

CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON
BRIAN McGRAIN

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

LAW AND COURTS COMMITTEE
REBECCA BAHAR-COOK, CHAIR
KARA HOPE
BRYAN CRENSHAW
VICTOR CELENTINO
PENELOPE TSERNOGLOU
RANDY SCHAFER
RANDY MAIVILLE

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, DECEMBER 4, 2014 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [November 13, 2014](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Animal Control
 - a. Resolution Authorizing the New Classification for the Position Titled [Veterinarian Technician](#) - Animal Control Department
 - b. Resolution Approving a United Auto Workers Letter of Understanding with Regard to [On-Call](#) Animal Control Employees
2. Honorary Resolution - Resolution Honoring [Sally Henschel](#) of the 30th Judicial Circuit Court Clerk's Office
3. Circuit Court
 - a. Resolution to Enter into a Subcontract with Sentinel Offender Services, LLC for [Electronic Monitoring Services](#) for the FY 2015 Swift and Sure Sanctions Probation Program Grant
 - b. Resolution to Enter into a Service Agreement with Linguistica International for Foreign Language Interpretation and Document [Translation Services](#) for the 30th Circuit Court
4. 55th District Court
 - a. Resolution Approving the Appointment of [Krista L. Krause](#) as Attorney Magistrate of the 55th District Court
 - b. Mental Health Court Presentation
5. Sheriff's Office
 - a. Resolution to Accept a Michigan Municipal Risk Management Association RAP Grant for the Ingham County Sheriff's Office to Purchase Nine (9) [Body Cameras](#)
 - b. Resolution to Allow the Ingham County Sheriff's Office to Enter into Memorandum of Understandings with the Webberville, Williamston and Holt Public Schools So They Can Apply for the Michigan State Police 2015 Competitive [School Safety](#) Program Grant

- c. Resolution to Authorize the Ingham County Sheriff's Office to Enter into an Interlocal Agreement with Delhi Township and the City of East Lansing for the 2014 - 2018 Michigan Department of Treasury Competitive [Grant Assistance](#) Program
6. Controller's Office - Resolution to Authorize the Michigan State University School of Human Resources and Labor Relations to Conduct an [Organizational Assessment](#) of the Ingham County 9-1-1 Central Dispatch Center

Announcements
Public Comment
Adjournment

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

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

LAW & COURTS COMMITTEE
November 13, 2014
Minutes - Draft

Members Present: Rebecca Bahar-Cook, Victor Celentino, Kara Hope (arrived at 6:06 p.m.), Bryan Crenshaw, Randy Maiville, Randy Schafer, and Penelope Tsernoglou (arrived at 6:11 p.m.)

Members Absent: None

Others Present: Hon. Thomas Boyd, John Neilsen, Andrew Seltz, Lance Langdon, Maureen Winslow, Michael Dillon, Anne Burns, Jacqueline Payne, and Ryan Buck

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

Approval of the October 30, 2014 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE MINUTES OF THE OCTOBER 30, 2014 LAW & COURTS COMMITTEE MEETING AS PRESENTED.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Hope and Tsernoglou.

Additions to the Agenda

4. Animal Control Department
 - a. Resolution to Accept a Second Grant from Two Seven Oh Inc.

Substitute –

3. Controller’s Office - Resolution Approving Various Contracts for the 2015 Budget Year

Limited Public Comment

None.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFFER, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

2. 55th District Court
 - a. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office – Court Performance Innovation Grant Program (SCAO-CPIFG)

3. Controller's Office - Resolution Approving Various Contracts for the 2015 Budget Year
4. Animal Control Department
 - a. Resolution to Accept a Second Grant from Two Seven Oh Inc.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Hope and Tsernoglou.

THE MOTION TO APPROVE THE ACTION ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Hope and Tsernoglou.

1. Circuit Court/Family Division - Resolution Authorizing Acceptance of a Michigan Drug Court Grant for the Ingham County Family Dependency Treatment Court

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION AUTHORIZING ACCEPTANCE OF A MICHIGAN DRUG COURT GRANT FOR THE INGHAM COUNTY FAMILY DEPENDENCY TREATMENT COURT.

Commissioner Crenshaw asked how many hours Dr. Norman Miller would work with participants.

Maureen Winslow, Deputy Court Administrator, stated that Dr. Miller would work between 2-3 hours on about 5-6 participants total.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Hope and Tsernoglou.

2. 55th District Court
 - b. Resolution to Authorize a Full-Time Enforcement Officer Position for the Purpose of Collecting Delinquent Fines and Costs in the District Court

MOVED BY COMMISSIONER CRENSHAW, SUPPORTED BY COMMISSIONER SCHAFER, TO APPROVE THE RESOLUTION TO AUTHORIZE A FULL-TIME ENFORCEMENT OFFICER POSITION FOR THE PURPOSE OF COLLECTING DELINQUENT FINES AND COSTS IN THE DISTRICT COURT.

Commissioner Schafer applauded the District Court for this resolution. He further stated that he would vote in favor of the resolution.

Hon. Thomas Boyd, 55th District Court Chief Judge, thanked Commissioner Schafer for his comments.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Hope and Tsernoglou.

- c. Overview on Court Costs in Light of 2014 PA 352

Judge Boyd stated that the State Court Tools program was the source of this information. He provided a breakdown of the work allocation of each employee. Judge Boyd stated that the fees charged would be about the same based on the breakdown.

Commissioner Hope arrived at 6:06 p.m.

Judge Boyd stated that economies of scales affect the cost of cases too. He further stated that the State Court Administrative Office (SCAO) calculated these numbers differently. Judge Boyd stated that SCAO's calculation would result in a higher number of costs. He further stated that SCAO overestimated the percentage of cases that were criminal cases. Judge Boyd stated that traffic cases occurred more often, however the cost was less. He further stated that SCAO included the probation division in its calculations too. Judge Boyd stated that the District Court's report did not include probation because that was a separate cost. He further stated that he did not want there to be double dipping.

Commissioner Tsernoglou arrived at 6:11 p.m.

John Neilsen, Chief Deputy Controller, stated that he was comfortable with this report.

COMM. SCHAFER MOVED, SUPPORTED BY COMM. CRENSHAW, TO SUSPEND THE RULES AND ALLOW COMMISSIONERS HOPE AND TSERNOGLOU TO VOTE ON THOSE ITEMS THEY WERE ABSENT FOR.

THE MOTION CARRIED UNANIMOUSLY.

Chairperson Bahar-Cook asked Commissioners Hope and Tsernoglou to vote on the items on the consent agenda.

Commissioner Hope voted in favor of the items on the consent agenda.

Commissioner Tsernoglou voted in favor of the items on the consent agenda.

Discussion.

Commissioner Schafer thanked Judge Boyd for the report.

Chairperson Bahar-Cook thanked Judge Boyd and the 55th District Court for coming in and preparing these types of reports.

Judge Boyd addressed the Committee in regards to Agenda Item No. 2a.

Judge Boyd stated that there were costs of having lawyer arraignment, however the benefits outweighed those costs. He further stated that it would remove two steps from the process and comply with the constitutional standard. Judge Boyd stated that more people were showing up at arraignments, which correspondingly lowered our failure to appear rate.

Judge Boyd stated that the commissioners were welcome to sit in on Mental Health Court and other District Court proceedings.

Chairperson Bahar-Cook stated that there would be a Mental Health Court update on December 4.

4. Animal Control Department

b. Director's Report

Andrew Seltz, Animal Control Director, presented his Director's Report to the Committee. He reviewed intake statistics. Mr. Seltz stated that intakes decreased due to the economy in the past. He further stated that their euthanasia rate was down and they had not had to euthanize for lack of space. Mr. Seltz stated that felines would be the Department's Achille's Heel.

Commissioner Crenshaw asked what the canine and feline capacities were.

