

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, JANUARY 10, 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 November 29, 2012 [Law Enforcement](#) and [Judiciary](#) Committees Minutes

Additions to the Agenda

Limited Public Comment

1. Animal Control
 - a. Update on the Animal Control Outreach Center (*No Materials*)
 - b. Resolution to Extend [Whiskers Wednesdays](#) Permanently
2. Sheriff's Office
 - a. Resolution to Accept the 2013 [Emergency Vehicle](#) Operations Grant
 - b. Ingham County Office of Homeland Security & Emergency Management - Resolution to Enter into a Contract with the City of Lansing and to Accept the FY2011 [Homeland Security](#) Grant Program Funds
3. Circuit Court
 - a. Resolution to Accept the FY2013 [Swift and Sure Sanctions Probation Program](#) (SSSPP) Grant Funds and to Create Special Part-Time Positions of a SSSPP Coordinator and SSSPP Assistant Prosecuting Attorney
 - b. Friend of the Court - Resolution to Authorize a [Re-Organization](#) in Friend of the Court
4. Controller's Office - 911 Director – Update on the Ingham County [911 Center](#)
5. Board Referral - Letter from the State of Michigan Department of Human Services Regarding the 2012-2013 Annual Plan and Budget for [Child Care Fund](#) Expenditures

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 ENFORCEMENT COMMITTEE
November 29, 2012
Minutes

Members Present: Penelope Tsernoglou, Debbie De Leon, Victor Celentino, Carol Koenig, Randy Schafer, and Vince Dragonetti

Members Absent: None.

Others Present: Board Chairperson Copedge, John Neilsen, Lance Langdon, and others.

The meeting was called to order by Chairperson Tsernoglou at 6:00 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the November 15, 2012 Minutes

The November 15, 2012 Minutes were approved as submitted.

Additions to the Agenda

- 2c. Late - Resolution Authorizing a Notice of Intent for the Ingham County 911 Central Dispatch Center to Serve as Primary Public Safety Answering Point (PSAP) Within the Areas in the Clinton County 911 Service District Covered by Act 425 Agreements by Local Units of Government.
4. Late - Resolution to Accept the 2012 Risk Avoidance Grant (RAP) from the Michigan Municipal Risk Management Authority (MMRMA)
5. Late – Statement by Comm. Schafer

(Comm. Koenig arrived at 6:01 pm)

Limited Public Comment

None

1. Controller's Office - Resolution Approving Various Contracts for the 2013 Budget Year

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2013 BUDGET YEAR.

Mr. Neilsen stated that these contracts have been reviewed using the criteria set by the Board of Commissioners and are not above a 1% increase. Comm. De Leon asked if the grants are secured or anticipated. Mr. Neilsen explained that many of the grants are annual renewals therefore these numbers are firm. Comm. De Leon asked if the domestic violence grant is included. Mr. Neilsen answered yes. Comm. De Leon requested more information on the forfeiture funds. Mr. Neilsen will provide Comm. De Leon with the data regarding the forfeiture funds.

MOTION CARRIED UNANIMOUSLY.

2. 911 Center – Lance Langdon
 - a. Resolution to Establish Special Part Time 911 Central Dispatch Center Background Investigators Positions

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE RESOLUTION TO ESTABLISH SPECIAL PART TIME 911 CENTRAL DISPATCH CENTER BACKGROUND INVESTIGATORS POSITIONS.

Mr. Neilsen summarized the challenges and time involved with background investigations. He noted the investigation process has begun on twenty applicants and there are about twelve vacancies. He stated it is his hope that all applicants pass the background investigation and the vacant positions can be filled.

Comm. Dragonetti questioned the number of hours and cost per investigation. Comm. Koenig asked for examples of unusual reasons an applicant would not pass the background investigation. Mr. Langdon overviewed the investigation process, sensitive information, and provided examples of why an applicant may not pass the background investigation. Comm. Dragonetti asked if many new employees resign after six months or so. Mr. Langdon estimated a fifty to sixty percent drop-out rate. Chairperson Tsernoglou asked if there were questions on the application that facilitate the background investigation. Mr. Langdon explained the Ingham County 911 Central Dispatch Center employment application.

Mr. Langdon informed the Committee that East Lansing Police Chief Liebler has offered her staff to assist with the background investigations. Comm. Koenig asked if other departments would be interested. Mr. Langdon explained he sent out an email to the Police Departments thanking Chief Liebler; however there was not response from those departments. Comm. Koenig asked that Mr. Langdon thank Chief Liebler for having her staff assist with the background investigations. Mr. Neilsen stated that he thanked Chief Liebler at the 911 Advisory Board Meeting and paused to see if there was any interest from other Police Chiefs and there was not.

Comm. De Leon pointed out that funds are to come from within the budget under salary attrition. She questioned the balance because of so much overtime. Mr. Neilsen explained there is a balance in 2012 and it will depend in 2013 because there are many vacancies, nonetheless, there is overtime included in the budget. He stated he does not have the exact amount; however, the Controller's Office is confident that the background investigations can be done out of the current budget and if not they will come back to the Committee. He stated that once the contracts are settled the Controller's Office will need to adjust the Budget and they will revisit these costs. The Committee discussed the cost of background investigations.

Comm. Koenig asked if consideration has been given to hiring independent contractors. Mr. Neilsen answered yes stating that was more expensive. Chairperson Tsernoglou questioned the length of time it takes to process the background investigations. Mr. Langdon explained it is the shortage of manpower and leg work; however, the part-time employees will elevate the lag time. Comm. Celentino expressed his concern that there is a great deal of overtime because positions are not being filled. He asked if filling these positions will make the investigations go faster in order to fill the 911 Center Dispatcher positions. Mr. Langdon stated it will speed up the process.

MOTION CARRIED UNANIMOUSLY.

