

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, MAY 16, 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 [May 2, 2013](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Law & Courts Committee - Ingham Family Center Advisory Board Interviews
2. Animal Control - Resolution to Authorize a One Year Pilot Project Full-Time [Volunteer](#) Assistant Position for the Purpose of Ensuring the Sustainability of Department Programs and Private Funding Sources at the Animal Control Department
3. Sheriff's Office - Resolution to Authorize the Ingham County Sheriff's Office to Assign the Ingham Regional Special Response Team with a [Vehicle](#) for Transportation and Hostage Negotiator Functions
4. Circuit Court - Resolution Honoring [David Easterday](#)
5. Controller's Office - 911 Director - [Update](#) on the Ingham County 911 Center

Announcements

Public Comment

Adjournment

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

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

LAW & COURTS COMMITTEE  
May 2, 2013  
Minutes

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

Members Absent: Victor Celentino

Others Present: Jared Cypher, Joel Maatman, Mike Pathfinder, Mary Sabaj, Lance Langdon, Maureen Winslow and others

The meeting was called to order by Vice-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 April 18, 2013 Law & Courts Minutes

The April 18, 2013 Law & Courts Minutes were approved as submitted.

Additions to the Agenda

None.

Limited Public Comment

None.

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

1. Community Corrections Advisory Board (CCAB)
  - b. Resolution Requesting the State of Michigan to Restore Michigan Department of Corrections - Office of Community Alternatives Plans and Services Funding for FY 2013 – 2014
  
2. Sheriff's Office
  - a. Resolution Authorizing Ingham County Sheriff's Office to Participate in the Military Surplus 1033 Program *Note: In the fourth whereas the word after Police should be changed from "is" to "in".*
  - b. Resolution Authorizing Amending the Ingham County Sheriff's Office Secondary Road Patrol Grant
  
3. Facilities
  - a. Resolution Authorizing Entering into a Contract with Laux Construction, LLC to Provide Tuck-Pointing Services for Exterior Repairs at the Human Services Building Maintenance Garage and Ingham County Family Center
  - b. Resolution Authorizing Entering into a Contract with Laux Construction, LLC for the Removal of the Gymnasium Stage at the Ingham County Family Center

- c. Resolution Authorizing Entering into a Contract with C2AE for Architectural and Engineering (A&E) Design Services for the Replacement of One Roof at the Sheriff's Office and the Roof of Pavilion #2 at Potter Park Zoo

MOTION CARRIED UNANIMOUSLY. Absent: Chairperson Celentino and Comm. Holman

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

MOTION CARRIED UNANIMOUSLY. Absent: Chairperson Celentino and Comm. Holman

1. Community Corrections Advisory Board (CCAB)
  - a. Mary Sabaj Director, Update on CCAB State Budget Cuts (No Materials)

Ms. Sabaj overviewed the State Budget cuts explaining the cuts are less favorable to the County than expected. She described programs that will be terminated and those that could be reinstated in the 2014 budget. The Committee discussed the Employment Program with Peckham and the Day Reporting Program along with the cost to keep each program. Ms. Sabaj will provide the Controller's Office with the actual cost to keep the Day Reporting Program.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. HOPE, TO APPROVE A RESOLUTION CONSIDERING UP TO \$20,000 OUT OF THE CONTINGENCY FUND TO KEEP THE DAY REPORTING PROGRAM THROUGH THIS FISCAL YEAR.

(Comm. Holman arrived at 6:06 pm)

Comm. Hope asked how many people are served through the Day Reporting Program. Ms. Sabaj answered 15 people at a time. She then described the program's objectives and how the County can increase the number of individuals served.

Ms. Sabaj explained this program can be a part of the 2014 budget; however, there will be cuts to the Administrative Budget by a few thousand dollars.

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

MOTION CARRIED UNANIMOUSLY. Absent: Chairperson Celentino

Comm. Holman voted yes to approve the minutes and the consent agenda.

Mr. Cypher asked if the Committee would prefer the resolution as a late at the Finance Committee or at the next Law & Courts Committee meeting. The Committee discussed when they would like the resolution. Vice-Chairperson Tsernoglou asked that the resolution is on Finance Committee's agenda.

MOTION CARRIED UNANIMOUSLY. Absent: Chairperson Celentino

4. Circuit Court, Family Division - First Quarter Report

Ms. Winslow provided the quarterly report and reviewed the changes.

