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LAW AND COURTS COMMITTEE
REBECCA BAHAR-COOK, CHAIR
KARA HOPE
BRYAN CRENSHAW
VICTOR CELENTINO
PENELOPE TSENOGLOU
RANDY SCHAFFER
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, FEBRUARY 13, 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 [January 16, 2014](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Circuit Court Family Division - Resolution Authorizing Family Dependency Treatment Court to Enter into a Subcontract with [Dr. Norman Miller](#)
2. Controller's Office - Resolution to [Reclassify](#) the Animal Control Director Position
3. 9-1-1 Director
 - a. Resolution Authorizing Contracts with [TriTech](#) for a New Computer Aided Dispatch (CAD) and Priority Dispatch for Computerized Emergency Medical Dispatch (ProQA) for the Ingham County 9-1-1 Central Dispatch Center
 - b. Update on the Ingham County 9-1-1 Center
4. Board Referrals
 - a. Letter from State of Michigan Department of Human Services Regarding the Ingham County Amended 2013-14 Annual Plan and Budget for [Child Care Fund](#) Expenditures
 - b. Letter from State of Michigan State 9-1-1 Committee Regarding Notice to Communication Providers of the [911 Surcharges](#) in Michigan

Announcements

Public Comment

Adjournment

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

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

LAW & COURTS COMMITTEE

January 16, 2014

Draft – Minutes

Members Present: Rebecca Bahar-Cook, Kara Hope, Bryan Crenshaw, Victor Celentino, Penelope Tsernoglou, Randy Schafer and Randy Maiville

Members Absent: None

Others Present: John Neilsen, Chief Judge Thomas P. Boyd, Lance Langdon, Sam Davis, Aimee Macklin, Jennifer Shuster and others.

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 December 5, 2013 Minutes

The minutes of the December 5, 2013 meeting were approved as amended.

Additions to the Agenda

5e. Discussion regarding a possible resolution to oppose Senate Bill 636 (landline elimination bill).

Limited Public Comment

Aimee Macklin approached the committee regarding a recent letter she sent to Shauna Dunnings, Court Administrator, regarding alleged issues her husband, James Macklin, has been experiencing with the Ingham County Friend of the Court. She shared hard copies of the letter and stated she also sent the letter to local legislators.

Chairperson Bahar-Cook stated that Ms. Macklin is one of her constituents and had also received the letter via e-mail. Chairperson Bahar-Cook said she has asked the Board Coordinator to make contact with the Friend of the Court so that a resolution can take place. She said it may take some time to hear the side of the Friend of the Court, but that she will remain in contact with Ms. Macklin regarding the alleged issues expressed in her letter.

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

1. District Court
 - a. Resolution Honoring James B. Pahl
 - b. Resolution Honoring Robin G. Kelley
2. Sheriff's Office

- b. Resolution to Accept the 2014 MCOLES Active Violence Incident Training Grant
- 3. Sheriff's Office - Office of Homeland Security & Emergency Management - Resolution to Enter into a Contract with the City of Lansing and to Accept the FY2013 Homeland Security Grant Program Funds
- 4. Facilities - Resolution Authorizing Entering into a Contract with Walter Mechanical Services Inc. DBI: ATI Group to Provide HVAC Preventative Maintenance Services at Eleven (11) 911 Tower Sites
- 5. Controller's Office
 - a. Resolution to Appoint an Interim Animal Control Director
 - b. Resolution Appointing a Search Committee to Select an Animal Control Director
 - c. Resolution Honoring Jamie McAloon-Lampman

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

- 1. District Court
 - c. Resolution to Authorize a One Year Pilot Project Changing the Enforcement/Court Officer Position from a Part-Time Position to a Full-Time Enforcement Officer Position and Creating a Half-Time Court Officer Position in the District Court. (additional information)

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION TO AUTHORIZE A ONE YEAR PILOT PROJECT CHANGING THE ENFORCEMENT/COURT OFFICER POSITION FROM A PART-TIME POSITION TO A FULL-TIME ENFORCEMENT OFFICER POSITION AND CREATING A HALF-TIME COURT OFFICER POSITION IN THE DISTRICT COURT.

Discussion.

Chief Judge Thomas P. Boyd approached the committee to discuss the resolution. He provided and explained a pie chart that reflects the percentage of outstanding receivables that are a particular age through the 55th District Court in Ingham County.