- c. Resolution Authorizing a Notice of Intent for the Ingham County 911 Central Dispatch Center to Serve as Primary Public Safety Answering Point (PSAP) Within the Areas in the Clinton County 911 Service District Covered by Act 425 Agreements by Local Units of Government.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. DRAGONETTI, TO APPROVE THE RESOLUTION AUTHORIZING A NOTICE OF INTENT FOR THE INGHAM COUNTY 911 CENTRAL DISPATCH CENTER TO SERVE AS PRIMARY PUBLIC SAFETY ANSWERING POINT (PSAP) WITHIN THE AREAS IN THE CLINTON COUNTY 911 SERVICE DISTRICT COVERED BY ACT 425 AGREEMENTS BY LOCAL UNITS OF GOVERNMENT.

Mr. Neilsen pointed out the memo may look familiar because a similar resolution was passed in October. He reminded the Committee that in October maps were included. Mr. Neilsen explained that the Clinton County Board of Commissions adopted an amended plan and as a result it has to go through the County's process again. He informed the Committee that there have been discussions between the Clinton and Ingham County attorneys.

Comm. Celentino shared a discussion held at the November 19, 2012 Capital Region Airport Authority meeting. The Committee overviewed the 425 agreements, emergency response and the Capital Region Airport Authority's concerns. The Committee asked that Mr. Neilsen contact the Executive or Deputy Director of the Capital Region Airport Authority to address their concerns.

MOTION CARRIED UNANIMOUSLY.

4. Resolution to Accept the 2012 Risk Avoidance Grant (RAP) from the Michigan Municipal Risk Management Authority (MMRMA)

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION TO ACCEPT THE 2012 RISK AVOIDANCE GRANT (RAP) FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY (MMRMA).

MOTION CARRIED UNANIMOUSLY.

2. 911 Center – Lance Langdon
 - b. Report on Ingham County 911 Central Dispatch Operations (No Materials)

Mr. Langdon provided a handout: "Report to the Ingham County Board of Commissioners, Law Enforcement Committee, Ingham County 911 Central Dispatch Center – Update (November 28, 2012).

Mr. Langdon informed the Committee the Advisory Board met on the 15th for the first time and all the members were represented, in addition to, Mr. Krug, FOP Director, the 911 FOP Division President and a news crew from TV 6. He stated discussions included the 911 Center policy and procedures on media relations, complaint procedures and the Freedom of Information Act. Mr. Langdon informed the Committee that the Advisory Board meetings will be held the 3rd Thursday of each month.

(Comm. Celentino left at 6:33 pm)

Mr. Neilsen stated that many of the complaints are questions on why things are done a certain way and noting there will always be complaints. Mr. Langdon concurred adding that there were complaints at the other centers before the merge. Comm. De Leon questioned if protocols should be redefined. Comm. Dragonetti questioned if there is common communication. Mr. Langdon stated there needs to be more dialog then described general problems, complaints, resolutions and training. The Committee discussed cell phones versus landlines, listening to tapes, and common communication. Mr. Neilsen noted that communication can vary based on population for example a city versus a rural location.

Mr. Langdon highlighted Item #4 in the handout. He stated they are making progress with the application process and expects to make an offer to a 911 applicant and administrative assistant in the next week or so. He described the complaint logs made available by the unions at each work station and how employees' concerns are being addressed. He explained there were concerns that the supervisors were taking the logs; however, it is necessary for the supervisors to collect the logs in order to review and resolve the complaints. Mr. Langdon expressed his concern that employee's use the complaint logs not as an outburst but make use of it judiciously in order to improve the 911 Center's efficiencies. Comm. De Leon expressed her concern that employees may not have understood the information was being used and appreciates the documentation. Mr. Langdon agreed documentation is helpful.

Comm. Koenig referenced the November 17, 2012 minutes where a lock box was suggested. Mr. Neilsen clarified that there is a mail slot for employees and not just "slip a paper under the door" as characterized at that meeting. He also noted that employees should always feel free to email or speak directly to a supervisor about their concerns. Comm. Koenig asked if the bottom line is that the issues are being addressed. Mr. Langdon answered, yes, noting dispatchers are not shy. Comm. Koenig asked about the levels of training. Mr. Langdon overviewed the four levels. Comm. Koenig asked if it is efficient to immediately cross train new employees given the current shortage. Mr. Langdon provided reasons for immediate cross training. He stated the current employees are crossed trained with the exception of maybe one or two.

Mr. Langdon informed the Committee that many employees volunteer for overtime and are seldom forced to work overtime. He reviewed the seniority and rotation of overtime. Mr. Neilsen pointed out the last two lines on the first page of the handout addressing holidays and time off. Comm. Koenig questioned Mr. Krug's concern that individuals cannot take time off. Mr. Langdon noted they cannot take extra time off. Comm. De Leon questioned if employees can take time off regardless of the need for overtime. Mr. Neilsen stated that employees are not denied time off. Mr. Langdon described the schedule. Board Chairperson Copedge asked what is being done to relieve stress. Mr. Langdon stated the County can refer employees to CARES Angel House or something similar.

3. Board Referral - Letter from Clinton County Board of Commissioners Regarding the 911 Plan Amendment

The Board Referral was received and placed on file.

5. Comm. Schafer Statement

Comm. Schafer suggested a resolution honoring Robert Ott because he was named as Manager of the Year, Emergency Operations.

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. KOENIG, TO APPROVE CREATING A RESOLUTION IN HONOR OF ROBERT OTT.

Comm. Schafer will provide the language.

MOTION CARRIED UNANIMOUSLY.

Announcements

Comm. Schafer complimented Chairperson Tsernoglou for a job well done this year. He also thanked Ms. Buckmaster for a job well done. Board Chairperson Copedge and the Committee echoed Comm. Schafer

Board Chairperson Copedge encouraged the Commissioners to stop into the Ingham County 911 Central Dispatch Center.

Public Comment

None.

The meeting adjourned at approximately 7:05 p.m.

