

CHAIRPERSON
DEB NOLAN

VICE-CHAIRPERSON
REBECCA BAHAR-COOK

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

LAW AND COURTS COMMITTEE
VICTOR CELENTINO, CHAIR
PENELOPE TSERNOGLOU
DIANNE HOLMAN
DEBBIE DE LEON
REBECCA BAHAR-COOK
KARA HOPE
RANDY SCHAFFER

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE LAW AND COURTS COMMITTEE WILL MEET ON THURSDAY, FEBRUARY 14, 2013 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [January 31, 2013 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. 55th District Court - Resolution to Approve a [Re-organization](#) within the 55th District Court
2. Sheriff's Office - Resolution Authorizing Ingham County Deputies to Enter into a [Rifle Purchase Program](#) with the Ingham County Sheriff's Office
3. Facilities - Resolution Authorizing Entering into a Contract with Wide Open West ([WOW](#)) Mid-Michigan Cable to Install New Cables and Amplifiers throughout the Sheriff's Office and Jail
4. Circuit Court/Family Division - Quarterly Report, 2012 [Fourth Quarter Report](#) (*Hard Copies to be Distributed at the Meeting*)
5. Controller's Office - 911 Director - Update on the Ingham County [911 Center](#)

Announcements

Public Comment

Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES
OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.

LAW & COURTS COMMITTEE
January 31, 2013
Minutes

Members Present: Victor Celentino, Penelope Tsernoglou, Debbie De Leon, Rebecca Bahar-Cook, Kara Hope, and Randy Schafer

Members Absent: Dianne Holman

Others Present: John Neilsen, Lance Langdon, Joel Maatman, Rick Terrill and David De Fever

The meeting was called to order by Chairperson Celentino at 6:02 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the January 10, 2013 Minutes

The January 10, 2013 Law and Courts Minutes were approved as submitted.

Additions to the Agenda

- 5a. Additional Materials - 9-1-1 Report to Law and Courts Committee
- 5b. Late – Update Ingham County Family Center

Limited Public Comment

None.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. DE LEON, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

1. Facilities
 - a. Resolution Authorizing a Contract with F.D. Hayes Electric Company to Provide Electrical Circuits for the Installation of 55 Video Visitation Units at the Ingham County Jail and the Human Services Building
 - b. Resolution Authorizing Entering into a Contract with DLZ Michigan, Inc. to Provide Architectural and Engineering Services for the Replacement of the Cooling Tower at the Ingham County Jail
2. Health Department - Resolution to Authorize a Pharmacy Services Agreement for Services at the Ingham County Jail
3. Sheriff's Office
 - a. Resolution to Authorize the Ingham County Sheriff's Office to Utilize the Michigan Sheriff's Association Website to Offer for Sale to Other Michigan Sheriff's Offices, Surplus Equipment
 - b. Resolution to Honor Deputy David Roe of the Ingham County Sheriff's Office

4. Ingham County Office of Homeland Security & Emergency Management
 - a. Resolution to enter into a Contract with Mid-Michigan K9 using FY 2010 Homeland Security Grant Program Funds
 - b. Resolution to Appoint Deputy Program Managers (DPM) to the Ingham County Emergency Operations Center

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Holman and Bahar-Cook

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. DE LEON, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Holman and Bahar-Cook

5. Controller's Office
 - a. 911 Director: Update on the Ingham County 911 Center

Handout: 9-1-1 Report to Law and Courts Committee.

Chairperson Celentino pointed out that on January 28, 2013 he, Comm. Nolan, Ms. Lannoye, Mr. Neilsen, Mr. Langdon and Mr. Gaukel met with the Lansing Fire Fighter and FOP Union Presidents. He explained that this was an opportunity for the Unions to meet the new Board Chairperson and Law & Courts Committee Chairperson, as well as, continuing discussions to further open lines of communication relating to the Ingham County 911 Central Dispatch Center. He explained after discussions everyone has a better understanding of the County's procedure, as well as, firefighter and police concerns. He informed the Committee each Union President was invited to attend the Law & Courts Committee meetings.. Mr. Langdon stated that the conversations during this meeting had value and shed light on several issues.

Chairperson Celentino explained that the task force was established because certain individuals felt the County was moving too slowly; however, there is an established process in place along with the 9-1-1 Advisory Board. He then emphasized that the County will handle procedures through the County's processes and the County is running the Ingham County 911 Central Dispatch Center. Comm. Schafer thanked Chairperson Celentino for the update stating he was pleased to hear this news. He made note that rural emergency response is different than urban emergency response.

Chairperson Celentino reminded the Committee that the Ingham County 9-1-1 Center update is a standing agenda item until the Committee feels it is no longer necessary.

Mr. Langdon referred to the handout summarizing Clinton County's approval of the 9-1-1 PSAP plan for the 425 areas including the Airport Area along with moving forward with the Airport Administration on the radio system.

(Comm. Bahar-Cook arrived at 6:08 pm)

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. DE LEON, TO SUSPEND THE BOARD RULES TO ALLOW COMM. BAHAR-COOK TO VOTE ON THE MINUTES AND CONSENT AGENDA.

Comm. Bahar-Cook voted yes to approve the minutes and the consent agenda.

Comm. Celentino asked for more information on the radio systems. Mr. Langdon explained the discussions went well with the Airport Administration and encompassed how the Airport would continue doing what they do. Mr. Langdon described how the Airport will have direct communications with the Tri-County Departments. He noted that he is waiting for the participation document to be signed, which is expected, and a cut over date around April 1, 2013.

Mr. Langdon was pleased to announce three County Dispatchers were recognized for their work during the East Lansing Police Department Award Ceremony.