Comm. Schafer asked what the expected revenue would be from the one-year pilot project.

Judge Boyd stated that he cannot predict the revenue at this time, but was confident that the revenue will go up. He also stated the one-year project will begin on April 1, 2014.

MOTION CARRIED UNANIMOUSLY.

2. Sheriff's Office

- a. Resolution Authorizing Acceptance of a Grant from the Michigan Municipal Risk Management Authority (MMRMA) and to Purchase a Transportation Security Administration (TSA) Body Scanner Machine for Deployment in the Jail

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING ACCEPTANCE OF A GRANT FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY (MMRMA) AND TO PURCHASE A TRANSPORTATION SECURITY ADMINISTRATION (TSA) BODY SCANNER MACHINE FOR DEPLOYMENT IN THE JAIL.

Discussion.

Comm. Crenshaw asked Sam Davis, Corrections Major, who will operate the body scanner machine and also if there are any service contracts.

Sam Davis stated that deputies who have been trained will operate the body scanner machine and that there is a yearly maintenance agreement.

MOTION CARRIED UNANIMOUSLY.

5. Controller's Office

- d. Update on 9-1-1 (additional information)

Lance Langdon, Ingham County 9-1-1 Director, gave an update on the Central Dispatch to the committee. He provided a hard copy of the update and samples of educational campaign material. The update included the following information:

- Approximately 2,200 calls were taken during the recent ice storm.
- Staffing at the end of 2013 left dispatch with five openings. Interviews have been conducted and more are scheduled.
- The phone project that will be a stand-alone phone system under a new service provider will go live on February 13.
- They are still working/negotiating with TriTech to possibly move to their TriTech Inform CAD.
- Storms did not have a major effect on the public safety radio system.

5. Controller's Office

- e. Discussion regarding a potential resolution to reflect an opposition to Senate Bill 636 (landline elimination bill). (additional information)

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. CRENSHAW, AT THE REQUEST OF THE INGHAM COUNTY 9-1-1 ADVISORY BOARD, TO APPROVE A RESOLUTION DRAFTED BY THE CONTROLLER'S OFFICE FOR THE JANUARY 28,

2014 BOARD OF COMMISSIONERS MEETING, INTRODUCED BY THE LAW & COURTS COMMITTEE, THAT WILL EXPRESS AN OPPOSITION OF SENATE BILL 636 USING BULLET POINTS FROM THE MICHIGAN ASSOCIATION OF COUNTIES (MAC) INFORMATIONAL GUIDE.

Discussion.

John Neilsen, Chief Deputy Controller, provided a hard copy of a “special alert” published by the Michigan Association of Counties (MAC) that explains the landline elimination bill. It also states that the Michigan Legislature is on the verge of sending SB 636 to the Governor that will take away the authority of the Michigan Public Service Commission (MPSC) to oversee the discontinuance of basic landline telephone service and instead, places that authority with the Federal Communications Commission (FCC) who has not been in the business of regulating Michigan telephone service.

Mr. Neilsen said MAC, along with AARP, Law Enforcement and 9-1-1 Service Providers oppose the bill.

Comm. Maiville asked if the bill was being “fast tracked” and if there would be enough time to pass the resolution through the Board of Commissioners.

Mr. Neilsen said he would keep the Law & Courts Committee advised of the progress of the bill. He stated that if it looks like it is going to pass before the Commissioners can adopt the resolution, the committee members can contact the legislature themselves.

Comm. Crenshaw asked Mr. Neilsen which legislator sponsored the bill.

Mr. Neilsen stated that Senator Mike Nofs sponsored the bill.

MOTION CARRIED UNANIMOUSLY.

Announcements

Comm. Crenshaw announced that he will be absent from the February 11, 2014 meeting.

Public Comment

None.

The meeting was adjourned at approximately 6:37 p.m.

FEBRUARY 13, 2014 LAW & COURTS AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1. Circuit Court /Family Division

Resolution Authorizing Family Dependency Treatment Court to Enter into a Subcontract with Dr. Norman Miller

This resolution authorizes a grant subcontract with Dr. Norman Miller, MD JD PLLC to provide case consultation, psychiatric evaluation, and pain management evaluation at a cost of \$300.00 per hour, not to exceed \$8,000 for the duration of this grant period, which ends on September 30, 2014. The Michigan Drug Court Grant program, administered by the State Court Administrative Office, awarded a grant in the amount of \$72,000 to the Ingham County Circuit Court Family Dependency Treatment Court for the purpose of eliminating barriers to treatment.