Ms. Winslow informed the Committee that the Continuum of Care programming is going very well and last fall they added an evidence based program for parents called Common-Sense Parenting. She described the program stating the feedback from parents is excellent. She also noted that the Ingham Academy is going very well and recidivism is low.

Comm. Bahar-Cook stated that Chairperson Nolan would like to know how female pregnancy at the Ingham Academy compares to other similar high and low risk populations in the County or State. Ms. Winslow stated she cannot answer for low risk because the youth at the Ingham Academy are either moderate or high risk. She further stated that teen pregnancy is high risk behavior and because of the recent pregnancies the males and females are separated as much as possible; however, there are not enough teachers in one or two classes. She assured the Committee it is not being ignored and sex education is a topic in the health class.

Comm. De Leon stated she was pleased to hear about the Common-Sense Parenting program further stating Teen Court is doing something similar with their Street Law Workshops. Comm. De Leon asked how large the classes are. Ms. Winslow estimated a maximum of 8 to 10 parents for each class and there are about three per week. Comm. De Leon questioned if there are any cultural or ethnic dissimilarities in parenting within the class. Ms. Winslow stated she did not think so because the concept is simple, it teaches parents to communicate. She provided an example of how the program works with praise, reward and constructive criticism.

Comm. Bahar-Cook stated during her attendance at a Michigan Association of Counties meeting they were informed of a place holder in the House and Senate budgets for the child care fund. She stated she is hopeful for the funding. Ms. Winslow stated she also attended a meeting where the requirements for the child care fund were discussed.

Ms. Winslow updated the Committee on recent meetings relating to gang activity.

5. Controller's Office

b. 911 Director - Update on the Ingham County 911 Center

Mr. Langdon updated the Committee on filling the remaining vacant positions.

Mr. Langdon informed the Committee he recently spoke with administrative staff from various Mason Elementary Schools on the use of the 911 radio system, information the 911 dispatchers require, in addition to, police protocols for acts of violence issues in schools.

Mr. Langdon stated he and Mr. Gaukel attended a table top exercise with the Capitol City Airport as required by FCC regulation.

Comm. Schafer referenced the memorandum in the agenda packet asking for identification of the acronyms. Mr. Langdon reviewed the acronyms. Comm. Schafer questioned the number of calls to the Ingham County Sheriff's Office. Mr. Langdon noted the number is from June 27, 2012 to April 27, 2013. Comm. Hope questioned if that number includes Delhi Township calls because they contract with the Sheriff's Office. Mr. Langdon stated this does include Delhi Township. Vice-Chairperson Tsernoglou asked if this number is all calls or specific incidents. Mr. Langdon stated this is per response.

Mr. Langdon informed the Committee on Monday he attended an autism registration meeting at Glencairn Elementary School. He explained that individuals were able register their address and provide the 911 Center with a photograph and information of the autistic child living in the home. Should there be an emergency at that home the dispatchers can provide the first responders with the information which includes things they should or should not do because each child with autism responds differently to different behaviors. It is best if the first responders know what is calming to the child. Comm. Bahar-Cook asked what happens if someone moves; will the 911 Center still identify that address as a home with an autistic child living there because that may not be true. Mr. Langdon explained the intent is to incorporate a website where it will be necessary to renew the information annually and depending on how many children are registered the administrative staff may do an annual audit.

a. Resolution Updating Various Fees for County Services

(Comm. De Leon left at 6:41 pm)

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES.

Comm. Schafer questioned the euthanasia fee and target percentage. The Committee discussed the fee and target percentage. Mr. Cypher will provide the Committee with an explanation of the target percentage for the Animal Control, Euthanasia Fee.

Comm. Schafer stated it is his opinion that the Enforcement/Dog License Fees (all 4 items) are too high and not competitive to fees in other Counties. Comm. Schafer asked to divide the question separating the Enforcement/Dog License Fees, all items. Vice-Chairperson Tsernoglou agreed to do so. The Committee discussed the dog license fees, sterilized and un-sterilized dogs along with herding.