Respectfully submitted,

Julie Buckmaster

JUDICIARY COMMITTEE
November 29, 2012
Minutes

Members Present: Carol Koenig, Rebecca Bahar-Cook, Dianne Holman, Penelope Tsernoglou, Randy Schafer, Vince Dragonetti

Members Absent: None

Others Present: Board Chairperson Copedge, John Neilsen, Thomas Boyd and others.

The meeting was called to order by Chairperson Koenig at 7:06 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the November 15, 2012 Minutes

The November 15, 2012 Minutes were approved as submitted.

Additions to the Agenda

None.

Limited Public Comment

Judge Boyd informed the Committee that as the result of budget cuts to the Court reorganization discussions have begun. He stated the details should be available before long and he will update the Committee as soon as possible. He thanked Mr. Neilsen, Ms. Lannoye, Mr. Parsons, Ms. Rutkowski, Ms. Morton and Mr. Gray for their assistance with the process.

1. 55th District Court - Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court's State Court Administrative Office - Michigan Drug Court Grant Program (SCAO-MDCGP)

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. DRAGONETTI, TO APPROVE THE RESOLUTION AUTHORIZING THE INGHAM COUNTY 55TH DISTRICT COURT TO ACCEPT A GRANT AWARD FROM THE MICHIGAN SUPREME COURT'S STATE COURT ADMINISTRATIVE OFFICE - MICHIGAN DRUG COURT GRANT PROGRAM (SCAO-MDCGP).

Judge Boyd was pleased to announce the grant was higher than originally budgeted. He then informed the Committee that today statistical data was published comparing various Sobriety Courts in terms of the recidivism rate. He noted that Ingham County's numbers are excellent and compares very favorably. Judge Boyd overviewed the Sobriety Court Foundation, layoffs and the expense of Sobriety Court. Comm. Bahar-Cook noted the Sobriety Court Foundation accepts contributions.

MOTION CARRIED UNANIMOUSLY.

2. Controller's Office - Resolution Approving Various Contracts for the 2013 Budget Year

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. DRAGONETTI, TO APPROVE THE RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2013 BUDGET YEAR.

Mr. Neilsen explained this is an annual resolution and these contracts have been reviewed using the criteria set by the Board of Commissioners. He noted that the contracts are both revenue and expense. He pointed out the 1% provision explaining that if a contract was more than the 1% it is excluded and will need to be adopted independently next year.

MOTION CARRIED UNANIMOUSLY.

Announcements

Comm. Schafer complimented Chairperson Koenig for a job well done this year. He also thanked Ms. Buckmaster for a job well done. Board Chairperson Copedge and Committee echoed Comm. Schafer

Public Comment

None.

The meeting adjourned at approximately 7:17 p.m.

Respectfully submitted,

Julie Buckmaster

JANUARY 10, 2012 LAW & COURTS COMMITTEE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions:

1. Animal Control

b. *Resolution to Extend Whiskers Wednesdays Permanently*

This resolution authorizes a making Whiskers Wednesdays a normal fee at the Animal Control Department effective Feb 6th, 2013, whereby the County adoption fees will be half price for dogs and cats are free on all Wednesdays. The Ingham County Board of Commissioners authorized a Pilot Project, Whiskers Wednesdays from June 1, 2012 through September 30, 2012 during the 2013 fee setting process. During this Pilot Project the County adoption fees were half price for dogs and cats were free on all Wednesdays during this Pilot Program period.

At the conclusion of this Pilot Project the Director is recommending you extend this as part of the normal fee process through the rest of 2013. . Because fees are reviewed annually around May for the next year, it could be reviewed as necessary annually. (See attached memo for details.)

2. Sheriff's Office

a. *Resolution to Accept the 2013 Emergency Vehicle Operations Grant*

This resolution authorizes the acceptance of the 2013 Emergency Vehicle Operations Grant from the Michigan Commission on Law Enforcement Standards in the amount of \$52,713.97, with a in kind match of \$17,571.32 for a total budget of \$70,285.29 for the time period of January 1, 2013 through December 31, 2013. This is a regular training grant designed to improve officer's emergency driving skills and reduce risk exposure to the County. (See attached memo for details.)

b. *Ingham County Office of Homeland Security & Emergency Management - Resolution to Enter into a Contract with the City of Lansing and to Accept the FY2011 Homeland Security Grant Program Funds*

This resolution authorizes entering into a contract with the City of Lansing, to be the fiduciary agent for the FY2011 Department of Homeland Security, Homeland Security Grant Program, and the acceptance of grant funds, pending State approval, for the following Ingham County grant funded projects to be expended by April 30, 2014.

The total amount of grant funds available to Ingham County agencies is \$74,231.30 from the State Homeland Security Program (SHSP) and \$38,240.37 from the Law Enforcement Terrorism Prevention Program (LETPP) for a total of \$112,471.67.

This Resolution authorizes two projects at this time, MSU Active Shooter Exercise, \$10,000.00 Rural Alert & Warning sirens, \$64,231.30. (See attached memo for details.)

3. Circuit Court

- a. *Resolution to Accept the FY 2013 Swift and Sure Sanctions Probation Program (SSSPP) Grant Funds and to Create Special Part-Time Positions of a SSSPP Coordinator and SSSPP Assistant Prosecuting Attorney*

This resolution authorizes accepting the \$206,531 State Court Administrative Office (SCAO) grant to implement a Swift and Sure Sanctions Probation Program (SSSPP). The SSSPP grant is for the time period of January 1, 2013 through September 30, 2013. There is no monetary match required. The SSSPP is an intensive supervision probation program that focuses on high-risk felony probationers with a demonstrated history of probation failures due to behavioral noncompliance or three or more probation violations. The primary goal is to increase compliance with probation terms by imposing certain, swift, and consistent sanctions for probation violations which is consistent with the County's long term objective of providing appropriate sanctions for adult offenders.