The BOC through Resolution #13-425 previously authorized the acceptance of a grant and entering into subcontracts with various professionals providing assessment and treatment. (See attached memo for details)

2. Controller's Office

Resolution to Reclassify the Animal Control Director Position

This resolution authorizes the reclassification of the recently vacated Animal Control Director position from a (MCF 11, \$63,641 - \$76,389) to a (MCF 12, \$68,331 - \$82,015) effective upon the passage of this resolution. The full increased personnel costs of this proposed reclassification would be \$6,786 at the top of the scale using annualized 2014 costs.

The current job description has not been reviewed since 2004, and the job responsibilities of the position have evolved over the years since then. Human Resources and I are recommending this position be reclassified.

If the BOC approves this reclassification as proposed, the current Interim Director's salary will be increased to the starting rate (MCF 12, \$68,331) effective the first full pay period after the passage of this resolution. (See attached memo and documentation for details)

3a. 9-1-1 Director

Resolution Authorizing Contracts with Tritech for a New Computer Aided Dispatch (CAD) and Priority Dispatch for Computerized Emergency Medical Dispatch (ProQA) for the Ingham County 9-1-1 Central Dispatch Center

This resolution authorizes a contract up to \$374,170 with TriTech for the purchase of a 9-1-1 Center CAD System as outlined by the Proposal/Sales quotation, #Q-00006140 dated December 10, 2014 as well as a contract up to \$126,359.60 with Priority Dispatch for the purchase of their ProQA Paramount Emergency Medical Dispatch (EMD) program, automating a heretofore manual flip card process for the 9-1-1 Center CAD.

The resolution also authorizes an appropriation of up to \$550,529 from 9-1-1 Fund balance for the total cost of this CAD System EMD purchase and upgrade project which includes:

- TriTech Purchase Contract	\$ 374,170.00
- Priority Dispatch ProQA EMD	\$ 126,359.60
- Project Contingency Fund	\$ 50,000.00

There is currently a 9-1-1 fund balance of approximately \$2.86 million from the 2013 year end projections.
(See attached memo for details)

*3b. Controller's Office / 911 Center
Update on the Ingham County 911 Center*

MEMORANDUM

TO: Law and Courts and Finance Committees

FROM: Maureen Winslow

DATE: January 23, 2014

RE: **Family Dependency Treatment Court Grant Subcontract**

The Michigan Drug Court Grant Program, administered by the State Court Administrative Office, has awarded a grant in the amount of \$72,000 to the Ingham County Circuit Court's Family Dependency Treatment Court. Resolution #13-425 authorized the acceptance of that grant.

The award allows the Family Court to utilize part of this funding for psychiatric and pain management case consultations, psychiatric evaluations, and pain management evaluations.

This resolution requests the authorization to enter into a subcontract with the Dr. Norman Miller, MD JD PLLC who is board certified and experienced in the area of addiction.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING FAMILY DEPENDENCY TREATMENT COURT TO ENTER INTO
A SUBCONTRACT WITH DR. NORMAN MILLER**

WHEREAS, the Michigan Drug Court Grant program, administered by the State Court Administrative Office, has awarded a grant in the amount of \$72,000 to the Ingham County Circuit Court Family Dependency Treatment Court for the purpose of eliminating barriers to treatment as well as the continuation of funding for a position; and

WHEREAS, Resolution #13-425 authorized the acceptance of that grant and entering into subcontracts with various professionals providing assessment and treatment; and

WHEREAS, the Family Dependency Treatment Court handles cases involving parents of children petitioned to the Court for abuse and or neglect and the parent's primary issue is substance abuse; and

WHEREAS, the barriers affected with this grant will include transportation, rewards and incentives, therapeutic parenting time, substance testing, cognitive behavioral therapy, relapse prevention programming, in-patient treatment, risk assessment, psychiatric consultation and assessment, and medical consultation; and

WHEREAS, Dr. Norman Miller, MD JD PLLC has over 30 years of experience; specializing in addiction and forensic psychiatry, and is board certified in addiction psychiatry, forensic psychiatry, neurology, and psychiatry.