Mr. Langdon informed the Committee that he and Mr. Gaukel have attended 9-1-1 Advisory Board meetings and various association meetings. He highlighted the new education standards for Dispatchers that require continuing education. He noted that the continuing education costs are included in the budget.

Mr. Langdon updated the Committee on the status of background investigations. He also announced the vendors have worked out various mapping and CAD interface issues which have remained in place and stable.

Comm. De Leon asked if this update is shared with fire fighters and police. Mr. Langdon stated the updates are first reported to the Board of Commissioners. Comm. De Leon suggested sharing the updates after the Board of Commissioners is informed.

The Committee expressed their gratitude for the updates.

b. Ingham County Family Center

Mr. Neilsen updated the Committee on process and costs of the renovation for the Family Center. He explained the bids were significantly higher than anticipated even after Mr. Terrill and staff worked on value engineering. Mr. Neilsen expressed his concern of using Juvenile Justice Funds and informed the Committee that at Board Leadership the consensus was not to proceed. He noted that the Judges will also hold a meeting; however, he does not see a different conclusion.

Comm. Bahar-Cook agreed that the Commissioners should not proceed with the renovation project; nonetheless, it should be revisited when funds become available. Mr. Neilsen agreed. Mr. Neilsen asked if the Committee was comfortable not to proceed. The Committee agreed that the remodeling should be put on hold until funds are available.

Chairperson Celentino expressed his appreciation of the update.

6. Board Referrals

- a. Letter from Capital Region Airport Authority Regarding the Passage of a Resolution Authorizing the Authority to Participate in the Ingham County Regional 911 System
- b. Letter with Attachment from the Michigan Department of Human Services Regarding the Report Results of the Program/Fiscal Review of the Child Care Fund for the Ingham County Court

The Board Referrals were received and placed on file.

Announcements

Comm. Tsernoglou informed the Committee that the Hawk Island Snow Park Grand Opening will be held this Saturday, February 2, 2013 at 10:00 a.m.

Comm. Tsernoglou stated the Animal Control Grand Opening in Lansing was a great success and a great resource for the area.

Comm. Tsernoglou informed the Committee that she attended a CMH Luncheon with a focus on Treatment Courts along with her intent to do more research on the subject. The Committee agreed she should move forward with the research.

Comm. Bahar-Cook announced the Art of Leadership is having a fundraising breakfast at the Applebee's on Coolidge Road in East Lansing where Eric Schertzing and Mayor Bernero are competing for tips and donations. The breakfast will be held on March 2, 2013 between 8:30 a.m. and 10:30 a.m. and is \$10.00 per person. Comm. Bahar-Cook will be collecting donations for those unable to attend. Comm. Bahar-Cook provided a summary of what the Art of Leadership does and who is involved.

Comm. Schafer referenced an article in the Lansing State Journal about two weeks ago regarding a major arrest of several individuals and expressed his concern of how important a detective is.

Public Comment

David De Fever, MSU Student introduced himself.

The meeting adjourned at approximately 6:31 p.m.

Respectfully submitted,

Julie Buckmaster

FEBRUARY 14, 2013 LAW & COURTS AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions:

1. 55th District Court - Resolution to Approve a Re-organization within the 55th District Court

This resolution authorizes a reorganization affecting four employees at the 55th District Court. The 2013 cost is estimated at \$ 17,506 and the long term costs at the top of the scale are estimated at \$ 31,000. The 2013 additional costs are to come from the 2013 County Contingency Fund. See the attached memo for details.

2. Sheriff's Office - Resolution Authorizing Ingham County Deputies to Enter into a Rifle Purchase Program with the Ingham County Sheriff's Office

This resolution authorizes the Ingham County Sheriff's Office to initiate a rifle or firearm purchase program subject to the conditions outlined by the County Attorney and approval of the affected unions. The County would initially purchase the Rifles and laser scope accessories for each MCOLES licensed or firearms instructor deputy (estimated to be up to 80) through the rifle purchase program. Then each eligible deputy could voluntarily choose to purchase the rifle and accessories through a two year payroll deduction period. The initial purchase would be made by the County with funds from the employee benefit fund to be reimbursed by employees. The current county owned long rifles would continue to be used by any deputy that chooses not to participate in this program. See the attached memo for details.

3. Facilities - Resolution Authorizing Entering into a Contract with Wide Open West (WOW) Mid-Michigan Cable to Install New Cables and Amplifiers throughout the Sheriff's Office and Jail

This resolution authorizes entering into a contract with Wide Open West (WOW) Mid-Michigan Cable, for the installation of new cables and amplifiers throughout the Sheriff's Office and Jail, for a total cost of \$20,518.12. These funds will come from the Jail Commissary Fund. WOW is the Mason Cable TV franchise and is now in the process of upgrading its Mason area services to digital cable. This project is the owner's responsibility in order to enable the jail to receive these digital Cable TV signals. See the attached memo for details.

This portion of the agenda is for informational purposes:

4. Circuit Court/Family Division - Quarterly Report, 2012 Fourth Quarter Report

5. Controller's Office - 911 Director – Update on the Ingham County 911 Center

MEMORANDUM

TO: Law & Courts, County Services and Finance Committees
FROM: Michael J. Dillon
RE: Proposal to Reorganize the 55th District Court
DATE: February 4, 2013

In response to the request for 2013 budget reductions, the district court eliminated its financial services coordinator position. The elimination of the position resulted in a savings of \$64,325. The court anticipated saving \$25,000 in 2013 (over 2012 spending) by contracting court officer services with the Ingham County Sheriff Office in lieu of hiring a full-time court employee who retired in March of 2012.