The grant also authorizes the creation of two grant-funded special part-time positions including a SSSPP Coordinator at Circuit Court and a SSSPP Assistant Prosecuting Attorney. (See attached memo for details.)

- b. *Friend of the Court - Resolution to Authorize a Re-Organization in the Friend of the Court*

This resolution authorizes a reorganization at the Friend of the Court whereby two vacant positions would be eliminated and replaced by two new positions that would better suit the Courts business needs. One vacant supervisory position (ICEA Court Professionals PRO9) be eliminated, and replaced with a new Court Records Clerk position (UAW D). The other vacant Family Services Enforcement Facilitator position (ICEA Court Professional PRO7) would be reclassified as a Conciliator/Investigator (ICEA Court Professional PRO8) The net general fund savings from the proposed reorganization as \$9,525 in 2013, and \$11,566 in annual long-term/permanent savings. Both of the affected unions have been notified of this proposed reorganization. (See attached memo for details.)

Items not requiring action:

1. Animal Control

- a. *Update on the Animal Control Outreach Center (No Materials)*

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

MEMO

TO: Law & Courts Committee
Finance Committee

FROM: Jamie McAloon Lampman, Animal Control Director

DATE: January 4, 2013

RE: Resolution to Extend Whiskers Wednesdays Permanently

Commissioners:

I am recommending to the board the approval of the attached Resolution pertaining to the permanent extension of the Whisker Wednesday promotion effective February 6th, 2013.

Although there was a reduction in the adoption fee revenues in the 2012 budget --that was not a surprise or unexpected due to the state of the economy. It was reasonable to expect fewer adoptions due to the strain on household incomes. Fewer adoptions were a national trend as well. However, I feel that if not for the Whisker Wednesday program ICAC would have had far fewer adoptions than we did and far more animals would have had to be euthanized. This program was instrumental in ICAC maintaining adoptions at a consistent number to previous years. Adoptions for 2012 reached 1416 animals exceeding 2011 at 1396 adoptions.

Whisker Wednesday had a significant impact on reducing overcrowding and stressful conditions for both staff and animals during this time frame. Had it not been for the Whisker Wednesday program ICAC would have experienced much higher euthanasia numbers as well as a decline in the quality of care and services provided to animals and citizens because of the overwhelming number of animals and the need to euthanize animals every day as a result of overcrowding.

Whisker Wednesday was so successful in reaching a large audience across the tri-county region it brought new supporters and volunteers to the shelter. The increased awareness of the shelter has increased financial donations. At a time when adoptions and donations were declining nationwide ICAC was able to increase both. 2012 was the most successful year for donations to the ICAC Animal Care Fund to date. In addition, savings were realized in pharmaceutical and medical costs along with savings in over-time expenses.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO EXTEND WHISKERS WEDNESDAYS PERMANENTLY

WHEREAS, the Board of Commissioners authorized the Whiskers Wednesday Pilot Project in May of 2012 to be in effect from the time period of June 1, 2012 through September 30, 2012 whereby cats are free on Wednesdays and Dogs are half price for adoptions through Resolution #12-158; and

WHEREAS, after the completion of the project it was clearly demonstrated that animal lives and departments savings were realized as a result of the project; and

WHEREAS, as adoptions for those designated months increased by 47% for cats and 14% for dogs and euthanasia declined by 28% in cats and 27% in dogs; and

WHEREAS, savings were realized as a result of staff resources that were lessened by the reduction of animals at the shelter to care for which would have often resulted in overtime and the reduction of euthanasia services required; and

WHEREAS, although loss of revenue for adoptions fees was realized during those adoption days, the costs for care and costs for euthanasia outweighed those reductions; and

WHEREAS, it was clearly realized shortly after the project ended that the shelter was quickly full again and staff, animals and resources were stressed as the shelter was at peak capacity with animals during October, November and most of December; and

WHEREAS, in 2011 there were 428 cats euthanized from June 1 through Sept. 30th, however due to Whisker Wednesday ICAC experienced a significant reduction in euthanasia during a peak capacity time--in 2012 there were 298 cats euthanized (130 less than the year before) as a result of this project; and

WHEREAS, in 2011 there were 332 dog euthanasia's from June 1 through September 30th; in 2012 there were 91 less dogs euthanized due to this project.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes Whiskers Wednesdays to go into effect permanently effective Feb 6th, 2013, whereby the County adoption fees will be half price for dogs and cats are free on all Wednesdays.

MEMORANDUM

TO: Law & Courts Committee
Finance Committee

FROM: Major Joel Maatman

DATE: January 3, 2013

RE: Acceptance of the 2013 MCOLES Emergency Vehicle Operations Training Grant

This resolution will authorize the Sheriff's Office to accept from the Michigan Commission on Law Enforcement Standards (MCOLES) 2013 Emergency Vehicle Operations Training Grant for \$52,713.97. This sum will be matched on an in kind contribution of \$17,571.32 for employee costs.

Summary of Proposed Action: This resolution will authorize the Sheriff's Office to accept this training grant and to enter into contract with the Michigan Commission on Law Enforcement Standards.

Financial Implications: There are no new positions created and a 25% in kind match requirement (\$17,571.32 worth of existing trainer costs) for this training grant.

