that provides or permits marijuana use for the purposes of treating substance use or mental disorders.

2. Allowable & Unallowable Costs

A. Personnel

1. Allowable

- a. Salaries and fringe benefits for staff directly serving patients or managing grant funds or activities.
- b. Reference manuals and tools used for personnel and community education.
- c. Copying and printing costs for patient/provider materials, as allowable by copyright laws.
- d. Time/expenses related to data collection activities (up to 5% of total grant award)
- e. Costs for training staff, coaching/supervision costs and cost of conducting fidelity assessments for therapies being delivered

2. Unallowable

- a. Salaries and fringe benefits to personnel not performing Jail MOUD Expansion Project activities
- b. Salaries and fringe benefits for personnel performing both grant activities and non-grant activities without sufficient documentation (i.e. payroll records, paystubs, and job descriptions clearly identifying cost-sharing methodologies)

B. Treatment Services for Un/Under-Insured Patients

1. Allowable

- a. FDA approved medications for Opioid Use Disorder (OUD) during the period of incarceration and coverage of coverage of up to 30-day supply for patient at release:
 - i. Methadone
 - ii. Buprenorphine products, including single-entity buprenorphine products, buprenorphine/naloxone tablets, films, buccal preparations, long-acting injectable buprenorphine products.
 - iii. Naltrexone products, including extended-release and oral formulations.
- b. FDA-approved medications or devices for withdrawal management
- c. HIV, Hepatitis C testing
- d. Hepatitis A & B testing, vaccination
- e. Services for incarcerated patients with OUD or stimulant use disorder
- f. Any allowable services or activities provided via telehealth
- g. Urine drug screening/testing costs
- h. Fentanyl and Xylazine test strips
- i. Any other services or activities for SUD treatment not covered/not sufficiently covered by the individual's insurance
- j. Utilization of grant funds to purchase naloxone to meet demand and supplement existing supply.
 - i. Naloxone can be requested through the MDHHS Naloxone Portal free of charge. More information on requesting naloxone through the portal can be found [here](#).

2. Unallowable

- a. Non-FDA approved medications
- b. Non-FDA approved devices
- c. Services or medications for patients who are covered by other funding sources (e.g., Medicaid, Healthy Michigan, Plan, private insurance, MDHHS or federal funding sources.).
- d. Services or medications that are already covered to provide MOUD treatment through funding from MDHHS or federal sources. If a jail is already receiving funding from MDHHS or federal sources, funding from this initiative **must** be used to expand current services such as but not limited to, expanding treatment eligibility and or offering additional medication types.
- e. Direct payments to individuals to induce their entry into treatment or continuation in treatment. It is unallowable to provide an "undue inducement" that removes the voluntary nature of participation in treatment.

C. Telehealth Equipment & Services

1. Allowable

- a. Purchase or upgrades related to provider telehealth systems. Examples include:

- i. Hardware to be used by providers, such as: desktops, monitors, laptops, tablets, servers, iPad and other tablet stands, and webcams
- ii. Software and broadband subscriptions
- iii. Reference manuals and tools used for personnel and community education
- iv. Improvements to electronic health records, adding electronic forms, and other data infrastructure specific to MAT services
- b. Purchases or upgrades related to virtual meeting platforms
- c. Telehealth equipment or services for clients may be purchased for patient use if purchased and owned by county department (i.e., no equipment will be purchased that would belong to patients).
- d. Purchase of computerized inventory systems, medication administration and dispensing systems and technology that clients can use for receiving mutual support or psychosocial treatment, as well as appointments with treatment team and in-reach appointments.

2. Unallowable

- a. Telehealth infrastructure:
 - i. Structural development to integrate broadband lines

D. Administrative & Infrastructure Development

1. Allowable

- a. Salaries of administrative or clerical staff under specific conditions where their services are integral to an activity and are not captured as indirect costs.
- b. Medical equipment necessary to project operation.
- c. Locked medication carts and/or safes to store MOUD
- d. Locked medication carts and/or safes or lockboxes for patients
- e. Installation or retrofitting of security cameras and alarms for medication storage security
- f. Minor Alterations and Renovations (A&R) may be authorized for up to 5% of the total grant award, if necessary and appropriate to the project.
 - i. A&R is defined as work that changes the interior arrangement or other physical characteristics of an existing facility or installed equipment so that it can be used more effectively for its currently designed purpose or adapted to an alternative use to meet a programmatic requirement. A&R may include work referred to as improvements, conversion, rehabilitation, or remodeling.
 - ii. Minor A&R examples include:
 - Dispensing window addition or improvement
 - Minor internal office infrastructure, such as adding walls or doors to house personnel
 - Alarms and cameras specific to MAT program

