THE LAW AND COURTS COMMITTEE WILL MEET ON THURSDAY, JANUARY 31, 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 10, 2013 Minutes
Additions to the Agenda
Limited Public Comment

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

   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

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

**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](http://www.ingham.org).
Members Present: Victor Celentino, Penelope Tsernoglou, Dianne Holman, Debbie De Leon, Rebecca Bahar-Cook, and Kara Hope

Members Absent: Randy Schafer

Others Present: John Neilsen, Jamie McAlloon Lampman, Ann Burns, Rhonda Swayze, Bruce Gaukel, Lance Langdon, Joel Maatman, Shauna Dunnings, Harry Moxley and others

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

Chairperson Celentino welcomed Comm. Hope as a newly elected Commissioner and acknowledged Comm. Bahar-Cook as the Vice-Chairperson of the Board of Commissioners.

Approval of the November 29, 2012 Law Enforcement and Judiciary Minutes
The November 29, 2012 Law Enforcement and Judiciary Minutes were approved as submitted.

Additions to the Agenda
None.

Limited Public Comment
None.

MOVED BY COMM. TSERNOGLOU SUPPORTED BY COMM. HOPE, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

1. Animal Control
   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
MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schafer

MOVED BY COMM. TSERNOGLOU, SUPPORTED BY COMM. HOPE, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schafer

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

Ms. McAloon Lampman announced she anticipates the Grand Opening of the Outreach Center on January 26, 2013. The Center is located at 826 N. Saginaw which is at the corner of Saginaw Street and Chicago Avenue in Lansing. She stated formal invitations will be sent to the Commissioners.

Ms. McAloon Lampman expressed her gratitude to the abundance of donors and volunteers for making the Outreach Center possible, as well as, the Land Bank for leasing the house to Animal Control. Mr. Neilsen informed the Committee the Land Bank is leasing the house to Animal Control for $1.00 per year stating this is a good example of intergovernmental cooperation.

Ms. McAloon Lampman explained the Outreach Center will offer pet adoptions, vaccine clinics, pet food distribution to low income families, straw, education and training, in addition to, spay/neuter services once a month. She stated that on Fridays an officer will be available to address licensing issues, answer questions and/or take complaints. She noted the location is serviced by CATA making it more accessible than the Mason location to those with limited transportation.

Comm. Tsernoglou asked for an example of programs that will be available. Ms. McAloon Lampman gave the examples of pet training 101, art projects, and addressing cruelty to animal issues. She stated that there are many projects to be considered and they will work through which programs have the best results. Comm. De Leon suggested reaching out to the neighborhood watches, organizations and centers.

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

Mr. Neilsen introduced Mr. Langdon, Mr. Gaukel and Major Maatman. He then stated this agenda item is to discuss the progress of the Ingham County 911 Central Dispatch Center.

Mr. Langdon updated the Committee on training, interfacing concerns, staffing, charitable events, meetings and historical events.

Mr. Langdon explained that the 911 Center’s training room work stations are complete and an additional four hours of training is being worked out. He summarized the instruction that will be covered in the training with a focus on subject matters the dispatchers requested. Chairperson Celentino asked when the training will begin. Mr. Langdon estimated in the next two weeks. Mr. Gaukel noted that the dispatchers had been trained and were using the CAD systems before coming to the Ingham County 911 Central Dispatch Center. He stated Lansing was using the CAD for approximately nine months and East Lansing for four years; however, they were not using it the same way. Mr. Langdon also informed the Committee they are working on a call handler’s guide for the dispatchers and anticipates it will be available to them in the next few days.
Comm. Holman asked for an example of how the equipment is interfaced. Mr. Langdon described the process from the time a call is received, processed and dispatched. He informed the Committee that the interface problems have been identified and a short term work around has been put in place until the upgrade is installed this month. He noted there is no expense for this upgrade. Mr. Langdon informed the Committee that when Eaton County had problems with their system calls were transferred to the Ingham County 911 Central Dispatch Center with no issues.

Mr. Langdon overviewed the hiring of an administrative assistant, background investigator position interviews, staff participation in charitable events and meetings, as well as, the East Lansing Police Department recognizing three dispatchers at their 2012 Annual Award Banquet on January 24. Additionally, the City of Lansing Police Department has asked a 911 Supervisor to sit on their awards committee further asking to have a dispatcher represented in that group. He also highlighted the negotiations and agreements with the Teamster and FOP.

Mr. Langdon informed the Committee that they have participated with the City of Lansing Command Post for Silver Bells and with their Emergency Operations Center (EOC) during the protest at the State Capitol Building. Comm. De Leon asked for an explanation of why the EOC was open and functioning further questioning if the Board Chairperson was notified. Mr. Gaukel explained the function and staffing of the EOC during the Right-to-Work protest further explaining the County did not activate the EOC; however participated with the city of Lansing. He noted that other law enforcement agencies and first responders throughout the state participated. Mr. Langdon and Mr. Gaukel explained which jurisdictions have an EOC further explaining Ingham County’s participation when Lansing activates their EOC. Comm. De Leon asked that the Board Chairperson is made aware of the County’s involvement when an EOC is activated. Mr. Gaukel agreed to do so.

Mr. Langdon provided a historical update for those new to the Committee. He reviewed opening day, radio outages, system back-up, echo and volume issues, CAD/mapping interface, policy and procedures, staffing issues and statistics. Mr. Gaukel provided examples of incoming calls, mutual aid along with dispatch decisions and judgment calls.

The Committee discussed the duration of outages noting there was not a period of time without communication, vendors, public safety meetings, number of lines in the new facility versus the old facilities, technical issues relating to CAD/mapping and current resolution to those problems, the Pittman shift schedule, overtime concerns and statistics, labor laws, morale, protocol and communication between the dispatchers and first responders.

Mr. Gaukel described how formal and informal complaints are handled by staff. Comm. De Leon asked for a copy of complaints received from the Lansing Fire Department shortly after the opening of the 911 Dispatch Center along with the solution to those complaints. Mr. Neilsen stated he thought that was sent at the end of the year. Mr. Gaukel stated he will send again. Comm. De Leon also asked that the Commissioners are informed of any issues prior to being released to the media.

Chairperson Celentino asked if Major Maatman had anything to add to the discussion. Major Maatman stated he is very pleased with the Ingham County 911 Central Dispatch Center’s performance acknowledging change can be difficult. Chairperson Celentino asked if he was the Sheriff’s Office representative to the 911 Center Advisory Board. Mr. Maatman stated he is the back up to Chief Harless.
Comm. De Leon asked how many individuals have been hired as dispatchers since the last meeting. Mr. Langdon answered three. He then informed the Committee that the background investigator positions were posted and will remain posted until filled. Additionally, six individuals were called for interviews and he is hoping to fill those positions and continue working on background checks of the dispatch candidates. Mr. Langdon provided a status update of the number of dispatch applicants and how far along they are in the hiring process. Comm. Bahar-Cook asked if they are working with Michigan Works to find qualified individuals. Mr. Langdon explained how applicants are screened. The Committee discussed qualifications, testing and salary.