MOTION, EXCLUDING THE ENFORCEMENT/DOG LICENSE FEES, ALL ITEMS, CARRIED UNANIMOUSLY. Absent: Chairperson Celentino and Comm. De Leon

MOTION, ON THE ENFORCEMENT/DOG LICENSE FEES, ALL ITEMS, CARRIED with Comm. Schafer voting "no". Absent: Comm. Celentino and Comm. De Leon

Announcements

Comm. Hope announced she attended the Sobriety Court Graduation.

Comm. Holman asked that the Committee have open minds when discussing the Mental Health Court acknowledging it is expensive. Comm. Bahar-Cook agreed, nonetheless, it will save money in the long run.

Public Comment

None.

The meeting adjourned at approximately 6:57 p.m.

Respectfully submitted,

Julie Buckmaster

## MAY 16, 2013 LAW & COURTS AGENDA STAFF REVIEW SUMMARY

1. Law & Courts Committee - *Ingham Family Center Advisory Board Interviews*  
Committee interviews and potential appointments.

### RESOLUTION ACTION ITEMS:

**The Deputy Controller is recommending approval of the following resolutions/actions:**

2. Animal Control - *Resolution to Authorize a One Year Pilot Project Full-Time Volunteer Assistant Position for the Purpose of Ensuring the Sustainability of Department Programs and Private Funding Sources at the Animal Control Department*

This resolution authorizes the creation of a full-time shelter Volunteer Assistant position FTE - UAW D salary range (\$30-681-\$36,525) as a one year pilot project from June 1, 2013 until May 31, 2014 at which time the authorization for the position will sunset. The one year total personnel costs for this position is projected at \$51,893 to be funded by a combination of County funds (one third) up to \$17,298 and (two thirds) private funding \$34,595 for the first 12 months with the intent to thereafter be funded by private funding only. This one time use of \$17,298 from the 2013 Ingham County Contingency Fund would be our contribution towards this Pilot Project. The Law & Courts Committee will review this status of this Pilot Project in the second quarter of 2014 to determine its success and potential for continuation prior to the expiration of the pilot project. It will be up to the Ingham County Animal Shelter Fund (ICASF) and the Animal Care Fund or other third parties to demonstrate that they can successfully raise 100% of the total personnel costs at the conclusion of this Pilot project in order for this Pilot Project to be continued.

3. Sheriff's Office - *Resolution to Authorize the Ingham County Sheriff's Office to Provide the Ingham Regional Special Response Team with a Vehicle for Transportation and Hostage Negotiator Functions*

This resolution authorizes the Ingham County Sheriff's Office to temporarily assign a transport van fleet vehicle to the Ingham Regional Special Response Team. The registration and insurance will be maintained by Ingham County and this vehicle will remain the property of Ingham County Sheriff's Office to be returned to the County after the Ingham Regional Special Response Team ceases using it for operations. At that time the vehicle will be disposed of according to normal County vehicle disposition policies.

4. Circuit Court - *Resolution Honoring David Easterday*

This resolution honors the Circuit Court Administrator upon his retirement.

**This portion of the agenda is for informational purposes:**

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

# Memo

**To: Law & Courts, County Services, and Finance Committees**

**From: Jamie McAloon Lampman, Director**

**CC: Mary Lannoye County Controller  
John Neilsen Deputy Controller**

**Date: May 9, 2013**

**Re: Request for Fulltime Volunteer Assistant Position**

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I am requesting a new position for the purpose of ensuring the sustainability of the ICAC volunteer and donor base we have developed over the past 7 years. ICAC maintains a volunteer program of over 200 trained volunteers that manage over 10 vital ICAC programs that serve thousands of ICAC residents annually. In addition these same volunteers are responsible for the fund raising efforts that have funded a full time animal control officer at ICAC for the last three years. Over \$200,000 in private funds and grants in 2012 are due to their efforts and that number grows annually along with their volunteer hours which exceed 4000 hours of volunteer service annually. The Human Resource Department has created the new classification and has notified the UAW. The UAW supports the classification. Please see attached memo from Human Resources. The position of a fulltime volunteer assistant is proposed to ensure the sustainability of our programs and private funding sources. It would be a pilot position for twelve months. **The costs would be split three ways the first year; two thirds of the cost would come from private funding and one third from the general fund (\$17,298). I have received a commitment from the Ingham County Animal Shelter Fund (ICASF) of one third the cost and another third from the Animal Care Fund. The balance one third I am requesting from the County general fund for one year only- the first year.** Depending on the success of the position in the first year (its ability to contribute to the sustainability and further growth of the volunteer program and Animal Care Fund) ICAC would then continue the position with 100 percent from private funding. If the private funds were not available the position would end. The enormous amount of work associated with these efforts is far beyond what our staff can maintain. If we do not address the needs of our and volunteers and funding sources we risk losing all we have gained over the years in building the programs, volunteer base and donor base. These vital programs cannot thrive or be sustained without further assistance. This position is necessary and vital. The potential for more funding is another important factor as well as improved efficiency. The cost for the position including benefits at STEP I \$51,893 up to \$58,806 at the highest STEP level. We would be hiring this position at Step I which would require a commitment from the general fund of \$17,298.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A ONE YEAR PILOT PROJECT FULL-TIME VOLUNTEER ASSISTANT POSITION FOR THE PURPOSE OF ENSURING THE SUSTAINABILITY OF DEPARTMENT PROGRAMS AND PRIVATE FUNDING SOURCES AT THE ANIMAL CONTROL DEPARTMENT**