2. Unallowable

- a. Structural changes (e.g., to the foundation, roof, floor, or exterior or loadbearing walls of a facility, or extension of an existing facility) to achieve the following: Increase the floor area; and/or, change the function and purpose of the facility.
- b. A&R exceeding 5% of the total grant award.

- c. New facility construction.
- d. Facility improvements unrelated to the expansion of OUD prevention, treatment, and recovery services
- e. Facility improvements to building foundation, roofing, heating and air conditioning, or other structural improvements
- f. Purchase of building
- g. Supplies, equipment, or furniture for use in non-contract operations of the entity
- h. Automated External Defibrillators (AED)

E. Outreach & Engagement

1. Allowable

- a. Patient outreach/engagement activities and resources
- b. Costs of meetings, conventions or other events related to Jail MOUD Expansion Project operations within Michigan, including conferences designed to improve MAT personnel clinical skills
- c. Outreach/presentations to community agencies, local organizations, law enforcement, etc.
- d. Costs related to operation of local opioid coalitions
- e. Advertising costs directly related to contracted services

2. Unallowable

- a. Costs of meetings, conventions or other events not related to Jail MOUD Expansion Project operations
- b. Costs of promotional items and memorabilia, including models, gifts, and souvenirs related to other activities of the entity
- c. Meals are generally unallowable unless they are an integral part of a conference grant or specifically stated as an allowable expense
- d. Sporting events and entertainment
- e. Alcoholic beverages

F. Miscellaneous

1. Allowable

- a. Subcontracts with community providers to deliver MOUD services
- b. Travel reasonably incurred paid at the State rate (State travel reimbursement rates) [include MI link here?]
- c. Patient transportation, such as bus passes, taxis, and ride-sharing services
- d. Patient transportation to transport individuals from jails to Opioid Treatment Programs (OTP)
- e. Office supplies critical to project operation
- f. Furniture necessary to project operation, such as additional desks, office chairs, and other minor equipment.
- g. Detera pouches used to deactivate medications for disposal.
- h. Bandages, ice pack, and non-procedural first aid supplies that can be administered by patient
- i. Naloxone vending machine
- j. HEPA air filters

- k. Enhancements and purchase of software to improve health information exchange capabilities that relate to MDHHS data initiatives such as AMIB (automating the Medicaid Incar-benefit) and CareConnect360, if philanthropic funding is not available to cover the expenditures.

2. **Unallowable**

- a. Travel unrelated to Jail MOUD Expansion Project operations
- b. Travel costs in excess of the State rate
- c. Purchasing vehicles to dispense MOUD to patients
- d. Natural remedies (herbs, acupuncture, etc.)
- e. Medical procedures, such as suturing or removal of sutures, abscess management, etc.
- f. Sterile needles or syringes for the hypodermic injection of any illegal drug

General Information:

- Entity's Legal Name: St. Joseph County Sheriff's Office
- Doing Business As (if applicable): Same
- Street Address: 650 E. Main
- City, State, Zip: Centerville MI, 49032
- Mailing Address, if different: Same

Contacts:

- Primary Grant Director (Individual leading the implementation of the grant)
 - Name: Troy Faulk
 - Title: Captain / Jail Administrator
 - Email: FaulkT@stjosephcountymi.gov
- Authorized Signatory (Individual authorized to sign on behalf of applicant agency)
 - Name: Troy Faulk
 - Title: Captain / Jail Administrator
 - Email: FaulkT@stjosephcountymi.gov
- Contract Representative (Individual responsible for agreement processing and negotiation)
 - Name: Troy Faulk
 - Title: Captain / Jail Administrator
 - Email: FaulkT@stjosephcountymi.gov

We will also need the following documents:

- **W-9 (required)** – This form is now required for all our partner institutions, public or private.
- **Direct Deposit Form (required)** – This form is now required for all our partner institutions, public or private. I have attached a blank copy of this form for you to fill out and send back to us.