Anne Burns, Animal Control Deputy Director, stated that the general capacity was for 100 canines and 100 felines, however we could double up in special situations.

Discussion.

Commissioner Tsernoglou asked why feline euthanasia was higher.

Ms. Burns stated that felines and kittens were more susceptible to upper respiratory infections.

Discussion.

Commissioner Schafer asked how long the life span of a cat was if it was not vaccinated.

Mr. Seltz stated that the statistics vary, but around 1 to 5 years.

Discussion.

Commissioner Tsernoglou asked for more information about canine temperament issues.

Ms. Burns stated that there had been a lot of aggressive canines coming in since the end of summer.

Chairperson Bahar-Cook asked Mr. Seltz how the new position was going.

Mr. Seltz stated that he felt electricity at Animal Control, however he did see a need for structure. He further stated that he would work with the Animal Control Advisory Board and get the word out in the community that Animal Control was a resource.

Chairperson Bahar-Cook stated that there was a newspaper article about having too many dogs.

Mr. Seltz stated that Animal Control's website was back online, which would go to address this article.

Discussion.

Mr. Seltz stated one his deputies had obtained her first search warrant in regards to a house with potentially abandoned animals. He further stated that the Sheriff's Office and the narcotics unit assisted in entering the house because it was believed that the house was a "meth house." Mr. Seltz stated that the Prosecutor's Office was developing charges to file against the animals' owners.

Chairperson Bahar-Cook allowed a member of the public to pose a question to Mr. Seltz.

Jacqueline Payne stated that there was a feral feline issue in her neighborhood. She asked for Animal Control's position on feral cats.

Mr. Seltz stated that Animal Control preferred to leave feral feline alone, however they could trap, neuter, and release if the issue became larger.

Discussion.

Chairperson Bahar-Cook asked whether youth were going to come into the Outreach Center.

Ms. Burns stated that Ashley Hayes, Volunteer Coordinator, would be the contact in regards to a class.

Discussion.

Mr. Neilsen stated that the NACA resolution was passed by the Board at its meeting last night. He further stated that he would keep the Committee updated. Mr. Neilsen stated that Animal Control would start interviewing for the Vet Tech position.

5. Ingham County 9-1-1 Central Dispatch Center - Director's Report

Chairperson Bahar-Cook stated that Ms. Payne had submitted questions to the Committee and Mr. Langdon had answered many of them in his Director's Report.

Lance Langdon, 911 Center Director, addressed the Committee regarding his Director's Report, including technology testing and results, the police mobile technology orientation, fire agency mobile plans, EMD program, issue of radio changes, end of life issues, the hiring "headache," potential employee testing, and duration of training issues.

Commissioner Crenshaw asked for more background on employees who were let go due to their inability to meet the training requirements.

Mr. Langdon stated that there was a change in the techniques of screening.

Discussion.

Commissioner Schafer stated that Hospice House employees worked 12 hour shifts, three days per week. He further stated that he did not know why some young people or other groups were not applying for these jobs.

Mr. Langdon stated that many applicants were on their second or third career.

Commissioner Schafer thanked Mr. Langdon for his efforts.

Commissioner Maiville stated that the Active 911 system was a great tool to have available.

Mr. Langdon stated that the 911 Center did not have the Active 911 system.

Commissioner Maiville stated that it was helpful to see who was coming and going. He further stated that it allowed emergency units to make more informed decisions.

Commissioner Schafer applauded Commissioner Maiville's efforts on these issues.

Discussion.

Chairperson Bahar-Cook asked Mr. Langdon to update the Committee on the staff situation since the opening of the 911 Center.

Mr. Langdon stated that some employees would rather have remained City of Lansing or City of East Lansing employees. He further stated that Management had not seen eye-to-eye with the Union. Mr. Langdon stated that the Union was following the grievance process. He further stated that he had heard that other center consolidations had taken 5 years.

Chairperson Bahar-Cook asked whether the County was still tracking how fast the calls were responded to.

Mr. Langdon stated that he had a new Administrative Assistant who would start updating that information again.

Commissioner Schafer asked for background on the legacy costs.

Mr. Neilsen stated that the Lansing and East Lansing had paid all of County's costs except for the Lansing's OPEB costs. He further stated that Lansing would have to make two more annual payments.

Discussion.

Mr. Neilsen stated that the County may want to engage MSU to perform an organizational assessment.

Commissioner Schafer asked whether the 911 millage produced sufficient funds.

Mr. Neilsen stated that the County was okay with the current funds. He further stated that with pending technology upgrades, there would be increased costs that would have to be addressed.

Discussion.

Commissioner Schafer thanked Mr. Neilsen for his efforts on this issue.

Chairperson Bahar-Cook asked what the status was on the overtime issue.

Mr. Neilsen stated that background investigations were pending on possible new employees.

Discussion.

Mr. Langdon stated that his report described some of the reasons employees had left.

Mr. Langdon stated that his report also included locations where the 911 Center and the Department of Human Resources had advertised. He provided a breakdown of application and testing data.

Ms. Payne stated that she attended a Public Safety Town Hall in Lansing. She asked whether a policies and procedures manual had been developed.

Mr. Langdon answered yes.

Ms. Payne asked whether a new system of mapping had been developed.

Mr. Langdon stated that this was part of the new system that was to be turned on in April 2015.

Ms. Payne asked whether the employees had had an opportunity to voice why they were unhappy.

Mr. Langdon stated that they perform exit interviews and there were reasons why they were leaving.

Commissioner Schafer left the meeting at 7:08 p.m.

Ms. Payne stated that there were plenty of high stress jobs. She asked whether there was a discrepancy between the pay and the stress of the job.

Mr. Langdon stated that he knew employees who had left for lower paying jobs. He further stated that he knew that the employees wanted to be paid more. Mr. Langdon stated that this was an ongoing problem elsewhere too.

Discussion.

Ms. Payne asked when an employee gets a break.

Mr. Langdon stated that the employees get 30-minute breaks every 6 hours.

Discussion.

Ms. Payne stated that the 30-minute breaks were insufficient.

Chairperson Bahar-Cook stated that this was part of the union-management contract negotiations.

Commissioner Maville stated that perhaps police and fire employees had better morale because they operated out in the community, directly interacting with residents. He further stated that 911 Center employees operated behind-the-scenes and therefore the direct interaction did not exist and morale suffered.

Mr. Neilsen stated that employees had access to CARES.

Mr. Langdon stated that he had made referrals to CARES.

Chairperson Bahar-Cook stated that the County had made strides to boost employee morale and decrease stress. She invited Ms. Payne to tour the 911 Center.

Announcements

None.

Public Comment

None.

The meeting was adjourned at approximately 7:15 p.m.

DECEMBER 4, 2014 LAW & COURTS AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1. Animal Control
 - a. *Resolution Authorizing the New Classification for the Position Titled Veterinarian Technician - Animal Control Department*

This resolution authorizes and formally establishes a new classification for the position titled Ingham County Animal Control - Veterinarian Technician (FOP AC Grade 2) in the Fraternal Order of Police Contract (\$33,575 - \$43,964) and adds it to the Position Allocation List as this is a new position that was approved by the Board of Commissioners during the 2015 Budget process. (see attached memo and attachments for details)

- b. *Resolution Approving A United Auto Workers Letter Of Understanding With Regard To On-Call Animal Control Employees*

This resolution approves the attached Letter of Understanding with respect to On-Call Animal Control employees between Ingham County and the United Auto Workers. This LOU establishes the terms and conditions of instituting On-Call provisions at Animal Control. These On-Call provisions would provide the needed coverage to address the level of care within the Foster Animal Program as well as Shelter Security System false alarm response. It is estimated this would cost as much \$12,000 annually. We will monitor these costs for the first year of operation and make the budgetary changes as necessary later in the year as these funds are not in the adopted 2015 budget. (see attached memo and attachments for details)

2. Honorary Resolution - *Resolution Honoring Sally Henschel of the 30th Judicial Circuit Court Clerk's Office*

This resolution honors a long time County employee that is retiring from the Circuit Court.