Chairperson Celentino thanked Mr. Langdon, Mr. Gaukel and Major Maatman for the update and informed the Committee there will be an update every two weeks.

Mr. Neilsen informed the Committee that during the first Advisory Board Meeting there was an overall understanding of the attendees there would be issues to resolve and the majority believe things were going very well. Additionally, the Ingham County 911 Central Dispatch Center will continue to identify and resolve issues along the way while updating the Committee.

Mr. Langdon invited the Committee to visit the 911 Dispatch Center and attend an Advisory Board Meeting which is held the 3rd Thursday of the month. Comm. De Leon asked that the Committee is advised of any meetings Mr. Langdon feels the Commissioners should not miss.

Comm. De Leon questioned if Mr. Krug is still representing the FOP. Major Maatman will find out and advise Comm. De Leon.

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

The Board Referral was received and placed on file.

Announcements
Mr. Neilsen announced the next Law & Courts Meeting is the scheduled for January 31, 2013.

Public Comment
Major Maatman stated the Ingham County 911 Dispatch Center is doing a great job.

The meeting adjourned at approximately 7:34 p.m.

Respectfully submitted,

Julie Buckmaster
RESOLUTION ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions:

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

   This resolution authorizes awarding a contract to F.D. Hayes Electric Company for the installation of the electrical circuits necessary for the installation of the Video Visitation Units at the Ingham County Jail and the Human Services Building for an amount of $17,420.00, which includes a contingency in the amount of $1,600.00. Funds for this purpose were previously authorized by the BOC when the Securas Video Visitation program was approved in 2012. See the attached material for details.

   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

   This resolution authorizes awarding a contract to DLZ Michigan, Inc. for Architectural and Engineering Services for the replacement of the leaking cooling tower at the Jail for a not to exceed cost of $12,900.00. The vendor was selected through a RFP process and funds are available within the Capital Improvements Plan (CIP) budget. See the attached material for details.

2. **Health Department** - Resolution to Authorize a Pharmacy Services Agreement for Services at the Ingham County Jail

   This resolution authorizes continuation of a contract agreement with Contract Pharmacy Services, Inc., to provide pharmaceuticals to support the medical services at the Ingham County Jail. This extension of the proposed agreement is for the period of April 1, 2013 through March 31, 2016, at the actual acquisition cost plus a dispensing fee of $2.65 per prescription, a reduction of 10 cents per prescription. The current agreement expires on March 31, 2013. See the attached material for details.

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

   This resolution authorizes the Sheriff’s Office to offer for sale, surplus Sheriff’s Office Equipment through the Michigan Sheriff’s Office Association (MSA) web site. The Michigan Sheriff’s Association (MSA) hosts a web site and monthly electronic newsletter that reaches all Michigan Sheriff’s Offices. There are no costs for using the MSA program and all proceeds of sales to other Sheriff’s Office will be returned to the County General Fund in accordance with established Ingham County procedures by selling the surplus to other units of government. See the attached material for details.
b. **Resolution to Honor Deputy David Roe of the Ingham County Sheriff’s Office**

This resolution authorizes honoring Deputy David Roe for his 25 years of dedicated service to the Ingham County Sheriff’s Office upon his pending retirement.

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**

   This resolution authorizes the use of the grant funds to purchase an Explosive Detection Canine for the Sheriff’s Office. The cost is not to exceed $12,000 which includes the canine, medical guarantee and a (5) week handler training course. Ingham County previously accepted by resolution these FY 2010 Homeland Security Grant Program (HSGP) pass through funds to be administered by the City of Lansing. See the attached material for details.

   b. **Resolution to Appoint Deputy Program Managers (DPM) to the Ingham County Emergency Operations Center**

   This resolution authorizes the Ingham County Board of Commissioners to appoint several Deputy Program managers (Robert Dale, Mark Piavis, Margaret Fischer and Paul Pratt) to a term of office expiring December 31, 2016. These Deputy Program Managers (DPM) would report to the Emergency Operations Center, to serve as relief of staff or, to fill in during vacation or training days, in the event of disaster or emergency when the EOC is activated. The BOC has previously appointed the County Sheriff as the Emergency Coordinator with authority to oversee the Office of Homeland Security and Emergency Management including appointing a Program Manager.

   The Ingham County Sheriff has appointed Sergeant Robert Ott as the Emergency Management Program Manager in Ingham County. See the attached material for details.

**Items not requiring action:**

5. **Controller’s Office - 911 Director: Update on the Ingham County 911 Center**
MEMORANDUM

TO: Law & Courts, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: January 23, 2013

SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH F.D. HAYES ELECTRIC COMPANY FOR THE PURPOSE OF INSTALLING ELECTRICAL CIRCUITS FOR VIDEO VISITATION UNITS AT THE INGHAM COUNTY JAIL AND HUMAN SERVICES BUILDING

The resolution before you authorizes awarding a contract to F.D. Hayes Electric Company of Lansing, for the purpose of installing the electrical circuits necessary for the installation of 55 Video Visitation Units. These units will be provided and installed by Securus, at the Ingham County Jail and the Human Services Building. The contract amount is $15,820.00 along with a contingency in the amount of $1,600.00 for a total cost not to exceed $17,420.00.

F.D Hayes Electric Company of Lansing, who submitted the lowest responsive and responsible bid, was chosen after going through a competitive bidding process and has the recommendation of both the Purchasing and Facilities Departments. Due to the scope and size of this project, it is necessary to contract with a qualified and experienced firm. F.D. Hayes Electric Company has performed extensive electrical and communications work for the County over the years and we are confident that they will provide us with the quality of service we need to complete this project successfully.

The funds for this project are available through the Inmate Stores Trust Fund, account #595-30110-726010.

I recommend approval of this resolution.
MEMORANDUM

TO: Finance, County Services, and Law & Courts Committees

FROM: Jim Hudgins, Director, Purchasing Department

DATE: January 23, 2013

SUBJECT: Proposal Summary for Video Visitation Wiring Services

Project Description:
Proposals were sought from experienced and qualified electrical firms or individuals for the purpose of entering into a contract to install wiring for the installation of fifty-five County-supplied video visitation units – fifty-three at the Ingham County Jail and two at the Human Services Building. Another vendor, Securus Technologies, will install the video arraignment systems. This has already been approved by the board on June 12, 2012 with Resolution #12-183: Resolution to Authorize an Amendment of the Current Contract with Securus Technologies to Install a Managed Inmate Video Visitation System.