Summary of Financial Grant: Michigan Commission on Law Enforcement Standards, \$ 52,713.97 for the 2013 Emergency Vehicle Operations Grant:

| | |
|--------------------|--------------------------------|
| \$23,388.97 | Personnel wages |
| <u>\$29,325.00</u> | Supplies and operating expense |
| \$52,713.97 | TOTAL DIRECT GRANT EXPENSES |

Total Grant Costs: \$70,285.29

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE 2013 EMERGENCY VEHICLE OPERATIONS GRANT

WHEREAS, the Ingham County Sheriff's Office applied to receive an emergency police drivers training grant from the Michigan Commission on Law Enforcement Standards (MCOLES) ; and

WHEREAS, the purpose of the training is to improve emergency driving skills and reduce risk; and

WHEREAS, the amount of the grant is \$52,713.97, with a required in-kind match of \$17,571.32 assumed by the Ingham County Sheriff's Office in personnel wages and equipment, for a total project cost of \$70,285.29; and

WHEREAS, \$23,388.97 of the 2013 Emergency Vehicle Operations Grant is for personnel wages; and

WHEREAS, \$29,325.00 of the 2013 Emergency Vehicle Operations Grant is for supplies and operating expense.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the acceptance of the 2013 Emergency Vehicle Operations Grant from the Michigan Commission on Law Enforcement Standards in the amount of \$52,713.97, with a in kind match of \$17,571.32 for a total budget of \$70,285.29 for the time period of January 1, 2013 through December 31, 2013.

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

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

Agenda Item 2b

TO: Law & Courts Committee
Finance Committee

FROM: Sergeant Robert Ott, Ingham County Office of Homeland Security & Emergency
Management

DATE: January 2, 2013

RE: Resolution to Enter into a Contract with the City of Lansing and to Accept the
FY2011 Homeland Security Grant Program Funds

Ingham County is accepting the FY 2011 Homeland Security Grant Program (HSGP) pass through funds from the City of Lansing. The City of Lansing is the Fiduciary Agent and has authorized the use of the FY 2011 HSGP funds and will reimburse Ingham County. The projects that will be funded have been reviewed and approved by the Ingham County Local Planning Team (LPT). The Rural Alert & Warning Sirens (\$64,231.00) project is the continuation of an existing project that is nearly 70% complete.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENTER INTO A CONTRACT WITH THE CITY OF LANSING AND TO
ACCEPT THE FY2011 HOMELAND SECURITY GRANT PROGRAM FUNDS**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY2011 Homeland Security Grant Program (HSGP); and

WHEREAS, the purpose of these grant funds is to purchase equipment and to provide training in the Homeland Security & Emergency Management field; and

WHEREAS, the total amount of grant funds available to Ingham County agencies is \$74,231.30 from the State Homeland Security Program (SHSP) and \$38,240.37 from the Law Enforcement Terrorism Prevention Program (LETPP) for a total of \$112,471.67; and

WHEREAS, there are a number of projects benefiting Ingham County agencies, presently approved or pending approval by the State of Michigan; and

WHEREAS, the City of Lansing has agreed to be the fiduciary agent for these grant funds.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with the City of Lansing, to be the fiduciary agent for the FY2011 Department of Homeland Security, Homeland Security Grant Program, and the acceptance of grant funds, pending State approval, for the following Ingham County grant funded projects to be expended by April 30, 2014:

MSU Active Shooter Exercise, \$10,000.00
Rural Alert & Warning sirens, \$64,231.30

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into contracts with West Shore Services, Inc., in the amount of \$64,231.30 for the purchase of Alert & Warning Siren systems.

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

Agenda Item 3a

To: Law & Courts and Finance Committees
From: Rhonda K. Swayze
Date: January 3, 2013
Re: Swift and Sure Sanctions Probation Program Grant Award

On November 8, 2012, the State Court Administrative Office notified the Circuit Court of our eligibility to apply for the Swift and Sure Sanctions Probation Program (SSSPP) grant. The SSSPP is an intensive supervision probation program that focuses on high-risk felony probationers with a demonstrated history of probation failures due to behavioral noncompliance or three or more probation violations. The primary goal is to increase compliance with probation terms by imposing certain, swift, and consistent sanctions for probation violations which is consistent with the County's long term objective of providing appropriate sanctions for adult offenders.

We submitted our grant application and budget template (attached) by the December 13, 2012 deadline and were notified on December 26, 2012 that we had been awarded a grant amount of \$206,531. The award is for the grant period of January 1, 2013 through September 30, 2013.

In the grant, we requested funding for two special part-time positions: the SSSPP Coordinator and SSSPP Assistant Prosecuting Attorney. The SSSPP Coordinator will work in the Ingham County Circuit Court and the SSSPP Assistant Prosecuting Attorney will work in the Ingham County Prosecuting Attorney's Office.

Through the enclosed Resolution, we are requesting the Board of Commissioner's acceptance of the grant award and approval to create the two grant-funded special part-time positions described in the grant application.

cc: Hon. Clinton Canady
Hon. Joyce Draganchuk
Stuart Dunnings
David Easterday
Hon. Janelle A. Lawless
Lisa McCormick

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE FY 2013 SWIFT AND SURE SANCTIONS PROBATION PROGRAM (SSSPP) GRANT FUNDS AND TO CREATE SPECIAL PART-TIME POSITIONS OF A SSSPP COORDINATOR AND SSSPP ASSISTANT PROSECUTING ATTORNEY

WHEREAS, the 30th Circuit Court has been approved to receive grant funds in the amount of \$206,531 from the State Court Administrative Office (SCAO) to implement a Swift and Sure Sanctions Probation Program (SSSPP); and

WHEREAS, \$26,895 of the grant award is for the grant funded salaries of special part-time positions of a SSSPP Coordinator (\$10,830) and a SSSPP Assistant Prosecuting Attorney (\$16,065); and

WHEREAS, the primary goal of the SSSPP is to increase compliance with probation terms by imposing certain, swift and consistent sanctions for probation violations which is consistent with Ingham County's long term objective of providing appropriate sanctions for adult offenders; and

WHEREAS, creating a grant funded special part-time SSSPP Coordinator position will assist the Circuit Court in achieving the primary grant goal by acting as a liaison between the Ingham County Circuit Court, the Ingham County Sheriff's Office, Ingham County Adult Probation, and various community service agencies; and

WHEREAS, the SSSPP Coordinator would also be responsible for collection, compilation, and entry of data tracking participants, expenditure of funds, and recidivism rates which are conditions of maintaining the grant award; and

WHEREAS, the SSSPP Assistant Prosecuting Attorney will assist the Ingham County Prosecuting Attorney's Office by attending the initial program hearings and subsequent violation hearings of the participants.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners accepts the \$206,531 awarded by the SCAO for the SSSPP grant (no monetary match required) and authorizes the creation of grant-funded special part-time positions of a SSSPP Coordinator and a SSSPP Assistant Prosecuting Attorney.