The financial services coordinator position was responsible for overseeing the financial activity of the court. Currently, the court has two chief clerk positions that oversee the work being performed in the three divisions of the court: civil, criminal and traffic. One chief clerk is responsible for managing both the criminal division and the traffic division. The other chief clerk is responsible for managing the civil division and serves as the court's jury clerk. Both chief clerk positions provide administrative support to the court administrator. Prior to 2010, the court had three chief clerks; each clerk was responsible for one of the three court divisions.

Due to the nature of the jurisdiction of the district court, the court generates a considerable amount of financial activity. The elimination of the financial coordinator position did not eliminate the work being performed by the position. The work must be performed via redistribution. The Court and the County's Financial Services Department have formed a partnership to allow for the Financial Services Department to acquire some of the duties of the financial coordinator position.

The Court's Reorganization Plan calls for a reorganization of the chief clerk positions. One chief clerk position (renamed Administrative Services Coordinator) will be responsible for the monitoring the financial activity of the court in cooperation with the County's Financial Services Department. In addition, the position will be responsible for other administrative operations (e.g., systems management, facilities management, jury management, and providing administrative support to the court administrator). The other chief clerk position (renamed Court Services Supervisor) will be responsible for managing all three divisions of the court.

In addition, the court recorder/judicial secretary position will acquire additional responsibilities through the reorganization plan. The court proposes that the job title be changed from Court Recorder/Judicial Secretary to Judicial Coordinator in order to be consistent with the similar positions in the circuit court and to account for added responsibilities from the reorganization. Going from three chief clerks position in 2009 to one position in 2013, with the responsibility of managing three departments places too much work and responsibility on one person. The

reorganization plan provides some relief for the Court Services Supervisor position by requiring the Judicial Coordinator position to serve as a docket manager for their respective judge. The Judicial Coordinator position will be responsible for monitoring their judge’s docket/calendar, which includes overseeing all scheduling and providing direction to the clerks regarding the processing of specific cases.

FINANCIAL IMPACT

| <u>Position #</u> | <u>Current Job Title</u> | <u>Current Pay & BU</u> | | <u>New Job Title</u> | <u>New Pay & BU</u> | |
|-------------------|--------------------------|-----------------------------|---------|---------------------------|-------------------------|-----------|
| 137008 | Chief Dist Court Clerk | \$41,672 | UAW G-4 | Court Services Supervisor | \$47,676 | COURT 6-2 |
| 137007 | Chief Dist Court Clerk | \$43,549 | UAW G-5 | Administrative Srv Cord | \$46,096 | UAW H-5 |
| 137014 | Court Recorder/Sec | \$43,549 | UAW G-5 | Judicial Assistant DC | \$47,796 | MCF 6-4 |
| 137013 | Court Recorder/Sec | \$43,549 | UAW G-5 | Judicial Assistant DC | \$47,796 | MCF 6-4 |
| | TOTALS | \$172,319 | | | \$189,364 | |

It is estimated that 2013 General Fund wage and fringe costs from this re-organization will be approximately \$17,506.

The reorganization plan is supported by the County Controller’s office and the Human Resources Department. In addition, the court has discussed the reorganization plan with union/association affected by the plan.

The 55th District Court respectfully requests that the Ingham County Board of Commissioners pass a resolution in support of the court’s reorganization plan.

**INGHAM COUNTY
JOB DESCRIPTION**

ADMINISTRATIVE SERVICES COORDINATOR, DISTRICT COURT

General Summary: Under the supervision of the District Court Administrator, works cooperatively with the Financial Services Department to oversee and process the financial activity of the Court. Serves as the District Court information coordinator. Oversees the Court's record management system. Serves as Administrative Assistant to the Court Administrator

Essential Functions:

1. With the assistance of the Financial Services Staff, oversees the financial activity of the Court including transmittals, vouchers, accounts payable, cash reports, purchase orders and financial reports.
2. Reviews and codes expenses and monitors assigned budget balances. Compiles data and provides other support and assistance in preparation of the office's annual budget.
3. Oversees the Court's record management system. Troubleshoots problems and assures retention schedules are followed.
4. Serves as the District Court information systems coordinator. Assists the Court Administrator in identifying data needs and implementing automation.
5. Provides technology troubleshooting and training for employees. Serves as the data liaison for County departments and external organizations including the State Judicial Information Systems (JIS).
6. Assists in the maintenance of the Court's website. Adds, deletes and changes information as necessary. Assists in the maintenance of the Court's intranet to include information such as policy manuals, job descriptions, training manuals and other information pertinent to Court employee.
7. Provides clerical and secretarial support to the staff. Performs typing, proofreading and data entry for various departmental functions. Faxes & copies materials, processes outgoing mail, distributes incoming mail and performs other secretarial support. Uses various software programs to maintain documents, spreadsheets, brochures and other departmental documents.
8. Prepares departmental payroll. Verifies attendances and makes appropriate adjustments. Processes time cards. Maintains and updates payrolls records. Prepares payroll reports as needed.
9. Processes, monitors and tracks statistical information to meet departmental and governmental requirements. Helps prepare correspondence, documents and special projects. Researches, collects and compiles information for the State Court Administrative Office and other agencies.
10. Responsible for judicial assignment duties. Processes requests for judicial assignments and disqualification. Coordinates scheduling and makes travel arrangements for visiting judges.
11. May serve as a back-up Court Recorder.

Other Functions:

Performs other duties as assigned.

Must adhere to departmental standards in regard to HIPAA and other privacy issues.

During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of specialized training acquired through seminars, workshops or related activities which is cumulatively viewed as the equivalent to 12 credits of college level training. A preference is given for training in Business Administration, Public Administration or Judicial Studies.