Proposal Summary:
Vendors contacted: 24   Local: 11
Vendors responding: 3   Local: 2

<table>
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<th>VENDOR NAME</th>
<th>Installation</th>
<th>Grand Total Cost</th>
<th>Local Pref</th>
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<tr>
<td>F.D. Hayes Electric Co.</td>
<td>30 days</td>
<td>$15,820</td>
<td>Yes - Lansing</td>
</tr>
<tr>
<td>Centennial Electric LLC</td>
<td>30 days</td>
<td>$16,750</td>
<td>No - Grand Ledge</td>
</tr>
<tr>
<td>R.M. Electric Inc</td>
<td>30 days</td>
<td>$21,940</td>
<td>Yes - Lansing</td>
</tr>
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</table>

4 vendors were at the mandatory pre-proposal meeting.

Local Vendors Not Responding:

Recommendation:
It is the recommendation of the Evaluation Committee to award a contract to F.D. Hayes Electric Co. in an amount not to exceed $17,420 which is reflective of the payment of prevailing wages and a $1,600 contingency for any unforeseen issues that may arise during the project. F.D. Hayes Electric Co. is a local Ingham County vendor, submitted the lowest responsive and responsible bid, and has the experience and references required for this project.

Advertisement:
The RFP was advertised in the City Pulse, the New Citizens Press, and posted on the Purchasing Department Web Page.
Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, Securus will be providing and installing the 55 Video Visitation Units at the Ingham County Jail and the Human Services Building; and

WHEREAS, extensive electrical work, including additional circuits, is necessary to complete this installation; and

WHEREAS, the Purchasing Department solicited proposals to include all labor, materials, and equipment needed to provide the electrical circuits necessary for the installation of the Video Visitation Units and after review of these bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to F.D.Hayes Electric Company, who submitted the lowest responsive and responsible bid in the amount of $15,820.00, which also reflects the payment of prevailing wage; and

WHEREAS, a contingency in the amount of $1,600.00 is being requested for any unforeseen circumstances that may arise, bringing the total to a not to exceed cost of $17,420.00; and

WHEREAS, funds for this work are available in the Inmate Stores Trust Fund, account number 595-30110-726010.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to F.D. Hayes Electric Company, 2301 Beal Ave., Lansing, Michigan 48910, for the installation of the electrical circuits necessary for the installation of the Video Visitation Units at the Ingham County Jail and the Human Services Building for an amount of $17,420.00, which includes a contingency in the amount of $1,600.00.

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.
MEMORANDUM

TO: Law & Courts, County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: January 24, 2013

SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH DLZ MICHIGAN, INC. TO PROVIDE ARCHITECTURAL AND ENGINEERING (A&E) SERVICES FOR THE REPLACEMENT OF THE COOLING TOWER AT THE INGHAM COUNTY JAIL

The resolution before you authorizes awarding a contract to DLZ Michigan, Inc. to provide A&E Services for the replacement of the cooling tower at the Ingham County Jail. The unit is over 30 years old and is leaking. The unit is beyond repair and at the current rate of deterioration, the unit will fail and the Jail will be left without air conditioning.

DLZ Michigan, Inc., who submitted the lowest responsive and responsible bid of $12,900.00, were chosen, after going through a competitive bidding process, and have the recommendation of both the Purchasing and Facilities Departments.

The funds for this project are available within CIP Line Item 245-31199-97600-3FC01 which is for the cooling tower replacement at the Jail.

I recommend approval of this resolution.
MEMORANDUM

TO: Law & Courts, County Services, and Finance Committees

FROM: Jim Hudgins, Director, Purchasing Department

DATE: January 24, 2013

SUBJECT: Proposal Summary – Professional Engineering Services For the Replacement of the Cooling Tower at the Ingham County Jail

Project Description:
Proposals were sought from qualified and experienced engineering firms for the purpose of entering into a contract to provide professional engineering services for the replacement of a 30-year old cooling tower at the Ingham County Jail.

Proposal Summary:
Vendors contacted: 6 Local: 6
Vendors responding: 2 Local: 2

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Phase I</th>
<th>Phase II</th>
<th>Bid Total</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>DLZ Michigan Inc.</td>
<td>$7,750</td>
<td>$5,150</td>
<td>$12,900</td>
<td>Yes - Lansing</td>
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<tr>
<td>C2AE</td>
<td>$16,750</td>
<td>$9,000</td>
<td>$25,750</td>
<td>Yes - Lansing</td>
</tr>
</tbody>
</table>

Late Bid:
1. Jones & Henry Engineers, LTD, Kalamazoo – Bid not accepted and returned to vendor since it was turned in past the deadline.

Local Vendors Not Responding:
1. Matrix Consulting Engineers, Lansing - No bid submitted due to insufficient time to respond due to their work load.

2. Larkin Engineering, LLC, Williamston – No bid submitted since they do not meet the insurance requirements.

Other Vendors Not Responding:
1. Tower Pinkster, Kalamazoo – No bid submitted due to their work load.

Recommendation:
It is the recommendation of the Evaluation Committee to award a contract to DLZ Michigan Inc. in an amount not to exceed $12,900. DLZ Michigan Inc. is a local Ingham County vendor, submitted the lowest responsive and responsible bid, and has the experience and references required for this project.

Advertisement:
The RFP was advertised in the City Pulse, El Central, and posted on the Purchasing Department Web Page.
Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, the current cooling tower is over 30 years old and is leaking; and

WHEREAS, the unit is beyond repair and at the current rate of deterioration it will fail, leaving the Jail without air conditioning; and

WHEREAS, the Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to DLZ Michigan, Inc. who submitted the lowest responsive and responsible bid to provide Architectural and Engineering Services for the replacement of the cooling tower at the Jail, in the amount of 12,900.00; and

WHEREAS, the funds for this project are available within CIP Line Item 245-31199-97600-3FC01, which is for the cooling tower replacement at the Jail.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, MI. 48911, for Architectural and Engineering Services for the replacement of the cooling tower at the Jail for a not to exceed cost of $12,900.00.

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.
To: Law & Courts Committee  
   Human Services Committee  
   Finance Committee

From: Renée Branch Canady, PhD, MPA, Health Officer

Date: January 22, 2013

Re: Recommendation to Extend the Contract Agreement with Contract Pharmacy Services, Inc.

In Resolution #10-033, the Board of Commissioners authorized a contract agreement with Contract Pharmacy Services, Inc., to provide pharmaceuticals to support the medical services at the Ingham County Jail. This agreement will expire on March 31, 2013.

The Health Department continues to operate the correctional health services at the Ingham County Jail and is committed to providing high quality and efficient health care services to jail inmates. Pharmacy products represent a necessary but substantial cost in the delivery of health care services to jail inmates.

Contract Pharmacy Services, Inc. has been efficient and successful at performing the required scope of services at the Ingham County Jail.