THEREFORE BE IT RESOLVED, that a grant subcontract with Dr. Norman Miller, MD JD PLLC is authorized to provide case consultation, psychiatric evaluation, and pain management evaluation at a cost of \$300.00 per hour, not to exceed \$8,000 for the duration of this grant period, which ends on September 30, 2014.

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

BE IT FURTHER RESOLVED, that the Controller is directed to make the necessary adjustments to the 2014 Ingham County Circuit Court Family Division budget.

Agenda Item 2

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

FROM: John L. Neilsen, Chief Deputy Controller

DATE: February 5, 2014

RE: Resolution to Reclassify the Animal Control Director Position

Commissioners:

Attached you will find a Resolution along with the supporting documentation to reclassify the recently vacated Animal Control Director position from a (MCF11, \$63,641 - \$76,389) to a (MCF12, \$68,331 - \$82,015) effective upon the passage of this resolution. The full increased personnel costs of this proposed reclassification would be \$6,786 at the top of the scale using annualized 2014 costs.

As you will recall on January 28th, the Board of Commissioners adopted two companion Resolutions to begin an orderly transition plan to select a new Animal Control Director due to the recent resignation of the current Director Jamie McAloon Lampman effective February 5, 2014.

The first appointed Deputy Animal Control Director Anne Burns to serve as the Interim Animal Control Director effective February 6, 2014 until such time as a permanent Director is selected and assumes their duties.

The second appointed a Search Committee to select a new Animal Control Director as this is a Board appointment. The Law & Courts Chairperson Rebecca Bahar-Cook will serve as the Chairperson of the Animal Control Director Search Committee.

When Ms. McAloon Lampman announced her resignation, our Human Resources Director asked her to review the current job description in effect since 2004 and to update it if necessary to reflect the core functions of the job as she saw it after nine years as the Director. I also reviewed the proposed changes and agree that they are accurate and important additional responsibilities for the position that have evolved over the years.

The Human Resources Department then compared the current job description with the proposed new job description.

In reviewing the proposed job description we feel there is substantive change requiring substantial time and increased communication, influencing the factor regarding interpersonal and communication skills and job complexity. The fund raising aspect would also influence the points in the job financial impact factor. With the recommended adjustments in the points it would move to pay grade MCF 12.

Therefore, we have prepared this resolution and background material for your review and deliberation. Upon your final action on the resolution Human Resources will post and advertise for the Animal Control Director position through our normal employee selection processes as well as through state and national sources.

If the BOC approves this reclassification as proposed, the current Interim Director's salary will be increased to the starting rate (MCF 12, \$68,331) effective the first full pay period after the passage of this resolution.

I recommend your approval of the attached resolution.

cc: Tim Dolehanty
Travis Parsons
Becky Bennett

MEMORANDUM

TO: John Neilsen, Ingham County Chief Deputy Controller
FROM: Beth Bliesener, Employment Specialist
DATE: 1/31/2014
RE: Position Re-Classification — Animal Control Director MCF 11 to MCF 12

Human Resources has evaluated and updated the Animal Control Director job description. After analysis, the classification has increased from a MCF 11 to a MCF 12. The position will be compensated at a salary range of (\$68,331 – \$82,015).

Please use this memo as acknowledgement of Human Resources' participation and analysis of the proposed re-classification.

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

INGHAM COUNTY

CURRENT JOB DESCRIPTION

ANIMAL CONTROL DIRECTOR

General Summary

The Animal Control Director, reporting to the Board of Commissioners, has the primary responsibility for managing and administering the County's entire Animal Control Program. In this capacity, the individual shall (a) manage a group of employees engaged in the enforcement of State and County laws, (b) be responsible for assuring that a licensed veterinarian is on call and frequently visits the Animal Control Shelter, (c) advise and consult with other County and State officials and concerned citizens with regard to animal and disease control, and (d) must maintain effective working relationships with the public and local officials as related to the operation of the Animal Control Department.