HEALTH MANAGEMENT ASSOCIATES

Direct Deposit Enrollment

Name: COUNTY OF ST JOSEPH (St. Joseph County Treasurer Commercial Account)

Bank Name: STURGIS BANK & TRUST

Account Number: 6230021179

Bank Routing Number: 272471632

Checking or Savings: CHECKING

Business or Personal Account: BUSINESS

Remittance Email: faulkt@stjosephcountymi.gov

Authorization Agreement: I hereby authorize Health Management Associates (HMA) to deposit invoice payments directly into the account(s) named above. This authority will remain in force until I have given written notice that I am terminating it, or until HMA has notified me that this deposit service has been discontinued. I understand that I must give advance notice to allow reasonable time for my instructions to be executed. If an incorrect deposit should be made into my account(s), I authorize my bank(s) and HMA to make the appropriate adjustment(s) after notifying me first.


Signature

2/23/2026
Date

120 N. WASHINGTON SQUARE
SUITE 705
LANSING, MI 48933
TELEPHONE: 517.482.9236
FAX: 517.482.0920
WWW.HEALTHMANAGEMENT.COM

ATLANTA, GEORGIA
AUSTIN, TEXAS
BOSTON, MASSACHUSETTS
CHICAGO, ILLINOIS
COLUMBUS, OHIO
INDIANAPOLIS, INDIANA
LANSING, MICHIGAN
NEW YORK, NEW YORK
SACRAMENTO, CALIFORNIA
TALLAHASSEE, FLORIDA
WASHINGTON, DC

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) COUNTY OF ST JOSEPH	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☒ Other (see instructions) GOVERNMENT ENTITY	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions. 125 W MAIN ST 6 City, state, and ZIP code CENTREVILLE, MI 49032 7 List account number(s) here (optional)	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-				-	
or								
Employer identification number								
3	8	-	6	0	0	6	5	2

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person <i>Kathy Humphreys</i>	Date 02/20/2026
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



COUNTY ADMINISTRATOR

Telephone: (269) 467-5617

125 Main St.
P.O. Box 277
Centreville, MI 49032-0277

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 5/19/2026

DEPARTMENT: County Clerk

PREPARED BY: Gina Everson County Clerk Register

SUBJECT: CPL Revenue Fund Budget Amendment Security Improvements for CPL Office

SPECIFIC ACTION REQUESTED:

Approval of a budget amendment to use Concealed Pistol License (CPL) revenue funds for the purchase and installation of security glass and a secured door for the CPL office.

DESCRIPTION OF ACTION/BACKGROUND (dollar amount, purpose):

The Clerk's Office is requesting to use CPL revenue funds to improve safety and security in the CPL office area. The installation of security glass and a controlled-access door will enhance protection for staff and the public during CPL transactions. This use is consistent with allowable expenditures under Michigan law governing CPL revenue funds.

FUNDING DETAILS (Funding Source, Budget Amount, GL #, etc.):

Funding Source: CPL Revenue Fund

Purpose: Security improvements (glass and door installation)

263-301-675.010 Budgeted use of Fund Balance \$10,340

263-301-995.445 Transfer to Capital \$10,340

445-001-699.263 Transfer In F263 Concealed Pistol License \$10,340

445-001-986.263 Capital - Concealed Pistol License Fund \$10,340



COUNTY ADMINISTRATOR

Telephone: (269) 467-5617

125 Main St.
P.O. Box 277
Centreville, MI 49032-0277

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 5/19/2026

DEPARTMENT: Administration

PREPARED BY: Erin Goff

SUBJECT: OJP FY 2026 Special Attorneys Program Grant

SPECIFIC ACTION REQUESTED:

Permission to apply for the OJP FY 2026 Special Attorneys Program Grant for the St. Joseph County Prosecutor's Office. Application and supporting documentation is being prepared for submission prior to the deadline, however, the deadline is before the June BOC Meeting.