BE IT FURTHER RESOLVED, that the period this grant covers is January 1, 2013 through September 30, 2013.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary 2013 budget adjustments consistent with this resolution.

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

MEMORANDUM

TO: LAW & COURTS, COUNTY SERVICES AND FINANCE COMMITTEES

FROM: SHAUNA DUNNINGS, DEPUTY COURT ADMINISTRATOR/FOC

RE: PROPOSAL TO REORGANIZE FOC STAFF

DATE: DECEMBER 21, 2012

Since 2004, FOC has eliminated nine positions: Parenting Time Advocate, Secretary, Cashier, Accounting Supervisor, Account Coordinator, Conciliator/Investigator, Court Service Officer, Caseworker and File Clerk. FOC has recently posted four casework positions (due to three retirements which have been announced, and one vacancy created by an internal promotion last June), which will leave the division with two additional vacancies: those of Casework Supervisor (which has been vacant since the retirement of Kathy Hanselman at the end of May), and the Family Services Enforcement Facilitator position vacated by Tarra Ray on October 29.

Having had sufficient time to evaluate the impact of a vacant supervisory position, it is our belief that consolidating the Casework and Enforcement staff under one supervisor, while at the same time transferring supervisory responsibility for the Family Services area from Enforcement to Conciliations/Investigations, has resulted in a successful rebalancing of supervisory and administrative duties to the extent that it will not be necessary to fill the vacant Casework Supervisor position.

However, it has also become apparent that the clerical/operations section of the office, which has had a higher proportion of its personnel eliminated than any other, is increasingly stretched thin since the retirement of Pam Kramer as Account Coordinator (UAW Level F) at the beginning of September, and the subsequent elimination of her position at the end of the FOC fiscal year on 9/30/12. This position, the original duties of which became obsolete upon the assumption of most local receipting and disbursement responsibilities by the Michigan Disbursement Unit, had taken on new responsibilities for the MiCSES entry of adjustments and Court Orders, and was able to assist in the coverage of the cashier, switchboard and reception areas. Thus, in order to ensure adequate coverage, and to assist in the timely and accurate entry of Court Orders, I would request that the supervisory position (ICEA Court Professionals PRO9) be eliminated, and replaced with a new Court Records Clerk position (UAW D). Currently there are four other Court Records Clerks.

With regards to the vacant Family Services Enforcement Facilitator position (ICEA Court Professional PRO7), I would recommend that this position be reclassified as a Conciliator/Investigator (ICEA Court Professional PRO8) and that the Family Services Enforcement Facilitator's responsibilities be divided among all of the Conciliator/Investigators (currently there are seven other Conciliator/Investigators). This would allow for better backup and coverage for the Family Services area, and, in addition, would assist the Conciliation/Investigations area in becoming more caught up-to-date than current staffing levels are able to accommodate.

The annualized 2013 and long-term savings realized from this reorganization are as follows:

| | | <u>Total Cost</u> | <u>Total Cost</u> | <u>Gen. Fund</u> | <u>Gen. Fund</u> |
|-------------------------|---------------|--------------------|-------------------|--------------------|-------------------|
| | | <u>Entry Level</u> | <u>Topped Out</u> | <u>Entry Level</u> | <u>Topped Out</u> |
| <u>Current:</u> | | | | | |
| Casework Supervisor | Court Prof. 9 | \$89,803 | \$106,811 | \$30,533 | \$36,316 |
| Fam. Services | | | | | |
| Facilitator | Court Prof. 7 | \$77,879 | \$92,502 | \$36,759 | \$43,661 |
| <u>Proposed:</u> | | | | | |
| Conciliator/ | | | | | |
| Investigator | Court Prof. 8 | \$83,491 | \$99,233 | \$39,408 | \$46,838 |
| Court Records Clerk | UAW D | \$53,996 | \$63,451 | \$18,359 | \$21,573 |
| Net Savings: | | \$30,195 | \$36,629 | \$9,525 | \$11,566 |

The above figures were provided by the Budget Office, and document the net general fund savings from the proposed reorganization as \$9,525 in 2013, and \$11,566 in annual long-term/permanent savings.

While obviously we would prefer to be able to eliminate a position altogether, given the magnitude of previous cuts, FOC no longer has the slack to currently recommend the elimination of an additional FTE. As an alternative, this proposed reorganization would result in both long-term savings to Ingham County, and allow FOC to more efficiently and cost-effectively provide services to the public as dictated by Federal Regulation, State Statute, and Michigan Court Rule.

This reorganization is supported by Chief Judge Lawless, the Circuit Court Administrator, and the Human Resources Director. In addition, both the UAW and the ICEA have been notified of this proposal, and neither union has indicated objection. A representative of Friend of the Court will be in attendance at the Law & Courts, County Services and Finance Committee meetings to answer any questions.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A RE-ORGANIZATION IN THE FRIEND OF THE COURT

WHEREAS, the position of Casework Supervisor (#142019, ICEA Court Professional PRO9) became vacant effective May 31, 2012 as a result of a retirement; and

WHEREAS, the position of Family Services Enforcement Facilitator (#142065 ICEA Court Professional PRO7) became vacant effective October 29, 2012 as a result of a resignation; and

WHEREAS, having had sufficient time to evaluate the impact of these vacancies, the Friend of the Court desires to eliminate both positions and replace them with an additional Conciliator/Investigator (ICEA Court Professional PRO8) and an additional Court Records Clerk (UAW D); and

WHEREAS, it is the belief of the Friend of the Court that this reorganization will allow for more cost-effective and efficient service to the public; and

WHEREAS, the Budget Office has calculated that this reorganization will result in 2013 net general fund savings of \$9,525, and 2013 net total savings of \$30,195; and

WHEREAS, the Budget Office has calculated that this reorganization will result in annual long-term, permanent net general fund savings of \$11,566, and annual long-term, permanent net total savings of \$36,629; and

WHEREAS, the Human Resources Director has reviewed this reorganization with the Friend of the Court and concurs with their proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the elimination of positions #142019 and #142065.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the creation of an additional Conciliator/Investigator (ICEA Court Professional PRO8), and an additional Court Records Clerk (UAW D).