Essential Functions

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

1. Working through a lead person or subordinate supervisors, manages:
 - a. A group of employees who travel to various parts of the County in order to enforce State and County Animal Control laws.
 - b. A group of employees engaged in the maintenance and disposition of animals in County Animal Control facilities as well as the maintenance of such facilities.
 - c. A clerical staff which acts in the capacity of Deputy Treasurer when issuing dog licenses.
 - d. The dispatch operation located at the Animal Control Shelter.
2. Performs the normal, managerial personnel management tasks such as:
 - a. Recruiting and selecting new employees.
 - b. Training subordinate personnel.
 - c. Evaluation of employees' performance.
 - d. Recommends setting and adjusting rates of pay.
 - e. Disciplining employees.
 - f. Handling complaints and grievances.
 - g. Work with the County Treasurer in the issuance of dog licenses.
3. Prepares budget request and administers the budget for the County Animal Control Program. Orders supplies and equipment as authorized.
4. Organizes, plans, and distributes work in such a way as to maximize the efficiency and effectiveness of the manpower, supplies, equipment, and facilities used in the Animal Control Program.
5. Acts as the primary spokesperson for the County Animal Control Program; answering questions and complaints from citizens, citizen groups, and various legally constituted bodies.
6. Ensures the accurate and timely maintenance of all records associated with programs and the preparation and issuance of recurring and special reports.
7. Interacts with other public and private organizations requiring a great deal of public relations' skills.

Animal Control Director/Animal Control

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8. Enforces the County's Animal Control ordinance as adopted by the Ingham County Board of Commissioners.
9. Perform related duties as required.

Other Functions

10. None listed.

Employment Qualifications

Education: Bachelor's Degree in Animal Control Management, Law Enforcement Management, Business Administration, Public Administration, or related area.

Experience: Four years of work related experience and administration of an organization of comparable complexity.

Other Requirements: Experience of dealing with collective bargaining agreements in the management and supervision of staff strongly desired. Must be eligible for and able to obtain F.D.A. and Michigan Controlled drug licenses. Must pass a background and security check. Must possess flexibility for night meetings.

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

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

With or without accommodations, this employee will be responsible for pushing, pulling, and lifting weights up to 100 lbs., in regular daily activities. Work requires frequent periods of standing for 30 minute intervals throughout the day and frequent extended periods of time sitting, bending and squatting. Occasional use of a ladder is necessary. Walks on various types of terrain indoors and outdoors, as a regular function of the job for scene investigations and regular animal control functions in assisting other personnel. Operates data entry, computer or other official equipment requiring manual dexterity. May capture and restrain animals to assist the officers, kennel persons and the general public.

Working Conditions:

Works in office conditions and the animal shelter.
Regular exposure to odors of animals.
Exposure to noise of the impounded animals.
Exposure to disease communicated by animals.
Exposure to the risk of being bitten by animals.
Exposure to animal feces and urine.
Exposure to fumes from cleaning products.
Exposure to parasites (fleas, ticks, mites).

**May, 2004
MCF-11**

INGHAM COUNTY

PROPOSED JOB DESCRIPTION

ANIMAL CONTROL DIRECTOR

General Summary:

The Animal Control Director reporting to the County Controller/Administrator or his/her designee has the primary responsibility for managing and administering the County's entire Animal Control Program. In this capacity, the individual shall manage a group of employees engaged in the enforcement of State and County laws, be responsible for assuring that a licensed veterinarian is on call and frequently visits the Animal Control Shelter, advise and consult with other County and State officials and concerned citizens with regard to animal and disease control, and must maintain effective working relationships with the public and local officials as related to the operation of the Animal Control Department.

Essential Functions:

1. Formulates and implements the strategic goals and objectives of the organization. Provides leadership toward the achievement of the organization's philosophy, mission, annual goals, objectives and growth.
2. Organizes, plans, and distributes work in such a way as to maximize the efficiency and effectiveness of the manpower, supplies, equipment and facilities used in the Animal Control Program.
3. Working through a lead person or subordinate supervisors, manages a group of employees who travel to various parts of the County in order to enforce State and County Animal Control laws, kennel staff, clerical staff and dispatch operations.
4. Performs personnel management functions, directly and through mid-level managers and supervisors. Examples include interviewing, selecting and training staff. Evaluates and reviews work assignment and staff performance. Addresses employee relation issues including promotions and terminations. Works with multiple union groups and assists in negotiating contracts as requested.
5. Prepares budget request and administers the budget for the County Animal Control Program. Monitors expenditures through out the fiscal year.
6. Acts as the primary spokesperson for the County Animal Control program; provides oversight and direction for all communications representing the organization; maximizes public relations opportunities to enhance the image of Ingham County Animal Control in the community; represents Ingham County Animal Control before agencies and the public in delineating these positions affecting public policy, and assures the organization's mission, programs and services are consistently presented with a strong positive image.
7. Monitors animal welfare issues and ensures compliance with all applicable law and regulations; State and Federal law; networks with other local animal shelters, animal welfare and rescue groups establishing coalitions; and leads the development of community educational program promoting animal welfare.
8. Cultivate and maintains donors and prospective donors; works to develop, implement and oversee fundraising projects including, but not limited to special events, grant-writing, funding requests, and direct solicitations.

Animal Control Director/Animal Control

Page 2

9. Ensures the accurate and timely maintenance of all records associated with programs and the preparation and issuance of recurring and special reports.
10. Enforces the County's Animal Control ordinance as adopted by the Ingham County Board of Commissioners.
11. Ability to establish working relationships with Board members, City and County officials, managers, staff volunteers and vendors.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a Bachelor's Degree in Animal Control Management, Law Enforcement Management, Business Administration, Public Administration or related field is required.

Experience: A minimum of 4 years of work related experience and administration of an organization of comparable complexity is required.

Other Requirements: Experience of dealing with collective bargaining agreements in the management and supervision of staff strongly desired. Must be eligible for and able to obtain F.D.A. and Michigan Controlled drug licenses. Must pass a background and security check. Must possess flexibility for night meetings.

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

Physical Requirements:

- Responsible for pushing, pulling and lifting weights up to 100lbs, occasionally.
- Work requires frequent periods of standing for 30 minute intervals though out the day and frequent periods of time sitting, bending and squatting.
- Walks on various types of terrain indoors and outdoors.
- May capture and restrain animals to assist the officers, kennel person and the general public.
- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

Animal Control Director/Animal Control
Page 3

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

Working Conditions:

- Works in office conditions and the animal shelter.
- Regular exposure to odors of animals.
- Exposure to noise of the impounded animals.
- Exposure to disease communicated by animals.
- Exposure to the risk of being bitten by animals.
- Exposure to animal feces and urine.
- Exposure to fumes from cleaning products.
- Exposure to parasites (fleas, ticks, mites)

January 2014
MCF-12

Agenda Item 2

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RECLASSIFY THE ANIMAL CONTROL DIRECTOR POSITION

WHEREAS, the Animal Control Director position has recently become vacant; and

WHEREAS, the core duties of the Animal Control Director position were analyzed for the first time since 2004 to determine if any adjustments were warranted; and

WHEREAS, through the process of analyzing the duties of the Animal Control Director position by the Human Resources Department it was determined that the position should be reclassified.

THEREFORE BE IT RESOLVED, Position number 421001 Animal Control Director (MCF11, \$63,641 - \$76,389) is reclassified to (MCF12, \$68,331 - \$82,015) effective upon passage of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator's Office is authorized to make any necessary budget adjustments and Position Allocation List adjustments consistent with this Resolution.

Agenda Item3a

To: Ingham County Law & Courts and Finance Committees
From: Lance Langdon, 9-1-1 Director
Date: February 4, 2014
Re: Request for TriTech CAD and EMD Upgrade

In 2007 the Board of Commissioners approved the purchase of the Visionair CAD for the East Lansing 9-1-1 Center. The Lansing 9-1-1 Center was also moved to this system in late 2011 in anticipation of the consolidation of the two centers. In addition to CAD, the VisionAir Records Management system was purchased for the Sheriff's Office in conjunction with East Lansing, Michigan State University, Meridian Township, Lansing Township, Mason, and Williamston Police Departments. This was followed with the purchase of the VisionAir Jail system for use by these same agencies.

VisionMOBILE is another product currently in use by all of the departments listed above as well as Lansing Police, Lansing Fire and East Lansing Fire. This system passes call information to the field units and uses mapping programs to assist in locating calls.

With the opening of the center and processing over three hundred thousand calls a year, problems have been identified by staff and they have not been satisfied with the abilities and functionality of the current system. VisionAir has addressed and fixed many issues as they are reported, some have not yet been resolved, while other features are not available in the current system.