Contract Pharmacy Services, Inc. has proposed to continue this agreement for the period of April 1, 2013 through March 31, 2016, at the actual acquisition cost plus a dispensing fee of $2.65 per prescription, a reduction of 10 cents per prescription.

I recommend the continuation of the contract agreement with Contract Pharmacy Services, Inc. for the period April 1, 2013 through March 31, 2016.

c:  Deb Brinson, with attachment  
    Barb Mastin, with attachment  
    John Jacobs, with attachment  
    Greg Harless, with attachment  
    Sam Davis, with attachment
Introduced by the Law Enforcement, Human Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PHARMACY SERVICES AGREEMENT FOR SERVICES AT THE INGHAM COUNTY JAIL

RESOLUTION #10-033

WHEREAS, the Health Department operates the correctional health services at the Ingham County Jail; and

WHEREAS, the Health Department and the Sheriff’s Office are committed to providing high quality and efficient health care services to jail inmates; and

WHEREAS, pharmacy products represent a necessary but substantial cost in the delivery of health care services to jail inmates; and

WHEREAS, Ingham County issued an Request for Proposals for pharmacy services to support the correctional health services at the Jail; and

WHEREAS, the responses were evaluated on price and services that was measured by scoring each proposal on 25 variables, the Evaluation Committee and the Health Officer are recommending a pharmacy services contract with Contract Pharmacy Services, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Contract Pharmacy Services, Inc., 125 Titus Avenue, Warrington, PA 18976, for pharmacy services at the Ingham County Jail.

BE IT FURTHER RESOLVED, that the period of the agreement shall commence on April 1, 2010 and terminate on March 31, 2013.

BE IT FURTHER RESOLVED, that Contract Pharmacy Services, Inc. shall provide pharmaceuticals to support the medical services at the Ingham County Jail at the actual acquisition cost plus a dispensing fee of $2.75 per prescription.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement after review by the Ingham County Attorney.

LAW ENFORCEMENT: Yeas: Holman, Koenig, Copedge, Celentino, Bupp, Schafer
Nays: None  Absent: None  Approved 1/14/10

HUMAN SERVICES: Yeas: McGrain, Tennis, Nolan, Koenig, Vickers
Nays: Davis  Absent: None  Approved 1/25/10

FINANCE: Yeas: Grebner, Tennis, Bahar-Cook, Schor, Holman, Dougan
Nays: None  Absent: None  Approved 1/20/10
INTRODUCED BY THE LAW & COURTS, HUMAN SERVICES, AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PHARMACY SERVICES AGREEMENT FOR SERVICES AT THE INGHAM COUNTY JAIL

WHEREAS, in Resolution #10-033, the Board of Commissioners authorized a contract agreement with Contract Pharmacy Services, Inc. for the period April 1, 2010 through March 31, 2013 to provide pharmaceuticals to support the medical services at the Ingham County Jail; and

WHEREAS, the Health Department continues to operate the correctional health services at the Ingham County Jail; and

WHEREAS, the Health Department is committed to providing high quality and efficient health care services to jail inmates; and

WHEREAS, pharmacy products represent a necessary but substantial cost in the delivery of health care services to jail inmates; and

WHEREAS, the Health Officer recommends the continuation of this contract agreement as Contract Pharmacy Services, Inc. have performed efficiently and effectively since April 1, 2010.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a contract with Contract Pharmacy Services, Inc., 125 Titus Avenue, Warrington, PA 18976, for pharmacy services at the Ingham County Jail.

BE IT FURTHER RESOLVED, that the period of the agreement shall be April 1, 2013 through March 31, 2016.

BE IT FURTHER RESOLVED, that Contract Pharmacy Services, Inc. shall provide pharmaceuticals to support the medical services at the Ingham County Jail at the actual acquisition cost plus a dispensing fee of $2.65 per prescription.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments, and the Purchasing Department is authorized to issue any necessary purchase orders or purchase items needed.

BE IT FURTHER RESOLVED, that the County Clerk and the Chairperson of the Board of Commissioners are hereby authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County Attorney.
MEMORANDUM

TO: Law & Courts Committee
    County Services Committee

FROM: Major Joel Maatman

DATE: January 16, 2013

RE: Michigan Sheriff’s Association Surplus Sales

This resolution will authorize the Sheriff’s Office to offer for sale, surplus Sheriff’s Office Equipment through the Michigan Sheriff’s Office Association (MSA) web site.

There are no financial implications (costs) for using MSA and all proceeds of sales to other Sheriff’s Office will be returned to the County General Fund.
INTRODUCED BY THE LAW & COURTS & COUNTY SERVICES COMMITTEES:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, periodically the Ingham County Sheriff’s Office needs to dispose of unneeded police surplus equipment that is only used by law enforcement agencies; and

WHEREAS, the Michigan Sheriff’s Association (MSA) hosts a web site and monthly electronic newsletter that reaches all Michigan Sheriff’s Offices; and

WHEREAS, the MSA, on their web site and in their monthly electronic newsletter, allows member Sheriff Offices to offer for sale surplus police equipment; and

WHEREAS, the Ingham County Sheriff’s Office would like to post its surplus police equipment on MSA’s web site and in their electronic newsletters; and

WHEREAS, any sales to other Michigan Sheriff’s Offices by the Ingham County Sheriff’s Office is in accordance with established Ingham County procedures by selling the surplus to other units of government.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Sheriff’s Office to utilize the Michigan Sheriff’s Association’s web site and electronic newsletter to offer for sale, used police surplus equipment.

BE IT FURTHER RESOLVED, that proceeds from the sale of the surplus equipment will be deposited into the General Fund.
MEMORANDUM

TO: Law and Courts Committee

FROM: Major Joel Maatman

DATE: January 3, 2013

RE: This resolution honors Deputy David Roe, who is retiring, for his 25 years of service to the Ingham County Sheriff’s Office.