DESCRIPTION OF ACTION/BACKGROUND (dollar amount, purpose):

The Special Attorneys Program grant opportunity was recently identified, and the application is currently being developed as staff continue coordinating project details and budget components prior to the submission deadline.

The Prosecutor's Office intends to explore the hiring or assignment of a qualified APA to coordinate with federal agencies on the investigation and prosecution of drug offenses, criminal sexual conduct cases, and other serious crimes involving undocumented defendants. These cases are often costly to prosecute due to the need for expert witnesses, extradition expenses, and specialized investigative technology.

FUNDING DETAILS (Funding Source, Budget Amount, GL #, etc.):

There's no local match requirement with this grant.

FY 2026 OJP Special Attorneys Program Application – Executive Summary

Applicant

St. Joseph County (Prosecutor's Office)

Funding Opportunity

U.S. Department of Justice, Office of Justice Programs (OJP)

FY 2026 Special Attorneys Program

Purpose of the Grant

The FY 2026 Special Attorneys Program provides funding to support state and local prosecuting agencies in strengthening investigative and prosecutorial capacity through partnerships with federal law enforcement agencies and cross-designated prosecutorial assignments. The program supports the investigation and prosecution of drug trafficking, human trafficking, violent offenses, and other serious crimes involving undocumented offenders. Grant funding may also support related staffing, technology, training, and prosecution-related operational needs.

Proposed Project Summary

The St. Joseph County Prosecutor's Office intends to explore the assignment of a qualified Assistant Prosecuting Attorney (APA) to work in coordination with federal agencies on the investigation and prosecution of drug offenses, criminal sexual conduct cases, and other serious crimes involving undocumented defendants, including fraud.

The proposed project would strengthen collaboration between local, state, and federal law enforcement agencies while enhancing the County's ability to investigate and prosecute complex and resource-intensive criminal cases. These cases often require significant expenditures associated with expert witnesses, extradition, forensic analysis, digital evidence review, and specialized investigative technology.

Grant funding may be used to support personnel costs, prosecution-related technology, investigative coordination, training, and other eligible operational expenses consistent with grant requirements.

Statement of Need

The Prosecutor's Office continues to see a significant proportion of violent and drug-related criminal cases relative to the County's population size. Many of these cases involve substantial investigative complexity and increased prosecution costs that may exceed available local resources.

The proposed project would improve the County's ability to:

- Coordinate with federal law enforcement agencies;
- Investigate and prosecute serious violent and drug-related offenses;
- Enhance prosecutorial case management and investigative support;
- Improve access to specialized investigative technology and resources; and
- Strengthen overall public safety outcomes within the County.

Project Goals

The proposed project seeks to:

1. Enhance prosecutorial capacity for complex violent and drug-related criminal investigations;
2. Improve coordination between the Prosecutor's Office and federal law enforcement partners;
3. Increase efficiency in case review, investigation, and prosecution activities; and
4. Reduce local financial burdens associated with complex criminal prosecutions.

Estimated Project Period - 36 months

Estimated Budget Summary

(Preliminary — subject to revision during application development)

	Estimated Annual Amount		
Budget Category	Year 1	Year 2	Year 3
Personnel/Salary	\$103,181.00	\$108,785.50	\$112,049.10
Fringe Benefits	\$41,272.40	\$43,514.20	\$44,819.64
Extradition/Travel Expenses	\$4,500.00	\$4,500.00	\$4,500.00
Technology/Equipment	\$5,500.00	\$1,500.00	\$1,500.00
Training	\$1,500.00	\$1,500.00	\$1,500.00
Supplies/Operational Costs	\$800.00	\$800.00	\$800.00
Annual Estimate	\$156,753.40	\$160,599.70	\$165,168.74
Total Estimate (36 months)	\$482,521.84		

Match Requirement

The grant program does not require a local funding match.



COUNTY ADMINISTRATOR

Telephone: (269) 467-5617

125 Main St.
P.O. Box 277
Centreville, MI 49032-0277

BOARD AGENDA REQUEST FORM

PROPOSED FOR BOARD MEETING OF: 5/19/2026

DEPARTMENT: Administration

PREPARED BY: Erin Goff

SUBJECT: BJA FY25 Rural Law Enforcement Violent Crime Reduction Initiative

SPECIFIC ACTION REQUESTED:

Permission to apply for the BJA FY25 Rural Law Enforcement Violent Crime Reduction Initiative Grant for the St. Joseph County Prosecutor's Office. Application and supporting documentation is being prepared for submission prior to the deadline, however, the deadline is before the June BOC Meeting.