Experience: A minimum of 5 years of experience in a Court or related setting.

Other Requirements: None

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Physical Requirements:

Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.

Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.

Ability to operate a PC/laptop and to enter & retrieve information from a computer.

Ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.

*December 2012
UAW H*

**INGHAM COUNTY
JOB DESCRIPTION**

COURT SERVICES SUPERVISOR, DISTRICT COURT

General Summary: Under the supervision of the Court Administrator, serves as a supervisor for the traffic, civil and criminal divisions of the District Court. Participates in the hiring, training and disciplining of staff. Responds to operational and procedural issues within the division. Ensures the proper documentation and processing of all cases within each division. Assists Court Clerks in the processing of cases and performs some of the more complex tasks. Performs the functions of a Court Clerk as needed.

Essential Functions:

1. Participates in employment interviews and candidate selection. Orients and trains staff. Oversees work assignments and schedules staff to meet workload. Reviews and evaluates staff performance and assists with conducting performance measures. Addresses performance issues and disciplines staff as directed.
2. Provides input on procedures to guide the processing of cases and serves as a resource for Court staff. Responsible for the development, preparation and implementation of procedures for each division. Designs and revises forms used by the Court. Maintains the Court's policy and procedure manuals.
3. Oversees the processing of cases within each division. Ensures that proper case documentation is prepared and maintained, cases are closed in an appropriate manner and that other cases processing is performed as required.
4. Responsible for monitoring and evaluating the case flow within each division. Addresses problems and performs some of the more complex and difficult functions of each division. Seeks ways to improve the flow of cases and distribution of information
5. Assists Court Clerks with case processing issues and advises on the appropriate course of action. Explains court policies and procedures to the parties and the public.
6. Prepares files for cases on appeal. Prepares list of documents and ensures completeness of file. Makes and distributes copies to parties and the Circuit Court.
7. Implements records retention schedule in assigned area. (Maintains files and deletes files to conform with department standards and state regulation.
8. Provides clerical and secretarial support to the staff. Performs typing, proofreading and data entry for various departmental functions. Faxes & copies materials, processes outgoing mail, distributes incoming mail and performs other secretarial support.
9. Performs some accounting tasks including processing payments, bank deposits and receipting money.
10. Assists the Court Administrator in planning and preparing the budget as it impacts each division. Assists with monitoring and creating financial, accounting and budget reports for their respective departments.

11. Assists with the collection and reporting of data to the State Court Administrator and other agencies. Helps with special projects as needed.
12. Manages the inventory of office supplies, furnishings and equipment. Serves as primary liaison for outside vendors regarding building, telephone and office equipment maintenance. Assists in the maintenance and troubleshooting of computers.
13. Performs functions described for a Deputy District Court Clerk as needed.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of 1 year of education or training from a college, technical or business school is required.

Experience: A minimum of 2 years of experience in a Court or related setting is required.

Other Requirements: None

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Physical Requirements:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.

**INGHAM COUNTY
JOB DESCRIPTION**

JUDICIAL ASSISTANT – DISTRICT COURT

General Summary: Under the supervision of a District Court Judge, serves as secretary, administrative aide, docket manager and official court recorder. Coordinates and manages the daily operations of a judicial office. Schedules matters to be heard by the Judge, and coordinates the schedule of proceedings with the Prosecuting Attorney, attorneys and other involved parties. Drafts, types and processes correspondence, judicial opinions and other documents. Monitors caseload and provides direction to clerical staff on case management issues. Utilizes and maintains electronic recording equipment to record and transcribe court proceedings.

Essential Functions:

1. Manages daily operations of the judicial office. Coordinates judicial schedules for appointments, meetings, seminars and court proceedings. Prioritizes judicial schedules with attorneys, parties and agencies to ensure attendance at hearings and meetings.
2. Provides high level administrative assistance to the Judge. Screens, prioritizes and addresses Court business. Composes and processes legal documents including opinions and administrative reports. Reviews and reports statistical information for quarterly reports submitted to the State Court Administrator's Office.
3. Facilitates public relations for the Court, including scheduling tours, explaining court operations and facilitating media request. Serves as liaison between the Judge and citizens, news media, public officials and federal, state and local governmental agencies.
4. Serves as the Jury Clerk in the courtroom. Draws juries for trial and keeps detailed jury records. Prepares and process jury forms, instructions and verdicts. Provides assistance and direction to jury members.
5. Serves as Courtroom Clerk. Enters court actions and generates commitments, orders, notices, and other documents necessary as a result of court action. Closes cases with entry of final dispositions, sends notification to State Police when applicable
6. Provides case management oversight by reviewing all documents and proposed orders for the Judge's review and signature. Ensures necessary court rules and provisions are contained therein and are in an acceptable form prior to submission to the Court.
7. Utilizes and maintains electronic recording equipment to record District Court proceedings. Ensures the accuracy of the spoken word, including legal, medical and technical terminology in order to provide an accurate verbatim transcript.
8. Marks and maintains a record of exhibits. Prepares a detailed log of court activity for permanent court records including names of party, nature proceedings and related information.
9. Prepares official verbatim transcripts. Proofreads transcripts, certifies copies and prepares billings as appropriate. Prepares appeal paperwork which includes typing and processing notice of filing of transcripts and affidavit of mailings.
10. Maintains files of transcripts, tapes and courtroom notes as required by court rules and as outlined in the state manual for court reporters and recorders.

11. Discusses with litigants representing themselves (pro per) court procedures (in person or by telephone), schedules hearings, refers pro per litigants to resource agencies

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of one year of course work in court administration, paralegal, legal secretarial or related topic from a college, technical or business school is required.