Introduced by the Law and Courts Committee:

This resolution honors Deputy David Roe who is retiring, for his 25 years of service to the Ingham County Sheriff’s Office.
Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO HONOR DEPUTY DAVID ROE OF THE INGHAM COUNTY SHERIFF’S OFFICE

WHEREAS, Deputy David Roe graduated from Lansing Community College in 1987 and in March 1988, was hired by the Ingham County Sheriff’s Office as a Deputy in March 1988; and

WHEREAS, Deputy Roe was assigned to the Mid Michigan Police Academy where he graduated in June 1988 and upon his graduation was assigned to Field Services as a Road Patrol Deputy; and

WHEREAS, in June, 1988 David was assigned to the Paramedic Unit in Field Services, serving distinctively on numerous paramedic calls; delivering a baby, rescuing many people in car accidents and caring for the sick and elderly; and

WHEREAS, In April, 1995 David was assigned to the Ingham County K-9 Unit with his new partner Maverick as a dog handler. David and Maverick were trained in locating narcotics, tracking suspects and handler protection for the citizens of Ingham County. Working together they apprehend several Felony suspects and took numerous amounts of narcotics off the streets; and

WHEREAS, Deputy David Roe was assigned to the Ingham County Correction Division from 2008 to 2011 as a corrections officer working several assignments; and

WHEREAS, David was reassigned to Field Services in March of 2011, being assigned to Field Services Road Patrol then to Courts; and

WHEREAS, throughout his 25 years of dedicated service to the Ingham County Sheriff’s Office, David served on the Dive team, was a Marine officer, a K-9 officer, a Field Training Officer (FTO) and a Paramedic; and

WHEREAS, over his career with ICSO, Deputy Roe received numerous letters of recognition, praise and commendations, as well as Six (6) Unit Citations Awards; and

WHEREAS, after 25 years of dedicated service to the citizens of Ingham County, Deputy David Roe retiring on February 15, 2013.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Deputy David Roe for his 25 years of dedicated service to the citizens of Ingham County and wishes him, continued success in all of his future endeavors.
Agenda Item 4a

TO: Law & Courts Committee
Finance Committee


DATE: January 23, 2013

RE: RESOLUTION TO ENTER INTO A CONTRACT WITH MID-MICHIGAN K9 USING FY2010 HOMELAND SECURITY GRANT PROGRAM FUNDS

Ingham County has accepted the FY 2010 Homeland Security Grant Program (HSGP) pass through funds from the City of Lansing in a previous resolution (11-355). This resolution authorizes the use of the grant funds to purchase an Explosive Detection Canine for the Sheriff’s Office. The cost is not to exceed $12,000 which includes the canine, medical guarantee and a (5) week handler training course.
INHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO A CONTRACT WITH MID-MICHIGAN K9 USING FY 2010 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 FY 2010 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 $160,300.44 from the State Homeland Security Program (SHSP) and $62,339.06 from the Law Enforcement Terrorism Prevention Program (LETPP) for a total of $222,639.50; and

WHEREAS, the resolution authorizing receipt of the grant funds was approved on November 8, 2011 (11-355); and

WHEREAS, the Sheriff’s Office has demonstrated the need for an Explosive Detection Canine for CBRNE Detection/Prevention and requested use of the grant funds; and

WHEREAS, after a bid process Mid-Michigan K9 out of Eaton Rapids, MI was selected as the vendor for this project.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with Mid-Michigan K9 for an amount not to exceed $12,000 for the purchase of an explosive detection canine.

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.
TO: Law & Courts Committee


DATE: January 23, 2013

RE: RESOLUTION TO APPOINT DEPUTY PROGRAM MANAGERS (DPM) TO THE INGHAM COUNTY EOC

This resolution authorizes the Sheriff to appoint Deputy Program Managers (DPM) to the Emergency Operations Center, to serve as relief of staff or, to fill in during vacation or training days, in the event of disaster or emergency where the EOC is activated.

There is no cost to the County to make these appointments. All of the appointees meet minimum requirements for this role and have sufficient knowledge of EOC operations.
Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPOINT DEPUTY PROGRAM MANAGERS (DPM) TO THE INGHAM COUNTY EMERGENCY OPERATIONS CENTER

WHEREAS, the Ingham County Board of Commissioners under the authority of Public Act 390 of 1976, as amended, is responsible for appointing the County Emergency Management Coordinator, and under Resolution 97-31, the County Sheriff is appointed as the Emergency Coordinator with authority to oversee the Office of Homeland Security and Emergency Management including appointing a Program Manager; and

WHEREAS, the Board of Commissioners has granted authority under Resolution 97-31, the County Sheriff is appointed as the Emergency Coordinator with authority to oversee the Office of Homeland Security and Emergency Management including appointing a Program Manager; and

WHEREAS, the Ingham County Sheriff has appointed Sergeant Robert Ott as the Emergency Management Program Manager in Ingham County; and

WHEREAS, Sergeant Ott and Sheriff Wriggelsworth are requesting the Board of Commissioners hereby appoint Robert Dale, Mark Piavis, Margaret Fischer and Paul Pratt as a Deputy Program Manager (DPM) in the Office of Homeland Security & Emergency Management that could serve as a relief force during disaster or emergency events.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints Robert Dale, Mark Piavis, Margaret Fischer and Paul Pratt, as Deputy Program Manager to a term of office expiring December 31, 2016, subject to the terms and conditions set forth by the County Sheriff.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes appointment of the above as Deputy Program Manager (DPM) for the Office of Homeland Security & Emergency Management, during times of disaster or emergency.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the appointments after review by the County Attorney.
Dear Mr. Langdon:

At its December 17, 2012 meeting the Authority Board passed a resolution authorizing the Authority to participate in the Ingham County Regional 911 system. The Board’s action directed Authority staff to change the Airport radio system from the current 800 MHz system to a 400 MHz system. The goal is to employ a system that is compatible with Ingham County for the occasional mutual aid emergency response and still enable the Airport to conduct routine daily airport business operations between the police, fire, maintenance, airfield operations, security and administrative functions. After exploring a number of options that offered a varying degree of compatibility and related costs, the following summarizes the change approved by the Board:

1. **Public Safety and Airport Operations:**
   Convert to the Ingham County radio system to accommodate the police / fire communications at a cost of $161,118.17 for new 400 MHz radios and laptop computers for Law Enforcement Network connections. The Authority’s understanding is that these costs will be covered through a regional Homeland Security grant.

2. **Administration and Maintenance:**
   Existing Airport Maintenance communication would convert from the State of Michigan 800 MHz system to a new 400 MHz system that would be purchased by the Airport Authority so it would be compatible with the Ingham County system in an emergency. The cost of this conversion is quoted to be $31,236, and paid for by The Authority.

This conversion process is being directed by the Public Safety, Operations, and Maintenance department heads, with Lisa Adams, Operations Manager, and the person in charge of the Airport’s Operation Center, and Tom Coe, Public Safety Chief, assigned to lead this effort. Lisa and Tom are in the process of ordering and installing the approved equipment and related licenses and establishing an implementation time line. They have been directed to ensure that the new 400 MHz system is in place and completely functional before shutting down the 800 MHz system. This is especially important since the Airport is in the middle of winter operations. Accordingly, Lisa and Tom will be contacting you and your staff to coordinate the Public Safety portion of this conversion.

In closing, the Airport Authority looks forward to working with you and Ingham County 911 Center staff to finalize this conversion of the Airport’s radio system as directed by the Board.