3. Circuit Court
 - a. *Resolution to Enter into a Subcontract with Sentinel Offender Services, LLC. for Electronic Monitoring Services for the FY 2015 Swift and Sure Sanctions Probation Program Grant*

This resolution authorizes a subcontract for the 2015 SCAO Swift and Sure Sanctions Probation Program Grant from October 1, 2014 – September 30, 2015 with Sentinel Offender Services, LLC to provide electronic monitoring services at a cost not to exceed \$22,200. (see attached memo for details)

- b. *Resolution to Enter into a Service Agreement with Linguistica International for Foreign Language Interpretation and Document Translation Services for the 30th Circuit Court*

This resolution authorizes a service contract to use this vendor for foreign language interpretation and document translation services via the telephone when the need arises during brief Court proceedings. The Court has availed itself of the state contract for these services and sufficient funds are within existing Court budgets.

This contract is available through the cooperative MiDEAL Extended Purchasing Program, and the current contract rate is \$0.68/minute for Spanish interpretation and \$0.75/minute for any language other than Spanish. Document translation is \$37.50 per page or \$0.15 per word. For Court proceedings of a longer duration the Court will continue to use approved interpreters who will physically be present at the Court proceedings. (see attached memo for details)

4. 55th District Court

a. *Resolution Approving the Appointment of Krista L. Krause Attorney Magistrate of the 55th District Court*

This resolution approves the appointment of Krista L. Krause as a per diem magistrate for the 55th District Court. Michigan Compiled Law 600.8501 authorizes the Judges of District Court to appoint a magistrate to carry out duties as set forth by statute and requires that the appointment of a magistrate to the District Court be approved by the county Board of Commissioners prior to the magistrate taking office. Ms. Krause has served as a magistrate in the past and will be paid a per diem rate of \$30/hour from existing funds within the Court budget. (see attached memo for details)

b. *Mental Health Court Presentation*

No action required. This is a presentation on the services of the Mental Health Court grant program.

5. Sheriff's Office

a. *Resolution to Accept an Michigan Municipal Risk Management Association RAP Grant for the Ingham County Sheriff's Office to Purchase Nine (9) Body Cameras*

This resolution authorizes acceptance of the Ingham County Sheriff's Office MMRMA RAP grant for \$1,327.00 or fifty percent of the cost to purchase nine (9) body cameras for their Corrections Command in the County Jail to capture on video, high risk, high liability encounters with inmates. The total cost is \$ 2,654 for the purchase with the County's match of \$1,327.00, or fifty percent of the cost, to come from the Inmate Commissary fund. (see attached memo)

b. *Resolution to Allow the Ingham County Sheriff's Office to Enter into Memorandum of Understandings with the Webberville, Williamston and Holt Public Schools So They Can Apply for the Michigan State Police 2015 Competitive School Safety Program Grant*

This resolution authorizes the Sheriff's Office to enter into Memorandum of Understanding agreements with Webberville, Williamston and Holt Public Schools as required by the 2015 Michigan State Police Competitive School Safety Grant. No funds are involved as this is a cooperative effort between certain Ingham County School Districts and the Sheriff's Office. The Sheriff's Office will review each participating School District's Emergency Operations Plans to see that they are up to date and meet state statute requirements. If necessary, the Sheriff's Office will make suggestions on safety upgrades that are needed. If the safety upgrades are grant eligible, the School District's will apply for funding. (see attached memo)

c. *Resolution to Allow the Ingham County Sheriff's Office to Enter into an Interlocal Agreement with Delhi Township and the City of East Lansing for the 2014-2018 Michigan Department of Treasury Competitive Grant Assistance Program*

This resolution authorizes the Sheriff's Office to enter into an Interlocal Agreement with Delhi Township and the City of East Lansing for training funds that have been awarded to area fire departments from the 2014

Michigan Department of Treasury Competitive Grant Assistance Program. It is likely that the Sheriff's Office will provide some training through this program over the next several years and will be reimbursed for staff overtime to provide this training. When those costs are known the Sheriff's Office budget will be amended accordingly in the future. (see attached memo)

6. *Controller's Office - Resolution to Authorize the Michigan State University School of Human Resources and Labor Relations to Conduct an Organizational Assessment of the Ingham County 9-1-1 Central Dispatch Center*

This resolution authorizes a contract with the Michigan State University School of Human Resources and Labor Relations to conduct an Organizational Assessment of the Ingham County 9-1-1 Central Dispatch Center for a cost not to exceed \$54,000. These funds are proposed to come from the 2014 Ingham County Contingency Fund. (see attached memo and proposal for details)

INGHAM COUNTY ANIMAL CONTROL MEMORANDUM

TO: Law & Courts & County Services Committee

FROM: Andy Seltz, Director

CC: John Neilsen, Chief Deputy Controller

DATE: Wednesday, November 19, 2014

RE: Request for Full-Time Veterinarian Technician

The Ingham County Animal Control (ICAC) department is dedicated to providing medical care to the animals at the shelter. In order to improve medical care the department has recommended the creation of a full time Veterinarian Technician (Vet Tech) position. Creation of this position will greatly enhance the department and increase efficiencies. It will also ensure proper care for the animals.

The Board of Commissioners approved creation of the position during the 2015 budget process. The Human Resource (HR) department has analyzed the position and created a comprehensive job description which is attached.

The total annual cost of the new position at entry level, including wages and fringes, will be \$62,985 and has been approved in the 2015 budget. The position will be placed under the Fraternal Order of Police (FOP) contract. The FOP has been notified and they support the classification and salary placement. The salary range will be \$33,575 - \$43,964.

Thank you for your consideration and if you have any questions or comments, please do not hesitate to contact me.

Agenda Item 1a

TO: Andy Seltz, Director, Ingham County Animal Control

FROM: Beth Bliesener, Employment Specialist

DATE: 11-19-14

RE: Memo of Analysis for New Classification: Veterinarian Technician, Animal Control

Per your request, Human Resources has created a new classification titled Veterinarian Technician, Animal Control.

After analysis, the classification has a community of interest with FOP-Animal Control and is appropriately compensated at Animal Control Officer/License Enforcement Officer/Veterinarian Technician salary range (\$33,575-\$43,964). FOP-Animal Control has been notified. They support the classification and salary placement.

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed classification. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

If I can be of further assistance, please email or call me (887-4375).

**INGHAM COUNTY
JOB DESCRIPTION**

Veterinarian Technician, Animal Control

General Summary:

Under the supervision of the Director and Deputy Director, Animal Control, will assist the veterinarian in surgery and with shelter medicine responsibilities, as well as ensuring that the facility and equipment is clean and in good working order. Will monitor the health of the animals and provide care and treatment to sick and injured animals. Educates staff, customers and volunteers on all aspects of the animal's health.