WHEREAS, the Ingham County Animal Control Department (ICAC) is dedicated to providing programs and services to all residents of Ingham County it does require the assistance of volunteers to run multiple programs, raise the funds and assist staff to meet those needs; and

WHEREAS, each year, more than 4000 hours of volunteer service is provided to ICAC by 200 trained volunteers; and

WHEREAS, as a result of volunteer efforts over \$200,000 of private funds is raised annually to provide the animals of Ingham County Animal Control urgent veterinary care, supplies, facility improvements, program operations and the funding for a full-time animal control officer; and

WHEREAS, as a result of the increasing demands to sustain these efforts due to managing dozens of volunteers on-site and off-site on a daily basis; along with managing multiple programs staffed by volunteers, ICAC is seeking to hire a full-time volunteer assistant to assist with the volunteer program and activities associated with it; and

WHEREAS, the Ingham County Animal Control Department is seeking only one third the cost of the position from the general fund and the remaining two-thirds will be provided through private funding. Funding for the entire position after the first year will be provided through private funding; and

WHEREAS, Ingham County Animal Control has for the last three years fully funded a full-time animal control officer and those funding efforts are due to volunteer efforts that are vital and necessary to continue to attract and sustain private funding and volunteers; and

WHEREAS, the Ingham County Animal Control Department is seeking a solution to the growing and overwhelming demands on current staff by creating a full-time position that would provide for the sustaining of the department's programs and private funding resources which are vital to the current services being provided; and

WHEREAS, as a result the department would increase its revenues through programs and private funding sources and continue to sustain and grow the volunteer base and the ability to train and deploy volunteers; and to serve a greater number of citizens; and

WHEREAS, the result would be improved services to residents; care of the animals and reduced costs related to the care of ill and injured animals as well as a reduction in the number of homeless animals in our community for years to come due to the successes of the programs volunteers conduct.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves creation of a full-time shelter Volunteer Assistant position FTE - UAW D salary range (\$30-681-\$36,525) as a one year pilot project effective June 1, 2013 until May 31, 2014 at which time the authorization for the position will sunset.

BE IT FURTHER RESOLVED, that the one year total personnel costs for this position is projected at \$ 51,893 to be funded by a combination of County funds (one third) up to \$17,298 and (two thirds) private funding \$34,595 for the first 12 months with the intent to thereafter be funded by private funding only.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$17,298 from the 2013 Ingham County Contingency Fund to the Animal Control Budget for this purpose.

BE IT FURTHER RESOLVED, that the Law & Courts Committee will review this status of this Pilot Project in the second quarter of 2014 to determine its success and potential for continuation prior to the expiration of the pilot project.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary adjustments to the Ingham County Animal Control Departments Budget and Position Allocation list.

**M E M O R A N D U M**

**TO:** Law & Courts Committee  
Finance Committee

**FROM:** Major Joel Maatman

**DATE:** April 26, 2013

**RE:** Transportation Van Appropriation to the Ingham Regional Special Response Team (IRSRT)

This resolution will authorize the Sheriff's Office to provide a retired transport van (2008 Chevrolet Express 3500 Van, VIN #1GAHG39K781221467 / 97,258 miles) to the Ingham Regional Special Response Team in lieu of auctioning the vehicle. The registration and insurance will be maintained by Ingham County.