Sincerely,

Robert F. Selig, AAE
President / CEO

CC: Keith Kaspari, Sr. VP
    Dale Feldpausch, CFO,
    Lisa Adams, Operations Manager
    Tom Coe, Chief of Public Safety
    Tim Haizlip, Director of Maintenance
Honorable Richard Garcia
Ingham County Court
400 Ingham County Building
303 West Kalamazoo St.
Lansing, MI 48933

Dear Judge Garcia,

Enclosed is the report resulting from the on-site Program/Fiscal review of the Child Care Fund for Ingham County Court. This review took place on November 14-15, 2012. The level of cooperation and help provided by your office was extremely helpful and appreciated.

If you have any questions concerning this report, please feel free to contact me at: (517) 373-8934 or at fandelm@michigan.gov.

Sincerely,

Melinda Fandel
Child Care Fund Analyst

Cc: David Easterday, Court Administrator
Maureen Winslow, Deputy Court Administrator
Zoe Lyon, DHS County Director
Debbie DeLeon, County Commissioner
GENERAL PROGRAM STANDARDS AND CRITERIA:

The program was reviewed for the following In-Home Care program standards and criteria:

- Expenditures are not for judicial costs.
- Services are intensive, 1-20 ratios or less, not less than as an average of one face to face contact per week.
- Staff meets the qualifications established in the Juvenile Court Standards and Administrative Guidelines for the Care of Children and not used to meet 1-6000
- Non-scheduled payments are not for basic family needs otherwise available through public assistance programs.
- Fiscal reviews are completed to verify compliance with Child Care Fund Rules and Policy. Vouchers are reviewed to verify eligibility of expenses for state reimbursement, proper authorization, proper documentation and appropriate submittal on the monthly DHS-207 report.

A. INGHAM COUNTY FISCAL REVIEW

A fiscal review of the Child Care Fund expenditures was completed on November 15, 2012. The review included a sampling of vouchers for a four month period, April through May of the 2012 budget year. Vouchers were reviewed to verify eligibility for State reimbursement. They were also reviewed for proper authorization, back-up documentation, and proper submittal on the monthly DHS-207 reports.
Findings:

1. Determination of Care forms for Intensive Foster Care rates were authorized current to within six months.

2. One invoice did not meet eligibility requirements for Child Care Fund reimbursement. This invoice was for the purchase of a Delta Airlines plane ticket in the amount of $688.80 – which exceeds the $500 limit on CCF purchases, along with reimbursing for transportation costs for youth that was not for treatment purposes. Please refer to page 26 Section B, #8, and page 17, part (d) in the CCF Handbook.

3. Revenue collections were reviewed and properly reported on the DHS-207 reports.

4. Amounts on the vouchers matched the general ledger, which matched the DHS-207 reports.

5. Receipts or clothing inventories are attached to vouchers from service providers for youth receiving initial and semi-annual clothing allowances in Foster Care.

Recommendations

None

Requirements

Please make the adjustment of $688.88 on next month’s DHS 207 report for the cost of the Delta Airlines plane ticket.

B. INGHAM COUNTY COURT IN-HOME CARE PROGRAM REVIEW

The review included assessment of the program as described in the Annual Plan and Budget, and the results reflected in the period of review. The areas of review included the following:

- **YOUTH/FAMILIES SERVED** (Number Projected – Number Served).
- **FOCUS**-Prevent placement, early return (focus state in the plan, focus reflected in the cases reviewed).
- **TARGET POPULATION**-Youth/Families to be served as stated in Annual Plan and Budget. Population served as indicated by test sample.
- **AREA(S) OF IMPACT**-Area(s) of intended impact as stated in the Annual Plan and Budget as reflected in date summary and impact on county’s totals.
- **FISCAL**-Expenditures approved in the Annual Plan and Budget and expenditures made as evidenced by reviewed voucher.
- **DOCUMENTATION**-Files and support forms meet the standards for record keeping as defined by the Child Care Fund.

**PROGRAM SPECIFIC:**

A review of the program component occurred November 14-15, 2012. Ingham County Court was approved for eleven In-Home Care programs for the 2012 budget year.

**Aftercare/Truancy Program**

The Aftercare program serves youth who are being discharged from out-of-home residential placements. Court staff work to meet the needs of the youth once they are placed back into the community. These
specific needs deal with, but are not limited to, education, job placement and training, health care, mental health, and substance abuse. The Truancy Program enforces the State Truancy Law. This is a collaborative effort between the Circuit Court Family Division and the school districts of Ingham County to make sure that students are showing up for classes every day.

The ten case files randomly selected for review were:

63454-TY-DL  51726-5-TY  70709-1-DL  70408-2TY  68856-1-TY  
70242-1-TY  71830-1-TY  70289-2-TY  54579-2-TY  67972-4-TY

Findings

1. Youth and families served were within the projected number of youth anticipated to be served.

2. Youth within this test sample were at risk of out of home placement based on the severity of the complaint or multiple offenses.

3. Out of the ten files reviewed, five files were closed successfully with the youth remaining in his/her home. The remaining five files were still open. Three of the open files were currently at home while receiving services, one had the truancy ticket dismissed, and the remaining file was still open with the youth currently placed in a residential facility in Wyoming.

4. The program goal is to work with the youth and families in the home or in placement to reduce the number of days in Out-of-Home Detention and Residential Placement. The test sample reviewed verified the area of intended impact as projected in the Child Care Fund, Annual Plan and Budget.

5. The fiscal expenditures approved and the expenditures made were consistent with the Annual Plan and Budget.

6. Documentation in the files was complete and comprehensive. The documentation within each of the program files (petitions, current orders, updated reports, contact sheets, etc.) meet the In-Home Care requirements for record keeping.

Recommendations

None

Requirements

None

Community Program Services

This program provides a variety of services to meet the needs of troubled youth. Some of these services include substance abuse assessments and treatment, as well as anger management for youth charged with domestic violence, a short term in home behavioral workshop to address behavior problems as well as other treatment interventions meant to work with youth in their family home.

The ten case files randomly selected for review were:

66707-1DL  70560-1DL  42388-5DL  68157-1DL  67895-1DL
Findings

1. Youth and family served were within the projected number of youth anticipated to be served.

2. All youth within this test sample were at risk of out of home placement based on the severity of the complaint or multiple offenses.

3. Of the 10 files reviewed, five files were still open and receiving services. The remaining five files were closed, four of them successfully. One file was closed unsuccessfully and transferred to adult court due to the youth’s age.

4. The program goal is to work with the youth and families in the home or in placement to reduce the number of days in Foster Care and Residential Placement. The test sample reviewed verified the area of intended impact as projected in the Child Care Fund, Annual Plan and Budget.

5. The fiscal expenditures approved and the expenditures made were consistent with the Annual Plan and Budget.

6. Documentation in the files was complete and comprehensive. The documentation within each of the program files (petitions, current orders, updated reports, contact sheets, etc.) meet the In-Home Care requirements for record keeping.