Experience: A minimum of three years of progressive responsible secretarial/administrative experience in a court, law office or related setting is required. Prefer some data base program experience. Must have knowledge of legal terminology and procedures.

Other Requirements: Must be certified as an Electronic Court Recorder by the Michigan Supreme Court within 18 months of employment.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Physical Requirements:

- Ability to access departmental files.
- Ability to enter and retrieve information from computer.
- Ability to operate electronic recording equipment, copy machine, fax machine and other office equipment.
- Ability to withstand prolonged periods of sitting in court monitoring and operating recording equipment and well transcribing.
- Ability to access the courtroom and court offices.
- Ability to lift and transport files and other materials weighing up to 20 pounds.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

- Works in office conditions in the courtroom.
- Regular contact with persons charged with and/or convicted of criminal offenses.
- Periodic exposure to persons with various communicable diseases.

Agenda Item 1

Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A RE-ORGANIZATION WITHIN THE 55TH DISTRICT COURT

WHEREAS, the Financial Coordinator position for the 55th District Court was eliminated in the 2013 budget due to budget constraints; and

WHEREAS, based on the current budget situation, duties of various positions were analyzed to determine how the duties could be realigned with existing staff; and

WHEREAS, some accounting duties will be absorbed through the Financial Services Department; and

WHEREAS, the two Judges Court Recorder/Secretaries are proposed to be moved into the Managerial/Confidential Plan as Judicial Assistants in order to make these positions consistent with other County Judges Judicial Assistant positions; and

WHEREAS, the Human Resources Department has reviewed these various positions, analyzed the duties, approved new job descriptions, and supports the 55th District Court's re-organization.

THEREFORE BE IT RESOLVED, that the following staffing changes shall take place within the 55th District Court effective the first full pay period after the passage of this resolution.

| Position # | Current Job Title | Current Pay & BU | | New Job Title | New Pay & BU | |
|-------------------|--------------------------|-----------------------------|----------|---------------------------|-------------------------|-----------|
| 137008 | Chief Dist Court Clerk | \$41,672 | UAW G-4 | Court Services Supervisor | \$47,676 | COURT 6-2 |
| 137007 | Chief Dist Court Clerk | \$43,549 | UAW G--5 | Administrative Srv Cord | \$46,096 | UAW H-5 |
| 137014 | Court Recorder/Sec | \$43,549 | UAW G-5 | Judicial Assistant DC | \$47,796 | MCF 6-4 |
| 137013 | Court Recorder/Sec | \$43,549 | UAW G-5 | Judicial Assistant DC | \$47,796 | MCF 6-4 |

BE IT FURTHER RESOLVED, that the estimated additional 2013 General Fund wage and fringe costs from this re-organization will be approximately \$17,506 to come from the 2013 County Contingency Fund.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 55th District Court 2013 Budget and Position Allocation List in accordance with this resolution.

Agenda Item 2

TO: Law and Courts Committee
FROM: Allan C. Spyke, Undersheriff
DATE: January 24, 2013
RE: Resolution for a rifle purchase program

This will allow deputies to utilize/own state of the art equipment similar to other local police agencies.

I have attached the resolution regarding our rifle purchase program. The deputies will purchase the rifles from the county over a two year period through payroll deduction. If a deputy were to leave employment prior to the two years they would be required to pay the balance owed to complete the purchase.

In essence this allows our deputies the ability to use state of the art equipment tailored to them, and place them closer to a level playing field with the criminal element they face on a daily basis. Rifles and equipment will be from a list selected by the Ingham County Sheriff's Office which will include state of the art scoped and laser sighting systems. It will enhance deputy safety and morale.

Examples of other agencies include; City of East Lansing, Meridian Township, Eaton County Sheriff's Office, Macomb County Sheriff's Office, Warren Police Department, Hazel Park Police Department, Ferndale Police Department, and Southfield Police Department. The city of Mason and Gratiot County are in the process of implementation.

This rifle purchase program has been reviewed and approved by County Corporate Counsel, David G. Stoker.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING INGHAM COUNTY DEPUTIES TO ENTER INTO A RIFLE PURCHASE PROGRAM WITH THE INGHAM COUNTY SHERIFF'S OFFICE

WHEREAS, Ingham County deputies are required to utilize a rifle while in the course of their duties while employed by the Ingham County Sheriff's Office; and

WHEREAS, Ingham County Sheriff's Office does not have the financial means to provide each deputy with the industry's current standard of rifles and equipment; and

WHEREAS, by initiating this program, the Sheriff's Office will lower county liability by allowing deputies to have the most current, up to date rifle technology and systems; and

WHEREAS, this program is structured similar to the East Lansing Police Department, Meridian Township Police Department, Eaton County Sheriff's Office, Warren City Police Department, Montcalm County Sheriff's Office, and Southfield Police Department, Officer/Deputy rifle or firearm purchase program; and

WHEREAS, this program will allow Ingham County deputies to enter an agreement to purchase individual rifles for their ownership, but use said rifles to maintain service to Ingham County while upholding the safety of the County citizens; and

WHEREAS, the Ingham County Sheriff's Office rifle purchase program would run for a two year period of time from receipt of the rifles and accessories estimated to be July 2013 through June 2015, totaling 81 rifles and rifle accessories purchased at a rate of no more than \$2,469.00 per rifle, for a total cost of up to \$200,000.00; and

WHEREAS, each individual MCOLES licensed or firearms instructor deputy who wishes to purchase a rifle, make payments via payroll deductions equal to the cost of the said purchased rifle over a two year period (52 paychecks).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff's Office to purchase rifles for each MCOLES licensed or firearms instructor deputy through the rifle purchase program and provide Ingham County deputies with up to date equipment, as well as maintaining the highest standards of policing for County residents.