Essential Functions:

1. Assists the veterinarian with examinations; restrains animals during examinations. Treats animals, administering pharmaceuticals such as medications, vaccines, intramuscular, intravenous and subcutaneous injections to animals under the supervision of a veterinarian.
2. Performs routine procedures such as but not limited to nail trims, anal gland expressions, ear cleanings and suture removals.
3. Admit and take patient history, obtain vitals, discharge and triage according to customer, patient and facility needs. Contact customers for follow-up on treated patients.
4. Prepares animals for surgery and assists the veterinarian during surgery. Administer anesthesia to animals, under the direction of a veterinarian, and monitor animals' responses to anesthetics, adjust dosage as needed. Monitors conditions of animals before, during and after surgery.
5. Administer emergency first aid, such as performing emergency resuscitation or other lifesaving procedures.
6. Cleans and disinfects surgical equipment; surgery suite, counters tables, cages and floors, and operates autoclave.
7. Perform and analyze clinical laboratory procedures such as but not limited to fecal flotation exams, heartworm checks, skin scrapings, feline leukemia, ear and skin cytologies, urinalysis and fungal cultures; maintains file of lab results and ensures the test results are recorded in patient record.
8. Provides educational information on animal care, nutrition and medical conditions. Recommends products for optimal wellness, such as vitamins, supplements, dental cleanings, flea control, geriatric care and dietary measures.
9. Prepares and labels medications to be sent home with patients. Teaches customers how to administer medicines at home.
10. Prepares and maintains medical records including computer data entry, filing, and updating and monitoring daily records of hospitalized or quarantined animals.

11. Orders medical supplies and maintains detailed written medical records and security of federally controlled drugs in compliance with applicable laws, rules and regulations. Maintains an accurate log of all incoming and outgoing controlled substances and immediately reports any shortages.
12. Euthanize animals.
13. Assist training new employees. Schedules and organizes medical volunteers.
14. Assists with feeding, watering, cleaning, and walking the animals in the shelter. Performs the duties of the Animal Shelter Operator when needed.

Other Functions:

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

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

Employment Qualifications:

Education/Experience: A minimum of a High School Diploma or equivalent and 3 year's experience as a Veterinary Technician.

OR

A minimum of an Associate's Degree in Veterinary Technology from an accredited program and 1 year experience as a Veterinary Technician.

Other Requirements:

- Preferred a Licensed Veterinary Technician in the State of Michigan \

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

Working Conditions:

1. This position works in both an indoor and outdoor environment. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.

3. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
4. This position is exposed to noise levels which require shouting in order to be heard.
5. This position is exposed to vibrations and oscillating movements.
6. This position is exposed to communicable diseases, blood, other body fluids, etc.
7. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
8. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.
9. This position works closely with domestic and wild animals with unpredictable temperaments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in all the above requirements listed above.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***FOP – Animal Control
Salary: Animal Control Officer, Veterinarian Technician
November 2014***

**2015 PERSONNEL COST PROJECTIONS
VETERINARIAN TECHNICIAN (FOP AC GRADE 2)**

	Step 1	Step 6
WAGES	\$33,911	\$44,404
UNEMPLOYMENT	170	222
FICA	2,594	3,397
HEALTH	12,586	12,586
DENTAL	886	886
VISION	119	119
LIFE	50	50
DISABILITY	64	84
RETIREMENT	2,058	2,695
CURRENT RETIREE HLTH	2,766	2,766
FUTURE RETIREE HLTH	1,238	1,621
WORKERS COMP	1,607	2,105
CARES	0	0
LIABILITY	239	313
TOTAL	\$58,289	\$71,249

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE NEW CLASSIFICATION FOR THE POSITION TITLED
VETERINARIAN TECHNICIAN – ANIMAL CONTROL DEPARTMENT**

WHEREAS, the Ingham County Animal Control (ICAC) Department is dedicated to providing medical care to the animals at the shelter; and

WHEREAS, ICAC has determined that adding a full time Veterinarian Technician (Vet Tech) position will greatly enhance the department and increase efficiencies; and

WHEREAS, the Board of Commissioners approved the position during the 2015 budget process; and

WHEREAS, Human Resources analyzed the position and created a comprehensive job description; and

WHEREAS, the total annual cost of the new position at entry level, including wages and fringes, will be \$62,985; and

WHEREAS, \$62,985 has been approved in the 2015 budget; and

WHEREAS, the amount of \$62,985 is in the 2015 budget to fully fund the new classification and job description of Ingham County Animal Control Veterinarian Technician.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners establishes a new classification for the position titled Ingham County Animal Control Veterinarian Technician (FOP AC Grade 2) in the Fraternal Order of Police Contract (\$33,575 - \$43,964).

BE IT FURTHER RESOLVED, that funds are available within the Animal Control 2015 Budget and the Controller/Administrator is authorized to make any necessary budget and Position Allocation List adjustments consistent with this resolution.

INGHAM COUNTY ANIMAL CONTROL MEMORANDUM

TO: County Services, Finance and Law & Courts Committees

FROM: Andy Seltz, Director

CC: John Neilsen, Chief Deputy Controller

DATE: Wednesday, November 19, 2014

RE: Letter of Understanding for On-Call Services

The Ingham County Animal Control Department is dedicated to providing the highest level of care to the animals involved in the Foster Animal Program. The department has determined that in order to provide this level of care, an On-Call representative must be available for emergency consultation during non-operational hours. The scope of the consultation would be to authorize emergency veterinary care for those animals in need. There are no current provisions established for foster parents to contact staff when in need of emergency care of the animals in their care.

Additionally, The Ingham County Animal Control Shelter is monitored by a security system that periodically requires after hours response as shelter animals can periodically trip the security system. The scope of duties would encompass resetting false alarms tripped by animals as well as requesting emergency services as applicable.

In both of the aforementioned situations, one staff member will be provided one cell phone for consistency in contacting county agents.

This Letter of Understanding would provide the needed coverage to address the level of care within the Foster Animal Program as well as Shelter Security System false alarm response.

Thank you for your consideration and please do not hesitate to contact me with any questions or concerns you may have.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING A UNITED AUTO WORKERS LETTER OF UNDERSTANDING
WITH REGARD TO ON-CALL ANIMAL CONTROL EMPLOYEES**

WHEREAS, an agreement was reached between representatives of Ingham County and the United Auto Workers (UAW) for the Technical, Office, Paraprofessional and Service (TOPS) employees unit for the period January 1, 2012 through December 31, 2014; and

WHEREAS, the parties wish to amend the Agreement; and

WHEREAS, the Human Resources Department and the Animal Control Department have discussed with the United Auto Workers the changes to on-call for classifications within the Animal Control Department and have prepared the attached Letter of Understanding between Ingham County and the United Auto Workers – Technical, Office, Paraprofessional and Service unit; and

WHEREAS, the provisions of the Letter of Understanding have been approved by Law and Courts, County Services and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the attached Letter of Understanding with respect to On-Call Animal Control employees between Ingham County and the United Auto Workers.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and the County Clerk are authorized to sign the Letter of Understanding on behalf of the County, subject to the approval as to form by the County Attorney.

LETTER OF UNDERSTANDING

On-Call: Animal Control Employees

WHEREAS, the COUNTY OF INGHAM, a municipal body corporate of the State of Michigan (hereinafter referred to as the "Employer") and the UNITED AUTO WORKERS (hereinafter referred to as the "Union") have agreed to a collective bargaining agreement for the Technical, Office, Paraprofessional and Service (TOPS) employees unit from January 1, 2012, through December 31, 2014; and

WHEREAS, the Parties wish to supplement the contract regarding on-call time for Employees in Animal Control, only.