BE IT FURTHER RESOLVED, that this reorganization will become effective February 1, 2013.

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

**Ingham County Board of Commissioners – Law & Courts Committee
911 Director’s Update on Ingham County 9-1-1 Central Dispatch Center
January 10, 2013**

Recent Activities

- ☎ January 3, 2013 – The Center’s Training room work station equipment installation now complete.
- ☎ January 2, 2013 - Three new Dispatchers started with the center. They are from Mason, Lansing and Illinois.
- ☎ December 21, 2012 – Posting for 9-1-1 Background Investigators went up.
- ☎ December 20, 2012 – 9-1-1 Advisory had its second meeting.
- ☎ December 10, 2012 - Our Administrative Assistant started, Stephanie Strickling, formerly from Health Department.
- ☎ December 4-6, 2012 - Management and Engineers from Visionair/Tritech and Geocom were at the center working with Center and MIS Staff to resolve CAD/Mapping Interface issues. Problems were identified and short term work around put into place to maintain the Interface. Hot fix has been developed and is to be installed on the 10th for 3 work stations. They will then come on site for a final mapping fix and CAD update the week of January 14th.
- ☎ November 29, 2012 – Took calls for Eaton County 9-1-1 as their Phone System went down. We are their back up as they are one of ours. No issues with this.
- ☎ November 29-30, 2012 – Interviewed applicants for 9-1-1 Admin Assistant Position.
- ☎ November 30, 2012 – Negotiations with FOP resulted in agreement for Economics, still need to finish with non- economic issues. Still in Mediation at this point with them.
- ☎ November 28, 2012 – Negotiations session with Teamsters Supervisory Group, resulted in settled contract.
- ☎ November 19, 2012 – Negotiations session with FOP.
- ☎ November 16, 2012 – Director and 2 Dispatchers worked with City of Lansing at Command Post for Silver Bells Event
- ☎ November 15, 2012 – First 9-1-1 Advisory Board.
- ☎ November 14, 2012 – Circuit Court Judge Draganchuk dismissed FOP remaining issues, binding arbitration and honoring contract language from both centers.
- ☎ Staff took part in Charitable food drive event, Christmas Event for Haven House, Medical Helicopter utilization meeting, Warning Siren Meeting, EOC Participation for Protest at Capital and I-96 shooting task force.

Technology issues since opening the Ingham County 9-1-1 Center on June 27, 2012

- ☎ Opening day we moved to the Back Up radios at the workstations due to an issue later found to be a time out setting on the touch screens for the radio system. This system and the backups worked exactly as they have for many years at Lansing and East Lansing 9-1-1 Centers.
- ☎ Three additional Radio outages were experienced in the weeks following the opening. One was due to a faulty card in a Microwave link located at Lansing City Hall. Two others were caused with technicians moving additional equipment to the center from the old centers. Back up procedures again were used and worked.
- ☎ 9-1-1 Telephones failed causing the system to go to back up, 9-1-1 lines transferred to Eaton and Clinton Counties. Issues with connections between servers, additional redundancies are being worked with grant money being approved for a Microwave Connection between Ingham and Livingston Counties.
- ☎ Echo and Volume issues reported referred to as people not being able to hear on phones. Echo was found to be adjustment settings mic’s being too hot. Main Issue with volume was found not to be our system but the City of Lansing Phone System. Once issues were found there, they were corrected. Issues caused by phone trees and calls moving through city network losing volume.
- ☎ CAD/Mapping interface not functioning or dropping. Automatic interface for calls would not stay active. Mapping does work in a Manual Mode to see location information. Work has been ongoing and the problem was finally found in meetings listed above. Current work around keeps interface functioning.

- ☎ Policy and Procedures – When the new center opened we put all prior 9-1-1 Center policies and procedures in place. We have been working towards replacing them with new current versions for the new center. Call Handler guides were put out at each station for use by staff. These have been revised again and have been Re-formatted to make them more user friendly, over the last 2 weeks by our Administrative Assistant.

Staffing issues

- ☎ Low staffing has caused us a great deal of overtime, as we continue to hire new staff we will lessen the need for overtime. Our Dispatch staff is approved for 56 and has dropped to 44 when we lost 8 dispatchers from Lansing 9-1-1, when they were recalled to Police Duty by the City of Lansing. We lost 3 dispatchers from East Lansing 9-1-1 that decided not to move to the county. Two of these took jobs with other police departments. Here at Ingham County, one dispatcher did not make training and two others have recently left; one to go into business for themselves and another was a new mom who took a 9-5 week day job with MSU.
- ☎ We staffed very heavy for the first two weeks of operations for training. 27 weeks of being open has resulted in 9067 hours of overtime. The low person had 45 hours with 6 people being below 100 hours. At the high end an employee that volunteers for every overtime assignment he can, worked 846 hours with almost 100 hours in one pay period. The average for all Dispatchers has been 7.63 hours of overtime per week. At the High end it equals out to 31.33 hours a week and the low is 1.6 hours per week. They do have a provision for persons with least overtime being forced to work to balance out the hours. While we do have to force some of the overtime, much of it is volunteered for. January 12th the Dispatchers move to a new 12 hour shift which schedules a three day weekend every two weeks, for each employee.
- ☎ Employees are bidding for shifts for 6 month periods. In the first 6 months employees who requested have had 2 weeks of vacation. They have just finished their vacation picks for the next 6 months and they again have been given the opportunity for 2 weeks of vacation each in the next 6 months. Vacation time for the most part causes us overtime hour for hour. With our 44 employees using 80 hours of vacation time each, we had to cover 3520 hours of overtime alone.