BE IT FURTHER RESOLVED, that this program will be funded with cash from the employee benefit fund to be reimbursed by employees

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller to make the necessary budget adjustments in the Ingham County Sheriff's Office 2013 budget.

BE IT FURTHER RESOLVED, that the Sheriff's Office is authorized to establish an agreement with the unions representing employees that will participate in the program to clarify the voluntary nature of the program and potential forfeiture of funds if not paid in full or if an employee does not remain employed for the full two year period.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners, the County Clerk, and the Sheriff are authorized to sign any necessary contract documents consistent with this Resolution and approved as to form by the County Attorney.

MEMORANDUM

TO: Law & Courts, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: February 8, 2013

SUBJECT: **RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH WIDE OPEN WEST (WOW) MID-MICHIGAN CABLE TO INSTALL NEW CABLES AND AMPLIFIERS THROUGHOUT THE SHERIFF'S OFFICE AND JAIL**

The resolution before you authorizes awarding a contract to WOW Mid-Michigan Cable to provide and install new cables and amplifiers throughout the Sherriff's Office and Jail.

On April 23, 2013 WOW will be changing over to digital service and these changes need to be in place before that date otherwise the entire facility will be left without TV services.

WOW Cable is the current sole source cable provider who can provide the cables and amplifiers for this transition, for a total cost of \$20,518.12.

Funding for the project is available within the Jail Commissary account number 595-30110-931000.

I recommend approval of this resolution.

Introduced by Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH
WIDE OPEN WEST (WOW) MID-MICHIGAN CABLE TO INSTALL NEW
CABLES AND AMPLIFIERS THROUGHOUT THE SHERIFF'S OFFICE AND JAIL**

WHEREAS, WOW is changing over to digital services on April 23, 2013 and these changes need to be in place before that date otherwise the Sheriff's Office and Jail will be without TV services throughout the facility; and

WHEREAS, WOW is the current sole source cable provider who can provide the cables and amplifiers for the transition; and

WHEREAS, all locations within the Sheriff's Office and Jail will be updated to WOW specifications including all posts, chapel, squad room, office, medical, training, gym, Chief, Chief Deputy, Detective Bureau, Sheriff's Offices, main admin., Major and Law Enforcement Squad, training center and Emergency Operation Center; and

WHEREAS, the funds for this project are available within the Jail Commissary account number 595-30110-931000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with Wide Open West Mid-Michigan Cable, 2512 Lansing Road, Charlotte, MI 48813 for the installation of new cables and amplifiers throughout the Sheriff's Office and Jail, for a total cost of \$20,518.12.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and the County Clerk to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.