DESCRIPTION OF ACTION/BACKGROUND (dollar amount, purpose):

This grant opportunity was recently identified, and the application is still being developed as staff continue coordinating project details and budget components prior to the submission deadline.

The Prosecutor's Office intends to pursue funding for a Prosecutorial Investigator to assist with the review and prosecution of violent crimes, including sexual assaults, domestic violence, assaultive offenses, controlled substance-related violent crimes, and firearms-related offenses. The goal of this position is to enhance investigative and case management capacity in response to the county's disproportionately high rate of violent crime relative to its population size.

FUNDING DETAILS (Funding Source, Budget Amount, GL #, etc.):

There's no local match requirement with this grant.

FY 2026 BJA Rural Law Enforcement Violence Reduction Program Application

Executive Summary

Applicant

St. Joseph County (Prosecutor's Office)

Funding Opportunity

U.S. Department of Justice, Bureau of Justice Assistance (BJA)
Rural Law Enforcement Violent Crime Reduction Initiative

Purpose of the Grant

The BJA Rural Law Enforcement Violent Crime Reduction Initiative provides funding to support rural jurisdictions in addressing violent crime through enhanced law enforcement, prosecution, investigative capacity, technology, equipment, training, and interagency coordination. The program is intended to strengthen local public safety responses to violent criminal activity and improve criminal justice system effectiveness in rural communities.

Proposed Project Summary

The St. Joseph County Prosecutor's Office intends to pursue funding for a Prosecutorial Investigator to assist with the investigation, review, preparation, and prosecution of violent criminal cases. The proposed position would support cases involving homicides, sexual assaults, intimate partner violence (domestic violence), controlled substance-related violent crimes, and firearms-related offenses.

The Prosecutorial Investigator would assist prosecutors and law enforcement agencies with case coordination, evidence review, investigative follow-up, witness coordination, digital evidence management, and trial preparation activities. The position is intended to improve efficiency in the prosecution process while strengthening the County's overall response to violent crime.

Statement of Need

Despite its relatively small population, St. Joseph County continues to experience a high volume of violent criminal offenses each year. The Prosecutor's Office routinely handles complex cases involving violent assaults, domestic violence, narcotics-related violence, and firearms offenses that require substantial investigative review and coordination. Current staffing limitations impact the Office's ability to efficiently manage investigative follow-up, evidence analysis, witness coordination, and case preparation associated with these offenses. The proposed Prosecutorial Investigator position would enhance the

Office's ability to support law enforcement investigations, improve case management efficiency, and strengthen prosecution outcomes in violent crime cases.

The Prosecutor's Office maintains the ability to track and document violent crime trends and prosecution data through the Karpel case management system, which will be leveraged to assist in demonstrating local need and program outcomes.

Project Goals

The proposed project seeks to:

1. Enhance investigative and prosecutorial capacity for violent criminal cases;
2. Improve coordination between the Prosecutor's Office and local law enforcement agencies;
3. Increase efficiency in violent crime case review, preparation, and prosecution;
4. Improve management of digital evidence, witness coordination, and investigative follow-up; and
5. Strengthen public safety outcomes through more effective prosecution of violent offenders.

Estimated Project Period - 36 months

Estimated Budget Summary

(Preliminary — subject to revision during application development)

	Estimated Annual Amount		
Budget Category	Year 1	Year 2	Year 3
Personnel/Salary	\$63,913.00	\$67,804.00	\$69,838.12
Fringe Benefits	\$25,565.20	\$27,121.60	\$27,935.25
Technology/Equipment	\$5,500.00	\$1,500.00	\$1,500.00
Training	\$1,500.00	\$1,500.00	\$1,500.00
Supplies/Operational Costs	\$800.00	\$800.00	\$800.00
Annual Estimate	\$97,278.20	\$98,725.60	\$101,573.37
Total Estimate (36 months)	\$297,577.17		

Match Requirement

The grant program does not require a local funding match.