Statistics for Ingham County 9-1-1 Center

- ☎ January 1, 2012 to December 31, 2012
CAD Calls for Service – 312,116
- ☎ June 27, 2012 to December 31, 2012 (New Ingham County 9-1-1 – Part of total above)
CAD Calls for Service – 160,969
- ☎ January 1, 2012 to December 31, 2012 *
Total Fire/EMS Calls – 35,141
Total Law Enforcement Calls – 230,445
- ☎ June 27, 2012 to December 31, 2012 (New Ingham County 9-1-1 – Part of total above)
Total Fire/EMS Calls – 18,752
Total Law Enforcement Calls – 119,245
- ☎ June 27, 2012 to December 31, 2012
Total Phone Calls – 375,507
Emergency Phone Calls – 122,691
Non-Emergency Phone Calls – 252,816

*Many CAD Calls are cloned to both police and fire but units are not sent, no department is ever assigned this is the reason for call totals not to be equal.



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING

MAURA D. CORRIGAN
DIRECTOR

December 5, 2012

Dale Copedge, Chairperson
Ingham County Board of Commissioners
315 S. Jefferson
Mason, Michigan 48854

RECEIVED
DEC 06 2012

Dear Commissioner Copedge:

Your 2012-13 annual plan and budget for Child Care Fund expenditures is approved for state reimbursement in the amount of \$8,543,475.50. This amount is 50% of your county's gross annual plan and budget which is \$17,086,951.00.

Act 87, P.A. 1978 prohibits the state from reimbursing county Child Care Fund expenditures which exceed a county's approved budget. Child Care Fund policy prohibits reimbursement of capital, rental, lease and certain equipment and repair costs. To be eligible for reimbursement if your expenditures exceed your **original** approved budget of \$17,086,951.00, it will be necessary to submit a new/approved budget no later than September 1, 2013, with the three required signatures. Failure to comply with this requirement will result in state reimbursement being limited to the prior authorized budget.

Reimbursement for In-Home Care and Basic Grant will only be made up to the amount approved for individual service components. Each county is responsible for monitoring their expenditures and notifying this office of changes, adjustments or increases to assure reimbursement. Failure to comply with these requirements (which are detailed in the Annual Plan and Budget Guidelines) will result in forfeiture of entitlement to state reimbursement.

The following In-Home Care components are authorized:

| <u>Title</u> | <u>Administrative Unit</u> | <u>Gross Expenditures</u> |
|-----------------------------------|----------------------------|---------------------------|
| Community Programs | Court | \$ 413,915.00 |
| IMPACT | Court | \$ 450,000.00 |
| Aftercare/Truancy | Court | \$ 675,410.00 |
| Sexual Offender | Court | \$ 327,480.00 |
| Intensive Probation Services | Court | \$ 290,342.00 |
| Day Treatment Program | Court | \$2,483,085.00 |
| Evening Reporting | Court | \$ 478,789.00 |
| Juvenile Assessment Center | Court | \$ 193,915.00 |
| Intensive Neglect Services | Court | \$1,235,094.00 |
| In-Home Detention | Court | \$ 276,421.00 |
| MSU Adolescent Project | Court | \$ 155,398.00 |
| DHS IMPACT 13 | Court | \$ 200,000.00 |
| In Home Psychological Services 13 | DHS | \$ 215,403.00 |

The following Basic Grant components are authorized:

| <u>Title</u> | <u>Administrative Unit</u> | <u>Gross Expenditures</u> |
|--------------|----------------------------|---------------------------|
| N/A | | |

Dale Copedge, Chairperson
December 5, 2012
Page 2

In order to assure full annual reimbursement for costs of approved Basic Grant and In-Home Care Services, it will be necessary to report all expenditures and/or costs incurred for the month of September, and any prior months within the fiscal year, on the September report. In-Home Care & Basic Grant expenditures are not to be carried to fiscal year 2013 or they will be charged against the new fiscal year amount approved for reimbursement.

Act 87, P.A. 1978, also restricts reimbursement for In-Home Care to programs that are alternatives to out-of-home institutional or foster care. Basic Grant expenditures must meet established qualifying criteria.

Child Care Fund policies, including expenditure classification, reporting requirements, and In-Home Care and Basic Grant program requirements are contained in the Child Care Fund Handbook and the Annual Plan and Budget Guidelines. Copies of each are available upon request.

It is important that you fully understand the policies and requirements and that you remain in full compliance. County expenditures that do not meet classification definitions or program requirements are not eligible for state reimbursement. If upon review or audit it is found non-reimbursable payments were made, repayment shall be required.

The Agency acknowledges the county's written confirmation to follow its formal contract approval process as specified in the amended Annual Plan and Budget Guidelines. The Agency neither assumes the authority to approve county contracts nor opens itself to liability arising from them. All contract documents must be kept on file in the county and be made available at the time of fiscal audit.

Any claim for state monies from the Child Care Fund to cover expenditures incurred between October 1, 2012 and September 30, 2013, will signify your acceptance of the terms of this approval letter.

If you have any questions or concerns regarding this letter, please contact me at (517) 241-7521.

Sincerely,



Mary Mehren, Director
Federal Compliance Division

cc: The Honorable Janelle A. Lawless, Family Court Judge, Ingham County
Zoe Lyons, Director, Ingham County DHS
Keith Schafer, Child Care Fund/Chargeback Unit
Melinda Fandel, Child Care Fund Specialist
Child Care Fund File