Recommendations

None

Requirements

None

Juvenile Assessment Center

This program makes all youth who are petitioned to the Court for delinquent behavior take an initial YLS assessment. This is given by either the Intake Referees or the Juvenile Court Officers. The information obtained from this assessment helps the Court in case planning and assessing the risk and need level of the juveniles.

The ten case files randomly selected for review were:

66522-4DL  71524-2DL  72038-1DL  47680-3DL  47480-4DL.
32687-2DL  32487-3DL  71888-1DL  45688-1DL  71608-1DL

Findings

1. Youth and families served were within the projected number of youth anticipated to be served.

2. All youth within this test sample were at risk of out of home placement based on the severity of the complaint or multiple offenses.
3. Of the ten files reviewed, all ten youth were petitioned to the court and received YLS assessments.

4. The program goal is to work with the youth and families in the home or in placement to reduce the number of adjudications and days of out-of-home detention. The test sample reviewed verified the area of intended impact as projected in the Child Care Fund, Annual Plan and Budget.

5. The fiscal expenditures were consistent with the Annual Plan and Budget.

6. Documentation in the files was complete and comprehensive. The documentation within each of the program files (petitions, current orders, updated reports, contact sheets, etc.) meet the In-Home Care requirements for record keeping.

Recommendations

None

Requirements

None

MSU Adolescent Project

The primary goal of this program is to divert youth petitioned to the court from being placed in detention and becoming involved in the formal court process. Diverting youth at intake provides the court with a much less intrusive and costly option, compared to more formal consequences such as in-home detention, electronic monitoring, or use of secure detention. Services in this program are provided by Michigan State University Student-Advocates. The Student-Advocate meets with their assigned youth 6-8 hours a week and assists them in areas such as improving relationships with parents, improving school performance, finding jobs, etc. The youth who successfully complete the 18 week program have their petition dismissed and there is no formal record retained by the court.

The ten case files randomly selected for review were:

48704-5DL  47480-4TY  48897-3DL  68991-2TY  71549-1DL
70870-1DL  71083-1DL  70805-1DL  70882-1DL  62810-4DL

Findings

1. Youth and families served were within the projected number of youth anticipated to be served.

2. All youth within this test sample were at risk of out-of-home placement based on the severity of the complaint or multiple offenses.

3. Of the ten files reviewed, two files were still open and receiving services. The remaining eight files were closed. Of the eight file that were closed, seven were closed successfully with the petition being dismissed. One file was closed early due to non-compliance from the youth’s parent.

4. The program goal is to work with the youth and families in the home or in placement to reduce the number of days of out-of-home detention. The test sample reviewed verified the area of intended impact as projected in the Child Care Fund, Annual Plan and Budget.
5. The fiscal expenditures approved and the expenditures made were consistent with the Annual Plan and Budget.

6. Documentation in the files was complete and comprehensive. The documentation within each of the program files (petitions, current orders, updated reports, contact sheets, etc.) meet the In-Home Care requirements for record keeping.

**Recommendations**

None

**Requirements**

None

**Sex Offenders Program**

The program is an out-patient, community based treatment program for youth who have been adjudicated for a sex offense. Due to the severity of the offense and the subsequent risk to the community for additional sexual assaults, the offender would be a likely candidate for out-of-home placement in a long term juvenile residential facility if not for this program. The youth in the program meet with the worker once a week individually, plus they attend group meetings twice a week.

The ten case files randomly selected for review were:

- 70780-1DL
- 51800-2DL
- 71923-1DL
- 70351-1DL
- 71813-1DL
- 71868-1DL
- 71735-1DL
- 69208-1DL
- 71676-1DL
- 70252-1DL

**Findings**

1. Youth and families served were within the projected number of youth anticipated to be served.

2. All youth within this test sample were at risk of out of home placement based on the severity of the complaint or multiple offenses.

3. Out of the ten files reviewed, seven files were still open and receiving services. The remaining three files were closed successfully with the youth avoiding any type of out-of-home placement.

4. The program goal is to work with the youth and families in the home or in placement to reduce the number of days in Residential Treatment Care. The test sample reviewed verified the area of intended impact as projected in the Child Care Fund, Annual Plan and Budget.

5. The fiscal expenditures approved and the expenditures made were consistent with the Annual Plan and Budget.

6. Documentation in the files was complete and comprehensive. The documentation within each of the program files (petitions, current orders, updated reports, contact sheets, etc.) meets the In-Home Care requirements for record keeping.
**Intensive Probation Services**

The Intensive Probation Services program was designed and has successfully achieved the goal of providing intensive probationary supervision and counseling for youth who are adjudicated court wards. These youth would otherwise be committed to the M.D.H.S., placed in private residential care, or would have been placed in a family foster care. Youth are subsequently classified as being able to remain home with aid of intensive supervision as they are seen at least two or three times a week.

The ten case files randomly selected for review were:

64112-2DL  719106-1DL  71029-1DL  69463-2DL  66858-4DL  
70028-1DL  70408-2TU  68856-1TY  51726-TY  65834-4DL

**Findings**

1. Youth and families served were within the projected number of youth anticipated to be served.

2. All youth within this test sample were at risk of out of home placement based on the severity of the complaint or multiple offenses.

3. Of the ten files reviewed, only one file was closed, unsuccessfully, with the youth currently placed in residential treatment in Wyoming. The remaining nine files were still open, with the youth at home while receiving services.

4. The program goal is to work with the youth and families in the home or in placement to reduce the number of days in Family Foster Care, Residential Treatment Care, and the number of State Wards Committed. The test sample reviewed verified the area of intended impact as projected in the Child Care Fund, Annual Plan and Budget.

5. The fiscal expenditures approved and the expenditures made were consistent with the Annual Plan and Budget.

6. Documentation in the files was complete and comprehensive. The documentation within each of the program files (petitions, current orders, updated reports, contact sheets, etc.) meet the In-Home Care requirements for record keeping.

**Recommendations**

None

**Requirements**

None
Intensive Neglect and Family Support

The Intensive Neglect Services Program provides enhanced casework services to assist families who are at high risk to have their children removed from their home due to abuse or neglect. This program also facilitates in the early return home of children already removed from their parents’ care. The main goal of the I.N.S. Program is to eliminate or reduce neglectful and/or abusive behaviors of parents and ensure that children are raised in a home environment which is more prone to healthy emotional, physical and intellectual development. The goal of the Family Support Services Program is to aid in preventing the placement of a juvenile in out-of-home care or to provide for an earlier return of the youth in the family home. This is accomplished by providing treatment intervention to parents identified by the Court as showing signs of needing additional support either because of inadequate parenting or an unstable home environment.