The vehicle will be utilized to transport team members to and from the scene of events requiring the response of IRSRT (Ingham Regional Special Response Team) personnel. Additionally, the vehicle will be reconfigured to provide work space and storage for members of the Hostage Negotiator element of IRSRT. Routine maintenance of the vehicle will be shared by the participating agencies of IRSRT.

Introduced by the Law & Courts & Finance Committees:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY SHERIFF'S OFFICE TO  
ASSIGN THE INGHAM REGIONAL SPECIAL RESPONSE TEAM WITH A VEHICLE FOR  
TRANSPORTATION AND HOSTAGE NEGOTIATOR FUNCTIONS**

WHEREAS, the Ingham County Sheriff's Office is a participating member of the Ingham Regional Special Response Team; and

WHEREAS, the Ingham County Sheriff's Office provides personnel to the Ingham Regional Special Response Team that includes, an Assistant Team Commander, four Operators, and two Hostage Negotiators; and

WHEREAS, the Ingham County Sheriff's Office would like to provide a retired transport van to be utilize as a transportation vehicle for members assigned to the Ingham Regional Special Response Team and as a base of operations for the Hostage Negotiator element of the team; and

WHEREAS, the Ingham County Sheriff's Office will share the cost of routine maintenance of the this vehicle with the additional three agencies (Michigan State University Police Department, Meridian Township Police Department and East Lansing Police Department) participating on the team; and

WHEREAS, the registration and insurance will be maintained by Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Sheriff's Office to temporarily assign a fleet vehicle (2008 Chevrolet Express 3500 Van, VIN #1GAHG39K781221467 / 97,258 miles) to the Ingham Regional Special Response Team.

BE IT FURTHER RESOLVED, that this specified vehicle will remain the property of Ingham County Sheriff's Office to be returned to the County after the Ingham Regional Special Response Team ceases using it for operations.

Introduced by the Law and Courts Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING DAVID EASTERDAY**

WHEREAS, David Easterday began his employment with Ingham County in July 1983 as Controller of the Ingham County Medical Care Facility, where he remained until June 1995; and

WHEREAS, David Easterday returned to Ingham County as the Assistant Friend of the Court/Operations in June 1999, and was promoted to the position of Deputy Court Administrator in 2000; and

WHEREAS, in June 2002 David Easterday was promoted to the position of Court Administrator; and

WHEREAS, during David Easterday's tenure as Court Administrator, the Ingham County Circuit Court underwent numerous changes which include the Court moving into the Veterans Memorial Courthouse, and the implementation of a new case management system; and

WHEREAS, David Easterday supported and encouraged the growth and success of the Ingham County Circuit Court Bring a Child to Work Program; and

WHEREAS, in his role as Court Administrator, David Easterday has promoted the unification and cooperation of the divisions of the Ingham County Circuit Court to enhance the efficiency and improvement of the delivery of justice; and

WHEREAS, David Easterday has led the employees of the Circuit Court by virtue of the personal examples he has set for dedication, professionalism and integrity.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors David Easterday for 26 years of dedicated service to the County of Ingham.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners wishes him continued success in all of his future endeavors.

# Memorandum

To: Ingham County Law and Courts Committee

From: Lance Langdon, 9-1-1 Center

Date: May 10, 2013

Ref: 9-1-1 Update

There is a little to report for this week in addition to some upcoming training.

- I did attend the Ingham County Police Memorial Service this week at the Sheriff's Department; Lansing PD did a nice job with this years' service.
- Working towards the microwave install for the redundant connection for our phone system and the vendor advises that they will make the deadline at the end of this month.
- Hiring process is underway, Oral Boards were done on Monday and Tuesday of this week and applicants passing that phase will be off to our Background investigators by the time we are discussing this at your meeting. This will put us on schedule to bring our last 4 dispatchers on board about 3 weeks from now.
- We are working with the area fire departments on several operational changes that they are making with regards to automatic mutual aid to calls.
- We will have several people attending training the week of the 20<sup>th</sup>. The Michigan NENA (National Emergency Number Association) conference is this week. We will have Dispatchers and Supervisors in attendance. At the same time I will be attending their new Center Manager Certification Program (CMCP), which is a 40 hour program that NENA has started to put on around the country and is running in conjunction with this year's Michigan NENA Conference. All of this training is here in Lansing and is funded through our wireless training funds.