| October 1, 2006 - December 31, 2006 | April 1, 2012 - June 30, 2012 | July 1, 2012 - September 30, 2012 | October 1, 2012 - December 31, 2012 |
|---|---|---|---|
| INTAKE DIVISION | INTAKE DIVISION | INTAKE DIVISION | INTAKE DIVISION |
| PETITIONS RECEIVED DURING THIS PERIOD: 357 | PETITIONS RECEIVED DURING THIS PERIOD: 286 | PETITIONS RECEIVED DURING THIS PERIOD: 302 | PETITIONS RECEIVED DURING THIS PERIOD: 265 |
| 12.1 INFORMAL DELINQUENCY 12.1 FORMAL DELINQUENCY 12.1 NEGLIGET 12.1 Authorized 12.1 Not Authorized / Transferred | 12.1 INFORMAL DELINQUENCY 12.1 FORMAL DELINQUENCY 12.1 NEGLIGET 12.1 Authorized 12.1 Not Authorized / Transferred | 12.1 INFORMAL DELINQUENCY 12.1 FORMAL DELINQUENCY 12.1 NEGLIGET 12.1 Authorized 12.1 Not Authorized / Transferred | 12.1 INFORMAL DELINQUENCY 12.1 FORMAL DELINQUENCY 12.1 NEGLIGET 12.1 Authorized 12.1 Not Authorized / Transferred |
| PETITIONS DISPOSED DURING THIS PERIOD: 239 | PETITIONS DISPOSED DURING THIS PERIOD: 239 | PETITIONS DISPOSED DURING THIS PERIOD: 207 | PETITIONS DISPOSED DURING THIS PERIOD: 375 |
| 1.1 INFORMAL 1.1 Consent Calendar 1.1 Inactive 1.1 Transferred 1.1 Overhead 1.1 Dismissed 1.1 Total | 1.1 INFORMAL 1.1 Consent Calendar 1.1 Inactive 1.1 Transferred 1.1 Overhead 1.1 Dismissed 1.1 Total | 1.1 INFORMAL 1.1 Consent Calendar 1.1 Inactive 1.1 Transferred 1.1 Overhead 1.1 Dismissed 1.1 Total | 1.1 INFORMAL 1.1 Consent Calendar 1.1 Inactive 1.1 Transferred 1.1 Overhead 1.1 Dismissed 1.1 Total |
| 2.1 FORMAL 2.1 Letters of Apology 2.1 MSJ Adjudication Project 2.1 Restitution 2.1 School Progress 2.1 Substance Abuse 2.1 Other 2.1 Transferred 2.1 Total | 2.1 FORMAL 2.1 Letters of Apology 2.1 MSJ Adjudication Project 2.1 Restitution 2.1 School Progress 2.1 Substance Abuse 2.1 Other 2.1 Transferred 2.1 Total | 2.1 FORMAL 2.1 Letters of Apology 2.1 MSJ Adjudication Project 2.1 Restitution 2.1 School Progress 2.1 Substance Abuse 2.1 Other 2.1 Transferred 2.1 Total | 2.1 FORMAL 2.1 Letters of Apology 2.1 MSJ Adjudication Project 2.1 Restitution 2.1 School Progress 2.1 Substance Abuse 2.1 Other 2.1 Transferred 2.1 Total |
| 3.1 NEGLIGET 3.1 Community Service 3.1 Counseling / Anger Management 3.1 Other 3.1 Total | 3.1 NEGLIGET 3.1 Community Service 3.1 Counseling / Anger Management 3.1 Other 3.1 Total | 3.1 NEGLIGET 3.1 Community Service 3.1 Counseling / Anger Management 3.1 Other 3.1 Total | 3.1 NEGLIGET 3.1 Community Service 3.1 Counseling / Anger Management 3.1 Other 3.1 Total |
| PROGRAM ACTIVITY DURING THIS PERIOD: 194 | PROGRAM ACTIVITY DURING THIS PERIOD: 175 | PROGRAM ACTIVITY DURING THIS PERIOD: 170 | PROGRAM ACTIVITY DURING THIS PERIOD: 198 |
| 1. PROGRAMS (REMOVE STATS) 1.1 Intensive Neglect Services 1.2 Emergency Removal 1.3 Remain Active 1.4 Successful Dismissal 1.5 Other 1.6 Total | 1. PROGRAMS 1.1 Intensive Neglect Services 1.2 Emergency Removal 1.3 Remain Active 1.4 Successful Dismissal 1.5 Other 1.6 Total | 1. PROGRAMS 1.1 Intensive Neglect Services 1.2 Emergency Removal 1.3 Remain Active 1.4 Successful Dismissal 1.5 Other 1.6 Total | 1. PROGRAMS 1.1 Intensive Neglect Services 1.2 Emergency Removal 1.3 Remain Active 1.4 Successful Dismissal 1.5 Other 1.6 Total |
| 2. FAMILY SUPPORT SERVICES 2.1 Remain Active 2.2 Successful Dismissal 2.3 Other 2.4 Total | 2. FAMILY SUPPORT SERVICES 2.1 Remain Active 2.2 Successful Dismissal 2.3 Other 2.4 Total | 2. FAMILY SUPPORT SERVICES 2.1 Remain Active 2.2 Successful Dismissal 2.3 Other 2.4 Total | 2. FAMILY SUPPORT SERVICES 2.1 Remain Active 2.2 Successful Dismissal 2.3 Other 2.4 Total |
| DEMOGRAPHICS A. Gender B. Race C. Age | DEMOGRAPHICS A. Gender B. Race C. Age | DEMOGRAPHICS A. Gender B. Race C. Age | DEMOGRAPHICS A. Gender B. Race C. Age |
| 3. PROGRAMS (ADULT STATS INCLUDES DHS CASES) 3.1 Drug Court Services 3.2 Remain Active 3.3 Successful Dismissal 3.4 Unsuccessful Termination 3.5 Other 3.6 Total | 3. PROGRAMS (ADULT STATS INCLUDES DHS CASES) 3.1 Drug Court Services 3.2 Remain Active 3.3 Successful Dismissal 3.4 Unsuccessful Termination 3.5 Other 3.6 Total | 3. PROGRAMS (ADULT STATS INCLUDES DHS CASES) 3.1 Drug Court Services 3.2 Remain Active 3.3 Successful Dismissal 3.4 Unsuccessful Termination 3.5 Other 3.6 Total | 3. PROGRAMS (ADULT STATS INCLUDES DHS CASES) 3.1 Drug Court Services 3.2 Remain Active 3.3 Successful Dismissal 3.4 Unsuccessful Termination 3.5 Other 3.6 Total |
| DELINQUENCY DIVISION | DELINQUENCY DIVISION | DELINQUENCY DIVISION | DELINQUENCY DIVISION |
| PROGRAM ACTIVITY DURING THIS PERIOD | PROGRAM ACTIVITY DURING THIS PERIOD | PROGRAM ACTIVITY DURING THIS PERIOD | PROGRAM ACTIVITY DURING THIS PERIOD |
| 1. COURT ORDERED PROGRAMS 1.1 In-State 1.2 Out-of-State 1.3 Total | 1. COURT ORDERED PROGRAMS 1.1 In-State 1.2 Out-of-State 1.3 Total | 1. COURT ORDERED PROGRAMS 1.1 In-State 1.2 Out-of-State 1.3 Total | 1. COURT ORDERED PROGRAMS 1.1 In-State 1.2 Out-of-State 1.3 Total |
| 2. RESIDENTIAL PLACEMENT 2.1 Abuse 2.2 Child Welfare 2.3 Family Support 2.4 Intensive Probation Services 2.5 Juvenile Detention 2.6 Residential Treatment 2.7 Total | 2. RESIDENTIAL PLACEMENT 2.1 Abuse 2.2 Child Welfare 2.3 Family Support 2.4 Intensive Probation Services 2.5 Juvenile Detention 2.6 Residential Treatment 2.7 Total | 2. RESIDENTIAL PLACEMENT 2.1 Abuse 2.2 Child Welfare 2.3 Family Support 2.4 Intensive Probation Services 2.5 Juvenile Detention 2.6 Residential Treatment 2.7 Total | 2. RESIDENTIAL PLACEMENT 2.1 Abuse 2.2 Child Welfare 2.3 Family Support 2.4 Intensive Probation Services 2.5 Juvenile Detention 2.6 Residential Treatment 2.7 Total |
| DEMOGRAPHICS A. Gender B. Race C. Age | DEMOGRAPHICS A. Gender B. Race C. Age | DEMOGRAPHICS A. Gender B. Race C. Age | DEMOGRAPHICS A. Gender B. Race C. Age |
| LANING ZIP CODES (Residency of Youth Served) | LANING ZIP CODES (Residency of Youth Served) | LANING ZIP CODES (Residency of Youth Served) | LANING ZIP CODES (Residency of Youth Served) |
| LANING 1. 48906 - North 2. 48901 - Central to Eastside 3. 48911 - South 4. 48912 - Central 5. 48915 - Central 6. 48917 - West 7. 48933 - Central | LANING 1. 48906 - North 2. 48901 - Central to Eastside 3. 48911 - South 4. 48912 - Central 5. 48915 - Central 6. 48917 - West 7. 48933 - Central | LANING 1. 48906 - North 2. 48901 - Central to Eastside 3. 48911 - South 4. 48912 - Central 5. 48915 - Central 6. 48917 - West 7. 48933 - Central | LANING 1. 48906 - North 2. 48901 - Central to Eastside 3. 48911 - South 4. 48912 - Central 5. 48915 - Central 6. 48917 - West 7. 48933 - Central |
| INGHAM COUNTY YOUTH CENTER | INGHAM COUNTY YOUTH CENTER | INGHAM COUNTY YOUTH CENTER | INGHAM COUNTY YOUTH CENTER |
| 1. ADMISSIONS Total: 184 | 1. ADMISSIONS Total: 150 | 1. ADMISSIONS Total: 148 | 1. ADMISSIONS Total: 144 |
| 2. RELEASES Total: 162 | 2. RELEASES Total: 127 | 2. RELEASES Total: 125 | 2. RELEASES Total: 120 |
| OTHER DETENTION | OTHER DETENTION | OTHER DETENTION | OTHER DETENTION |
| PROGRAM ACTIVITY DURING THIS PERIOD: 0 | PROGRAM ACTIVITY DURING THIS PERIOD: 0 | PROGRAM ACTIVITY DURING THIS PERIOD: 4 | PROGRAM ACTIVITY DURING THIS PERIOD: 25 |
| DEMOGRAPHICS A. Gender B. Race C. Age | DEMOGRAPHICS A. Gender B. Race C. Age | DEMOGRAPHICS A. Gender B. Race C. Age | DEMOGRAPHICS A. Gender B. Race C. Age |
| ACT 150 / 220 | ACT 150 / 220 | ACT 150 / 220 | ACT 150 / 220 |
| PROGRAM ACTIVITY DURING THIS PERIOD: 91 | PROGRAM ACTIVITY DURING THIS PERIOD: 87 | PROGRAM ACTIVITY DURING THIS PERIOD: 87 | PROGRAM ACTIVITY DURING THIS PERIOD: 88 |
| 1. ACT 150 4 | 1. ACT 150 4 | 1. ACT 150 4 | 1. ACT 150 4 |
| 2. DHS ACT 220 87 | 2. DHS ACT 220 83 | 2. DHS ACT 220 83 | 2. DHS ACT 220 84 |
| DEMOGRAPHICS A. Gender B. Race C. Age | DEMOGRAPHICS A. Gender B. Race C. Age | DEMOGRAPHICS A. Gender B. Race C. Age | DEMOGRAPHICS A. Gender B. Race C. Age |
| INGHAM COUNTY FAMILY CENTER | INGHAM COUNTY FAMILY CENTER | INGHAM COUNTY FAMILY CENTER | INGHAM COUNTY FAMILY CENTER |
| PROGRAM ACTIVITY DURING THIS PERIOD: 137 | PROGRAM ACTIVITY DURING THIS PERIOD: 147 | PROGRAM ACTIVITY DURING THIS PERIOD: 147 | PROGRAM ACTIVITY DURING THIS PERIOD: 125 |
| DEMOGRAPHICS A. Gender B. Race C. Age D. Grade | DEMOGRAPHICS A. Gender B. Race C. Age D. Grade | DEMOGRAPHICS A. Gender B. Race C. Age D. Grade | DEMOGRAPHICS A. Gender B. Race C. Age D. Grade |