NOW, THEREFORE, IT IS HEREBY AGREED by the Parties as follows:

1. Standby/On-Call lists will be established annually for all non-probationary, full-time employees within the Office Coordinator, Redemption Clerk/Dispatcher, and Volunteer Assistant classifications. Upon entering this Letter of Understanding, there will be established a Standby/On-Call list for these classifications. Employees within these classifications will sign up for such lists annually, provided however, the list must have one (1) employee sign up in each on-call slot. If less than the prescribed number of employees sign up for the Standby/On-Call slots, an additional employee will be added by the Employer based on the employee with least amount of overtime worked from employees in the eligible classifications so there is an employee in each on-call slot.
2. The list will be arranged by seniority, beginning with the person with the highest seniority in the first position on the list and descending from there. Employees on the list will select a week for Standby/On-Call assignment from the initial weeks available. Thereafter, Standby/On-Call assignments will rotate by week for on-call duty, with the order initially selected repeating itself. However, by mutual agreement of employees involved and with the manager's approval, the employees may exchange their on-call day(s) with another employee from the list
3. Each standby/on-call week assignment will run for seven (7) consecutive days.
4. In the event that an employee assigned to Standby/On-Call has called into work as sick, then the Employer shall attempt to fill that Standby/On-Call assignment from volunteers. If the assignment remains unfilled, the least senior eligible employee on the list will be assigned the Standby/On-Call. In the event that an employee assigned to Standby/On-Call is anticipated to be off work for a pay period or more, or if an employee on the list leaves County employment, the Employer will first seek volunteers to fill that employee's Standby/On-Call assignments from those eligible employees. If the assignments remain unfilled, eligible employees will be assigned to the Standby/On-Call assignments on a rotating basis.

5. Employees who are on Standby/On-Call shall carry a cell phone or other communication device issued by the Employer, shall remain within its range, and be able to return to the Building within one (1) hour after being called in to work.

6. Animal Control employees on Standby/On-Call for each week shall be paid for Standby/On-Call time at the rate of twenty dollars (\$20.00) for each weekday and twenty-five dollars (\$25.00) for each weekend day, for a weekly total of one hundred fifty dollars (\$150.00).

7. Employees on the Standby/On-Call lists shall also be entitled to a minimum of three (3) hours pay, if called in to work per the Parties' labor contract's callback provision (Article 11, Section 5). This shall be in addition to Standby/On-Call pay.

8. All the other terms and condition specified in the parties' collective bargaining agreement shall remain in full force and effect, except as stated above.

This Letter of Understanding shall be reviewed by both parties on, at least, an annual basis to ensure that it meets the needs of both parties. Any modification of this Agreement must be in writing and signed by the parties hereto.

COUNTY OF INGHAM

UNITED AUTO WORKERS

Victor Celentino, Chairperson
Board of Commissioners

Sally Auer, Chairperson

Barb Byrum, County Clerk

Andrew Seltz, Animal Control Director

Introduced by the Law and Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION HONORING SALLY HENSCHEL
OF THE 30TH JUDICIAL CIRCUIT COURT CLERK'S OFFICE**

WHEREAS, Sally Henschel began her years of dedicated service to Ingham County and its residents as a temporary employee in the 30th Judicial Circuit Court Clerk's Office in April 1999; and

WHEREAS, Sally Henschel was hired as a Deputy Clerk I in November 1999 and over time, was promoted to Deputy Clerk II and then later, Deputy Clerk III; and

WHEREAS, throughout her years of service, Sally Henschel has been a dedicated employee and well respected by the Court, judges, attorneys, litigants and their families, and most of all, her peers; and

WHEREAS, throughout her years of service, Sally Henschel moved the lives of countless individuals and families forward with her tireless dedication to her work; and

WHEREAS, throughout her years of service, Sally Henschel maintained the professional atmosphere of the 30th Judicial Circuit Court Clerk's Office; and

WHEREAS, throughout her years of service, Sally Henschel supplied an irreplaceable wealth of institutional knowledge that has helped guide the 30th Judicial Circuit Court Clerk's Office; and

WHEREAS, throughout her years of service, Sally Henschel showed a dedication to her work that was unmatched; and

WHEREAS, after more than 15 years of dedicated service to Ingham County and its residents, Sally Henschel is retiring on December 12, 2014 from her current position as Deputy Clerk III.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby honors Sally Henschel for her years of dedicated service to Ingham County and its residents and wishes her continued success in all of her future endeavors.

MEMORANDUM

To: Law & Courts and Finance Committees

From: Rhonda K. Swayze

Date: November 5, 2014

Re: Swift and Sure Sanctions Probation Program
2014 – 2015 Operational Grant Award

On September 15, 2014, the 30th Circuit Court was awarded \$257,813 in grant funds from the State Court Administrative Office (SCAO) to continue the Swift and Sure Sanctions Probation Program (SSSPP). The award is for the grant period of October 1, 2014 through September 30, 2015.

The Board of Commissioners accepted the grant award, continued the three-quarter time SSSPP Case Management Coordinator and Special Part Time Prosecuting Attorney, and authorized entering into subcontracts for the 2014-2015 grant period via Resolution 14-397. Resolution 14-397, however, did not include authorization to enter into a subcontract with Sentinel Offender Services, LLC for electronic monitoring services.

Through the enclosed Resolution, we are requesting that the Board of Commissioners authorize entering into a subcontract with Sentinel Offender Services, LLC for electronic monitoring services, not to exceed \$22,200, for the October 1, 2014 – September 30, 2015 grant period.

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO A SUBCONTRACT WITH SENTINEL OFFENDER SERVICES, LLC FOR ELECTRONIC MONITORING SERVICES FOR THE FY 2015 SWIFT AND SURE SANCTIONS PROBATION PROGRAM GRANT

WHEREAS, the 30th Circuit Court had been approved to receive grant funds in the amount of \$257,813 from the Swift and Sure Sanctions Probation Program (SSSPP) Grant administered by the State Court Administrative Office for the fiscal year of October 1, 2014 through September 30, 2015; and

WHEREAS, the Ingham County Board of Commissioners had accepted the grant award, continued the three-quarter time SSSPP Case Management Coordinator and Special Part Time Prosecuting Attorney positions, and authorized entering into subcontracts for the 2014-2015 grant period via Resolution #14-397; and

WHEREAS, the program had added electronic monitoring services to be provided by Sentinel Offender Services, LLC to SSSPP participants for FY 2014-2015 in an amount not to exceed \$22,200; and

WHEREAS, Resolution #14-397 did not list Sentinel Offender Services, LLC as one of the vendors that we plan on entering into a subcontract with; and

WHEREAS, Sentinel Offender Services, LLC is willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a subcontract for the 2015 SCAO Swift and Sure Sanctions Probation Program Grant from October 1, 2014 – September 30, 2015 with Sentinel Offender Services, LLC not to exceed \$22,200.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts/subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

MEMORANDUM

To: Law & Courts and Finance Committees

From: Shauna Dunnings

Date: November 18, 2014

Re: Service Contract with Linguistica International for Foreign Language Interpreter Services

The 30th Circuit Court is requesting the Board of Commissioners to authorize entering into a service agreement with Linguistica International to provide remote telephonic foreign language interpreter services for the Court.

This request is being made pursuant to the 30th Circuit Court Local Administrative Order (LAO) 2013-04, approved by the State Court Administrative Office, to provide foreign language interpreter services for all people who are Limited English Proficient (LEP). Michigan Court Rule 1.111 establishes requirements for all courts to provide court-appointed foreign language interpreters for LEP persons.

The 30th Circuit Court proposes to utilize the foreign language interpreter services provided by Linguistica International, on an as-needed basis, in order to comply with the language access plan requirements set forth in LAO 2013-04, Michigan Court Rules, and Supreme Court Administrative Order 2013-08. Linguistica International is a qualified interpreter service pursuant to Michigan Court Rule 1.111.

Linguistica International has negotiated a contract with the Michigan Department of Technology, Management, and Budget (DTMB) for remote telephonic interpretation and document translation (see attachment). This contract is available through the cooperative MiDEAL Extended Purchasing Program, of which the Ingham County Purchasing Department is a member.

Ingham County will be able to piggyback on MiDEAL State of Michigan contract #071B3200150, "Oral Language Interpretation and Documentation Translation Services", for the current contract rate of \$0.68/minute for Spanish interpretation, and \$0.75/minute for any language other than Spanish. Document translation is \$37.50 per page or \$0.15 per word.