The ten case files randomly selected for review were:

70533-23NA 71060-1234NA 67012-12345NA 70510-1234NA 71550-12345NA
70872-123NA 70000-12NA 71567-1NA 70185-12NA 67322-3456789NA

Findings

1. The youth and families served were within the projected number of youth anticipated to be served.

2. All youth within this test sample were at risk of out-of-home placement based on the severity of the complaint or multiple offenses.

3. Out of the ten files reviewed, two were open with the youth at home while receiving services. The remaining eight files were closed – one unsuccessfully with the children put in the care of MDHS.

4. The program goal is to work with the youth and families in the home or in placement to reduce the number of days in Family Foster Care and days in Residential Treatment. The test sample reviewed verified the area of intended impact as projected in the Child Care Fund, Annual Plan and Budget.

5. The fiscal expenditures approved and the expenditures made were consistent with the Annual Plan and Budget.

6. Documentation in the files was complete and comprehensive. The documentation within each of the program files (petitions, current orders updated reports, contact sheets, etc.) meets the In-Home Care requirements for record keeping.

Recommendations

None

Requirements

None
In-Home Detention

This program has an In-Home Detention Monitor that has daily contact with each juvenile/family and daily contact with the schools. The Monitors are available to the juvenile/family on a 24 hour (on-call) basis. Juveniles are placed on In-Home Detention as an early release or alternative to secure detention. The program’s services to the juvenile/family are provided on an in-home basis utilizing community-based resources. Electronic monitoring is an additional resource to the In Home Detention Program. Electronic monitoring is used when the serious offenders are released from detention or as a way of avoiding the need for detention. Not all juveniles placed on In Home Detention are placed on electronic monitoring.

The ten case files randomly selected for review were:

70709-1DL  68157-1DL  70492-1DL  70560-1DL  69483-1TY
63454-1DL  71868-1DL  70028-1DL  69463-2DL  71029-1DL

Findings

1. The youth and families served were within the projected number of youth anticipated to be served.

2. All of the youth within this test sample were at risk of out-of-home placement based on the severity of the complaint or multiple offenses.

3. Out of the ten files reviewed, six of the youth completed in-home detention successfully. Two youth are currently AWOL, and the other remaining two youth are currently in placement.

4. The program goal is to work with the youth and families in the home or in placement to reduce the number of days in Out-of-Home Detention. The test sample reviewed verified the area of intended impact as projected in the Child Care Fund, Annual Plan and Budget.

5. The fiscal expenditures approved and the expenditures made were consistent with the Annual Plan and Budget.

6. Documentation in the files was complete and comprehensive. The documentation within each of the program files (petitions, current orders updated reports, contact sheets, etc.) meets the In-Home Care requirements for record keeping.

Recommendations

None

Requirements

None

Impact

The IMPACT program, started by Community Mental Health, was implemented to help meet the needs of court youth diagnosed with Serious Emotional Disturbance by providing intensive, in-home, community based intervention. This program uses a team approach with each youth and their family. The team includes the Juvenile Court Officer, a Family Guidance therapist, Wraparound facilitator and a Parent
Advocate. The team provides intensive treatment intervention every week for as many sessions per week needed to stabilize the youth and family. The minimum number of contacts made is one per week. Due to less use of the program, there were no service referrals made in FY 12.

There were no new cases for this program in FY 12. Expenditures paid were for old year bills.

Day Treatment

The Day Treatment Program is a highly structured and intensive program. The goal of Day Treatment is to provide youth with an individualized learning environment that will provide both educational and community supports to meet each youth's needs. The Day Treatment Program focuses on ensuring that youth have the opportunity to receive the fundamental tools needed to excel academically and within their community.

The ten case files randomly selected for review were:

67895-1DL  68991-1DL  42388-5DL  51726-5TY  63454-1DL
68157-1DL  70028-1DL  70492-1DL  69483-1TY  70560-1DL

Findings

1. Youth and families served were within the projected number of youth anticipated to be served.

2. All youth within this test sample were at risk of out-of-home placement based on the severity of the complaint or multiple offenses.

3. Out of the ten files reviewed, two files are still open with the youth currently AWOL. Five file remain open with one youth currently placed at Boystown, and the other four at home while receiving Day Treatment services. The remaining three files are close, two successfully, and one unsuccessfully with the youth transferring to adult court.

4. The program goal is to work with the youth and families in the home or in placement to reduce the number of days in Residential Treatment. The test sample reviewed verified the area of intended impact as projected in the Child Care Fund, Annual Plan and Budget.

5. The fiscal expenditures approved and the expenditures made were consistent with the Annual Plan and Budget.

6. Documentation in the files was complete and comprehensive. The documentation within each of the program files (petitions, current orders, updated reports, contact sheets, etc.) meet the In-Home Care requirements for record keeping.

Recommendations

None

Requirements

None
Evening Reporting

This program is also referred to as the “Pride Program”. The goal of the Pride program is to make a positive difference in the lives of youth, mainly through providing safe, supervised educational and recreational programming that allows for academic achievement. This helps youth to realize their highest potential. The Pride program is a risk specific program. High risk youth attend the program three nights a week and moderate risk attend two nights a week. Transportation is provided for both groups. Students are picked up at school and taken to the program. The program begins with an hour of educational support, which includes doing homework, tutoring, and quiet reading. The youth then participate in a cognitive behavioral group for approximately ninety minutes. After eating dinner, the youth finish the evening with a structured recreational activity or a community service project.

The ten case files randomly selected for review were:

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Findings

1. Youth and families served were within the projected number of youth anticipated to be served.

2. All youth within this test sample were at risk of out-of-home placement based on the severity of the complaint or multiple offenses.

3. Out of the ten files reviewed, nine files were still open, one is currently AWOL and one is in placement at Boystown. One file was closed successfully from the program. The remaining seven files that were open are at home while receiving services from the Pride Program.

4. The program goal is to work with the youth and families in the home or in placement to reduce the number of days in Out-of-Home Detention and Residential Treatment. The test sample reviewed verified the area of intended impact as projected in the Child Care Fund, Annual Plan and Budget.

5. The fiscal expenditures approved and the expenditures made were consistent with the Annual Plan and Budget.

6. Documentation in the files was complete and comprehensive. The documentation within each of the program files (petitions, current orders, updated reports, contact sheets, etc.) meet the In-Home Care requirements for record keeping.

Recommendations

None

Requirements

None

Conclusion:

After reviewing 110 case files and completing a four month fiscal review, Ingham County Court is in compliance with the Child Care Fund rules and policies. Fiscal documentation was kept in excellent
order which made it easy to find and accessible. There will have to be an adjustment on next month’s DHS 207 report for the amount of $688.80 for the purchase of a Delta Airlines plane ticket. The program files were well organized and had all the necessary information needed to complete the review. The Court staff was extremely helpful in assisting with the program and fiscal reviews, providing all the necessary information when requested.