INGHAM COUNTY 9-1-1 CENTRAL DISPATCH

710 East Jolly Rd. Lansing, MI 48910

Lance A. Langdon, Director 517-244-8100 - Bruce Gaukel, Deputy Director 517-244-8099

February 14, 2013

9-1-1 Report to Law and Courts Committee
Ingham County Board of Commissioners

Ladies and Gentlemen,

I do have a few items that I can bring to your attention since your last meeting.

- ☎ February 8, I did announce the promotion of Melissa Harris from Emergency Telecommunicators to Dispatch Supervisor. Melissa came to us from the Lansing 9-1-1 Center where she started in January of 2008.
- ☎ Background investigations have been worked on and we have had at the time of this report one wash out, another took another position and is no longer interested. I have one so far ready for a job offer and hope to update you further.
- ☎ We received a call from East Lansing Fire noting the good job staff did with a large apartment fire last week.
- ☎ With an update on our phones we have had a little bit of echo and volume issues, AWT was contacted and was in for several hours working on adjusting the settings in the system that were changed by the update.
- ☎ Negotiations sessions with the FOP Dispatchers union are set for the 11th and 14th.
- ☎ I did discuss at the last meeting a bit about Wireless training funds. I am happy to report that Deputy Director Gaukel worked with the City of Lansing Finance Department to resolve the fund balances for our training funds. As the result of this we will be receiving a check in the amount of \$69,960.00 from the City which transfers the remaining training funds from 2011 and 2012 to the County.

Lance A. Langdon, Director
Ingham County 9-1-1 Central Dispatch Center