This request has been reviewed by the Ingham County Purchasing Director, who is in support of the Resolution. A representative of the Circuit Court will be in attendance at the Law & Courts and Finance Committee meetings to answer any questions.

cc: Hon. Janelle A. Lawless
Hon. Joyce Draganchuk

STATE OF MICHIGAN
 DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
 PROCUREMENT
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

CHANGE NOTICE NO. 1
 to
CONTRACT NO. 071B3200150
 between
THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF CONTRACTOR:	PRIMARY CONTACT	EMAIL
Linguistica International 8819 South Redwood Road Salt Lake City, UT 84088	Sabrina Morales	admin@linguisticainternational.com
	TELEPHONE	CONTRACTOR #, MAIL CODE
	(866) 908-5744	

STATE CONTACTS	AGENCY	NAME	PHONE	EMAIL
CONTRACT COMPLIANCE INSPECTOR	LARA	Shelia O'Sullivan	313-456-2327	osullivans@michigan.gov
BUYER	DTMB	Mary Ostrowski	517-373-6327	ostrowskim@michigan.gov

CONTRACT SUMMARY:			
DESCRIPTION: Oral Language Interpretation and Document Translation Services – LARA/UIA			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW
September 13, 2013	September 12, 2016	2, one year	September 12, 2016
PAYMENT TERMS	F.O.B	SHIPPED	SHIPPED FROM
1% Net 30 Days	N/A	N/A	N/A
ALTERNATE PAYMENT OPTIONS:			AVAILABLE TO MIDEAL PARTICIPANTS
<input type="checkbox"/> P-card <input type="checkbox"/> Direct Voucher (DV) <input type="checkbox"/> Other			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
MINIMUM DELIVERY REQUIREMENTS:			
N/A			

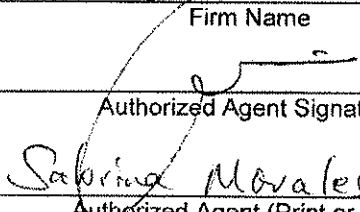
DESCRIPTION OF CHANGE NOTICE:				
EXTEND CONTRACT EXPIRATION DATE	EXERCISE CONTRACT OPTION YEAR(S)	EXTENSION BEYOND CONTRACT OPTION YEARS	LENGTH OF OPTION/EXTENSION	EXPIRATION DATE AFTER CHANGE
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>		
VALUE/COST OF CHANGE NOTICE:		ESTIMATED REVISED AGGREGATE CONTRACT VALUE:		
\$250,000.00		\$470,895.00		
Effective January 14, 2014, Department of Human Services (DHS) is added to this contract. Funds for DHS in the amount of \$250,000.00 are hereby added to this contract. Group B languages for Oral Language Interpretation vial Telephone is reduced from \$.75 to \$.73 and is reflected in the attached revised Attachment A, Pricing. All other terms, conditions, pricing and specifications remain the same. Per vendor and agency request, DTMB Procurement approval and the approval of the State Administrative Board on January 14, 2014.				

Change Notice Number 1
Contract Number 071B3200150

FOR THE CONTRACTOR:

Linguistica International

Firm Name


Authorized Agent Signature

Sabrina Morales

Authorized Agent (Print or Type)

January 16, 2014

Date

FOR THE STATE:

Signature

Kevin Dunn, Services Division Director

Name/Title

DTMB Procurement

Enter Name of Agency

Date

Attachment A, Pricing

Oral Language Interpretation v/a Telephone	Peak/Non-Peak	Rate per Minute
Group A: Spanish only	Peak: Daily 8:00AM to 10:00AM and 3:00PM to 5:00PM E.S.T.	\$ 0.68
	Non-Peak: Daily 10:00AM to 3:00PM E.S.T.	\$ 0.68
Group B: All Others, which includes Arabic; Vietnamese; Bengali; Portuguese; Thai; Laotian; Somali; Urdu; Albanian; Russian; French; Polish; Cantonese, Mandarin Chinese, but is not limited to.	Peak: Daily 8:00AM to 10:00AM and 3:00PM to 5:00PM E.S.T.	\$ 0.73
	Non-Peak: Daily 10:00AM to 3:00PM E.S.T.	\$ 0.73

Document Translation	Price Per Word	Price Per Page
Group A: Spanish only		\$ 37.50
	\$ 0.15	
Group B: All Others, which includes Arabic; Vietnamese; Bengali; Portuguese; Thai; Laotian; Somali; Urdu; Albanian; Russian; French; Polish; Cantonese, Mandarin Chinese, but is not limited to.		\$ 37.50
	\$ 0.15	

Other One Time	Total
Rush Charges *Please note: Approximately 10% of total translation requests are anticipated to be rush requests.	\$ 150.00

Contractor agrees to offer a 1% discount off invoices paid within net 30 days.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO A SERVICE AGREEMENT WITH LINGUISTICA INTERNATIONAL FOR FOREIGN LANGUAGE INTERPRETATION AND DOCUMENT TRANSLATION SERVICES FOR THE 30TH CIRCUIT COURT

WHEREAS, to ensure that persons with limited English proficiency have valid access to Michigan courts, the Michigan Supreme Court has adopted Administrative Order 2013-8, requiring all courts to adopt a language access plan; and

WHEREAS, the State Court Administrative Office (SCAO) has approved Local Administrative Order 2013-04, which sets forth the language access plan for the 30th Circuit Court; and

WHEREAS, Local Administrative Order 2013-4 provides for telephonic foreign language interpreter services; and

WHEREAS, Linguistica International is an SCAO-qualified interpreter service, pursuant to Michigan Court Rule 1.111 "Foreign Language Interpreters"; and

WHEREAS, Linguistica International has contracted with the State of Michigan for remote telephonic foreign language interpreter and document translation services, at a rate of \$0.68/minute for Spanish interpretation and \$0.75/minute for any language other than Spanish, and a rate of \$37.50 per page or \$0.15 per word for document translation; and

WHEREAS, the Linguistica International contract with the State of Michigan is also available to local units of government via the MiDEAL Extended Purchasing Program, in which the Ingham County Purchasing Department is a participant.

THEREFORE BE IT RESOLVED, that the 30th Circuit Court, in conjunction with the Ingham County Purchasing Department, is authorized to enter into a service agreement with Linguistica International via the MiDEAL State of Michigan contract #071B3200150, "Oral Language Interpretation and Document Translation Services", in order to provide foreign language interpretation services for the 30th Circuit Court.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts or service agreements consistent with this resolution, and approved as to form by the County Attorney.

MEMORANDUM

TO: Law & Courts Committee
Finance Committee

RE: Appointment of Per Diem Magistrate – Krista L. Krause

DATE: 11/19/2014

Michigan law authorizes the appointment of a magistrate in the district court. A magistrate serves as quasi-judicial officer and the magistrate's authority is specifically set forth by statute. A magistrate assists the court by performing day-to-day judicial functions, such as conducting arraignments, setting bail, issuing arrest warrants, and presiding over civil infraction matters. The delegation of these duties from a judge, allows the judge to spend more time presiding over cases of a more serious nature.

When the Court's full-time magistrate is utilizing leave or attending a training program, the day-to-day duties of the magistrate must still be performed. The absence of the magistrate creates a hardship for the court and the people we serve. In 2012 the Court, with the approval of the Ingham County Board of Commissioners, appointed Thomas Mattern as a per diem magistrate to serve as a magistrate in the absence of the full-time magistrate. Recently, Mr. Mattern advised the Court that he is no longer available to serve as a magistrate.

The 55th District Court respectfully requests that the Ingham County Board of Commissioners adopt the resolution appointing Krista L. Krause as a per diem magistrate for the district court. Ms. Krause will be paid a per diem rate of \$30/hour. The court is not requesting any additional funding to pay the per diem rate.

Respectfully,

Michael J. Dillon
55th District Court Administrator

MJD92612-740

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING THE APPOINTMENT OF KRISTA L. KRAUSE AS
ATTORNEY MAGISTRATE OF THE 55TH DISTRICT COURT**

WHEREAS, Michigan Compiled Law 600.8501 authorizes the Judges of District Court to appoint a Magistrate to carry out duties as set forth by statute; and

WHEREAS, Michigan Compiled Law 600.8501 also requires that the appointment of a Magistrate to the District Court be approved by the county Board of Commissioners prior to the Magistrate taking office; and

WHEREAS, the 55th District Court has funds within its existing budget to pay for per diem Magistrates when the full time Magistrate is absent because of leave or training; and

WHEREAS, the 55th District Court wants to insure that there is no interruption of service to the community when the full-time Magistrate is absent; and

WHEREAS, Krista L. Krause previously served as a per diem Magistrate for the 55th District Court between 2006 and 2009; and

WHEREAS, the 55th District Court intends to appoint Krista L. Krause as a per diem Magistrate and the appointment is contingent upon the approval the Ingham County Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approve the appointment of Krista L. Krause as a per diem Magistrate for the 55th District Court.

M E M O R A N D U M

TO: Law & Courts Committee
Finance Committee

FROM: Major Joel Maatman

DATE: November 17, 2014

RE: Accepting MMRMA RAP Grant Funds

This resolution requests permission for the Ingham County Sheriff's Office to accept an MMRMA RAP grant for \$1,327.00. This MMRMA RAP Grant check is 50% of the cost of obtaining body cameras for our Corrections Command. The remaining costs to cover the purchase of body cameras will come from the 2014 Corrections Inmate Commissary fund.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION
RAP GRANT FOR THE INGHAM COUNTY SHERIFF'S OFFICE
TO PURCHASE NINE (9) BODY CAMERAS**

WHEREAS, Michigan Municipal Risk Management Association (MMRMA) is the county's insurance carrier; and

WHEREAS, the Ingham County Sheriff's Office Corrections Division wishes to purchase body cameras for their Corrections Command to utilized in the County Jail to capture on video, high risk, high liability encounters; and

WHEREAS, MMRMA offers Risk Avoidance Program (RAP) grants to assist their members in paying for this technology; and

WHEREAS, the Ingham County Sheriff's Office submitted an MMRMA RAP grant to pay for 50% of the purchase of nine (9) body cameras; and

WHEREAS, MMRMA awarded the Ingham County Sheriff's Office a RAP Grant in the amount of \$1,327.00 to pay for 50% of the cost of obtaining the nine (9) body cameras; and

WHEREAS, the Ingham County Sheriff's Office will utilize the 2014 Inmate Commissary fund to cover the other 50% of the cost of the purchase of body cameras.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of the Ingham County Sheriff's Office MMRMA RAP grant for \$1,327.00.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of nine (9) body cameras for Corrections Command at a total cost of up to \$2,654.00 with \$ 1,327.00 to come from the Inmate Commissary fund.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff's Office 2014 budget.

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

M E M O R A N D U M

TO: Law & Courts Committee

FROM: Major Joel Maatman

DATE: November 19, 2014

RE: 2015 Michigan State Police Competitive School Safety Program Partnerships

This resolution requests permission for the Ingham County Sheriff's Office to enter into a Memorandum of Understanding with the Williamston, Webberville, and Holt Public Schools so they can apply for the Michigan State Police's 2015 Competitive School Safety Program.

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ALLOW THE INGHAM COUNTY SHERIFF'S OFFICE TO ENTER INTO MEMORANDUM OF UNDERSTANDINGS WITH THE WEBBERVILLE, WILLIAMSTON AND HOLT PUBLIC SCHOOLS SO THEY CAN APPLY FOR THE MICHIGAN STATE POLICE 2015 COMPETITIVE SCHOOL SAFETY PROGRAM GRANT

WHEREAS, the Ingham County Sheriff's Office has been a leader in working with School Districts in the county for emergency operations and safety programs; and

WHEREAS, the Ingham County Sheriff's Office Emergency Management Unit has worked every year with local school districts in updating school emergency operations plans, training and review of safety protocols; and

WHEREAS, the Michigan State Police is offering a 4.5 million dollar Competitive School Safety Program grant through their Grants and Community Services Division; and

WHEREAS, Webberville Public Schools, Williamston Public Schools and Holt Public Schools have requested the Sheriff's Office enter into a partnership to secure funding from the 2015 Competitive School Safety Grant; and

WHEREAS, a requirement of this grant is the local Sheriff's Office has to enter into a Memorandum of Understanding (MOU) with each school district to submit the application; and

WHEREAS, the Ingham County Sheriff's Office, as part of the MOU and as a requirement of the grant, will be required to review each school Districts Emergency Operations Plans to see that they are up to date and meet state statute requirements; and

WHEREAS, once the Sheriff's Office conducts the review of each District's Emergency Operations Plan, the Sheriff's Office will meet with each District to make suggestions on safety upgrades that are needed and provided by the grant; and

WHEREAS, each school district is responsible for writing and submitting the grant requests.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Sheriff's Office to enter into Memorandum of Understanding agreements with Webberville, Williamston and Holt Public Schools as required by the 2015 Michigan State Police Competitive School Safety Grant.

Agenda Item 5c

TO: Law & Courts Committee
Finance Committee

FROM: Major Joel Maatman

DATE: November 19, 2014

RE: 2014 Michigan Department of Treasury Competitive Grant Assistance Program

This is a resolution requesting the Ingham County Sheriff's Office be allowed to enter into an Interlocal Agreement with Delhi Township and the City of East Lansing for training funds that have been awarded to area fire departments from the 2014 Michigan Department of Treasury Competitive Grant Assistance Program.

No specific training or grant funds have been committed to at this time, but the grant requires an Interlocal Agreement be put in place and it is anticipated that the Sheriff's Office will provide training and will be reimbursed for staff overtime to provide this training.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INGHAM COUNTY SHERIFF'S OFFICE TO ENTER INTO AN INTERLOCAL AGREEMENT WITH DELHI TOWNSHIP AND THE CITY OF EAST LANSING FOR THE 2014 -2018 MICHIGAN DEPARTMENT OF TREASURY COMPETITIVE GRANT ASSISTANCE PROGRAM

WHEREAS, after recent active shooter violence incidents across America the last few years, local fire officials in the Tri-County Area looked for ways to establish a quicker response to assist those injured in these violent encounters; and

WHEREAS, the Lansing Fire Department, East Lansing Fire Department, Delhi Fire Department, Meridian Township Fire Department, and Lansing Township Fire Department formed several first responder committees to look into changing the paradigms of Fire Department medical responses to active shooter incidents; and

WHEREAS, these committees involved all first responders from Police to 911 Dispatchers to Fire EMS; and

WHEREAS, the City of East Lansing Fire Department, on behalf of the above fire agencies secured a 2014 Michigan Department of Treasury Competitive Grant Assistance Program for \$793,167.00 for equipment and training; and

WHEREAS, the Sheriff's Office may provide some training for this program and will be reimbursed for overtime costs; and

WHEREAS, part of the total award is for \$300,000.00 to pay for training between the above fire agencies and local police; and

WHEREAS, part of the acceptance process to receive this funding from the 2014 Michigan Department of Treasury Competitive Grant Assistance Program is all participating police agencies must enter into a Interlocal Agreement with the City of East Lansing, the grant recipient; and

WHEREAS, the Ingham County Sheriff's Office has been a leader in providing Active Shooter Violence training to local law enforcement by securing MCOLES grants every other year; and

WHEREAS, the Ingham County Sheriff's Office has been active throughout 2014 with this innovative concept of fire medical first response to violent encounters and proposes to participate in upcoming grant funded training; and

WHEREAS, the grant period is from October 1, 2014 through September 20, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an Interlocal Agreement between Ingham County, the City of East Lansing and Delhi Township to participate in fire department training provided by this grant.

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

Agenda Item 6

TO: Law & Courts and Finance Committees
FROM: John L. Neilsen , Chief Deputy Controller
DATE: November 17, 2014
RE: Organizational Assessment of the Ingham County 9-1-1 Central Dispatch Center

Commissioners:

The Law & Courts Committee has had several discussions during the past couple of years about ways we can improve the Ingham County 9-1-1 Central Dispatch Center since it began operations in June of 2012. In addition, our Director has reported frequently to the Committee to keep Commissioners apprised on the various challenges the 9-1-1 Center has had to reach full staffing, reduce overtime, improve technology, and address labor issues.

Recently, the Controller's Office met with representatives of the FOP Union and Dr. Julie Brockman, Associate Professor of the Michigan State University School of Human Resources and Labor Relations, to discuss her proposal at the request of the union. After this initial meeting, we agreed that the County should obtain the services of an independent outside consultant to conduct an Organizational Assessment of the Ingham County 9-1-1 Central Dispatch Center. The Organizational Assessment proposed outcome would include a detailed assessment of the nature and root cause(s) of the problem(s) experienced internally at the 9-1-1 Center organization. In addition, the assessment will include the desired state of affairs. A report with recommendations will be prepared proposing best practices, a path forward, and expected results.

I have prepared a resolution for your consideration to authorize a contract with the Michigan State University School of Human Resources and Labor Relations to conduct an Organizational Assessment of the Ingham County 9-1-1 Central Dispatch Center for a cost not to exceed \$54,000. These costs were obtained through discussions with Dr. Julie Brockman, Associate Professor, who would head up the MSU team.

The base proposal is attached for your review.

I recommend your approval.

Ingham County

9-1-1 Call Center Operation

Organizational Assessment Proposal

October 13, 2014

The purpose of this proposal is to provide a summary outline of the 1) context, 2) presenting problem, 2) outcome(s) expected, 3) plan, 4) timeline and 5) project cost.

Context

In June, 2012, the Lansing, MI and E. Lansing, MI Emergency (911) Call Centers physically merged and moved their operations to a common, new building, located at 710 E. Jolly Rd., Lansing, MI. The merged call centers now service all citizens and visitors within Ingham County. In addition, the Ingham County 9-1-1 Call Center (Call Center) employees provide dispatch services for 29 Law Enforcement/Fire/EMS/Rescue Agencies. Currently, 50 employees, represented by the Fraternal Order of Police #141, are employed by Ingham County to service the Emergency 9-1-1 Call Center. Between June 2012 and June 2013, Call Center employees received 536,468 incoming calls and of those, dispatched 275,506 incidents to police and fire.

Presenting Problem

Various organizational indicators suggest that the Call Center is experiencing internal organizational problems. The nature of the problem(s) is yet to be determined, though the proposed assessment aims to target in on the root causes of the problem(s). Using 'before merger' and 'after merger' comparisons, one can clearly assess that internal organizational issues exist.

First, since the merger, 9 employees ranging from 4-14 years of seniority have voluntarily resigned from the Call Center. Exit interviews and personal testimony suggest that the main reason for leaving was due to the absence of a satisfactory work climate which induced both physical and psychological stress. Prior to the merger, using the same timeframe, no employees in either Lansing or East Lansing Centers who had more than 4 years seniority resigned their positions.

Second, in the 2.5 years leading up to the merger, Lansing and East Lansing Call Centers, combined, experienced a total of 17 grievances (5 disciplinary; 7 contractual; 2 merger related). In the 2.5 years after the merger, 41 grievances (12 discipline; 27 contractual; 1 merger related) were recorded. Though the number of grievances alone does not indicate severe organizational problems, the magnitude (a three-fold increase) with virtually the same combined workforce should cause concern.

Third, the amount of mandatory overtime has created a situation where many employees are working excessive hours, causing undue stress upon a person whose job is stressful by its very nature. In 2013 and 2014, the number of overtime hours averaged 2000 hours per month or 40 hours per month per employee which equals approximately one day of overtime per week per employee. By all standards, this amount of overtime over a two year period is excessive and suggests that the internal organization is struggling with staffing issues that have yet to be addressed.

Outcomes

The overall outcome of the proposed organizational assessment is a detailed assessment of the nature and root cause(s) of the problem(s) experienced internally to the organization the Ingham County 9-1-1 Call Center as well as an assessment of the desired state of affairs. A recommendation report will follow this assessment, proposing best practices, a path forward and expected results. During the assessment, monthly interim reports of the assessment progress will be issued to appropriate parties.

Plan

Planning the Process. Any quality organizational assessment requires a clear plan and methodology. Most important is its transparency and effective communication with all stakeholders, including union representatives. In other words, it is a joint process whereby all stakeholders join together for the common goal of creating a successful organization. Meetings will be held to jointly plan the path forward for the good of the organization.

Observation. Consultant to observe the work environment on each of the three shifts. Appropriate number of visits to be determined by the Ingham County Call Center. The purpose of observation is two-fold:

- 1) Observation can be used as an assessment tool, complementing other assessment techniques like interviews and/or surveys.
- 2) Observation, due to its grounded nature, may serve to build trust and familiarity between the consultant and employees which will aid in providing a good foundation for individual interviews.

Individual Interviews. Confidential individual interviews will be offered to all employees (including administrative staff and supervision), with the hope that all employees will voluntarily agree to be interviewed. The interview will follow a semi-structured protocol and will be scheduled for 45 minutes per interview.

Organizational Survey. A 'paper and pencil' survey will be developed and presented to all employees to complete. Statistical analysis will be performed for each item with both descriptive and cross-referenced data.

Analysis. All analysis will be communicated in aggregate form so as not to identify any individual person's concerns/comments. Confidentiality will be honored for all associated with the organizational assessment.

Recommendations. A recommendation report will be written and presented to all parties involved in the organizational assessment. The form and depth of information communicated will be decided by the appropriate parties. The recommendation report may include a summary analysis of observation, interviews and survey results, with recommendations for improvement. Recommendations will be specific, identifying a range of possible interventions.

All stages of the plan/organizational assessment activities will be transparent and guided by the appropriate joint stakeholders.

Proposed Timeline and Estimated Cost:

Date	Activity	Estimated Cost
November 2014	Planning	Not to exceed \$8,000
December 2014	Observation	\$10,000
January/February 2015	Interviews*	\$25,000
March 2015	Analysis	\$9,000
April 2015	Recommendation Report	\$2,000
	TOTAL	\$54,000

*Assumes that all employees/additional stakeholders are interviewed.

Proposal presented by:

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE MICHIGAN STATE UNIVERSITY SCHOOL OF HUMAN RESOURCES AND LABOR RELATIONS TO CONDUCT AN ORGANIZATIONAL ASSESSMENT OF THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER

WHEREAS, the Ingham County Board of Commissioners operates the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, after more than two years of operations at the consolidated 9-1-1 Center staffing and overtime issues have hampered labor management operations at the 9-1-1 Center; and

WHEREAS, it has been determined it would be advantageous to bring in an independent outside organization to review operations at the Ingham County 9-1-1 Central Dispatch Center to ensure that Operational Policies and Procedures are brought up to date and best practices are identified and adhered to; and

WHEREAS, the Ingham County Controller's Office and FOP Local 141 are jointly recommending that the Ingham County Board of Commissioners authorize an Organizational Assessment of the Ingham County 9-1-1 Central Dispatch Center.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with the Michigan State University School of Human Resources and Labor Relations to conduct an Organizational Assessment of the Ingham County 9-1-1 Central Dispatch Center for a cost not to exceed \$54,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$54,000 from the 2014 Ingham County Contingency Fund to the Controller's budget for this purpose.

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