We have had discussions with the upper management of TriTech (the company that purchased VisionAir) over the functionality and limitations of the current system. They agree that their VisionCAD (a Tier 2 system) does not meet our needs, and have proposed an upgrade to the Tier 1, InformCAD system. This system is used in many large cities; San Diego CA, Memphis TN, Dallas TX, San Antonio TX, and Austin TX among many others. It is also used by the California Highway Patrol.

While we call this an upgrade to a new system, it is in all reality a full replacement of the current CAD system. They have provided greatly reduced, upgrade pricing to resolve the problems that we have had with their other product. We would continue to use the same workstation computer equipment, only the software programs would be replaced.

This system, InformCAD is a geo based system. This means that it uses GIS Mapping to identify the locations around the county as opposed to the data table that is used in the current system. This provides the ability to more accurately find call locations and properly validate the calls to 9-1-1. This upgrade to InformCAD will replace two programs, VisionCAD and GeoComm mapping. These are two separate programs currently in use in both CAD and Mobile. The new InformCAD will use one program that has the mapping integrated into the system. The Dispatchers biggest challenges with our current CAD has been with the integration/connection between the separate CAD and mapping programs.

We had also tried to move from our Emergency Medical Dispatch flip cards to a computerized process for the handling of medical calls. Since 2011 we have not been able to make the current CAD system work with the computerized version of our APCO Meds system. Because of this we are looking to move as a part of this project to the Priority Dispatch ProQA Emergency Medical Dispatch System. This system is currently in use with other TriTech InformCAD users and is fully integrated with their system. While the system will function with the CAD system it will also provide for training options as we can send staff for training provided through the vendor, eliminating the difficulty in keeping our staff and outside EMS instructors up to date and certified to do our training. We are also exploring options to reduce the project costs as well as future training costs that will be eligible for use of our wireless training funds. This will keep the EMD training separate from our normal operations budget. The ProQA system is also in use at neighboring counties Eaton and Livingston.

TriTech has prepared a quote for this upgrade that includes credit for licensing and reduction of costs for the implementation of the system. It is broken down into several different categories.

<u>Item</u>	<u>List Cost</u>	<u>Upgrade Cost</u>
InformCAD Software License Fees	\$443,500.00	\$0.00
InformMobile Software License Fees	\$291,600.00	\$0.00
CAD Implementation Service Fees	\$226,500.00	\$153,750.00
Mobile Implementation Service Fees	\$50,800.00	\$42,400.00
Project Related Fees	\$223,543.80	\$171,000.00
<u>Third Party Products/Services</u>	<u>\$7,020.00</u>	<u>\$7,020.00</u>
Totals	\$1,242,963.80	\$374,170.00

With this program there are ongoing maintenance fees that we would incur as we currently do with their software. There would be an increase from the \$85,185.32 that we currently pay to \$108,709.00. This cost includes CAD maintenance of \$102,190.00 and \$6,519.51 in Mobile Maintenance.

We have also obtained a quote from Priority Dispatch for the ProQA program. The project includes software, training, maintenance and accreditation/review services. Total cost for this project is \$126,359.60. This would be replacing the current APCO meds program purchased in 2011.

Bringing both of these systems on as a single project will assist us in the implementation as each employee will need hands on training of the new systems. By doing both at the same time they will be able to move to the new CAD and EMD together and make one complete dispatch process rather than separate changes to different processes or systems.

With regard to the in vehicle/mobile product, the various Police and Fire departments have purchased licensing for the VisionAir mobile, including MSP Post 11, who use it while working in the county. The current VisionAir Mobile product will not work with the new InformCAD. TriTech has provided for credit for all current licenses that departments have, to move them to the InformMobile. There are implementation fees to do this which includes Train the Trainer classes for the departments. The mobile program must change when the 9-1-1 Center changes CAD systems; the cost of the Mobile Implementation has been included in the project to be covered by 9-1-1 funding.

The decision to move to the InformCAD has been made with several staff members involved. Mr. Ashton and I initially went to TriTech's user conference/training session and were able to see the program and discuss it with many other users in attendance. We followed this with a Demonstration that took place at the Sheriff's Office. I had a team of Supervisors and Dispatchers/Trainers attend the demo where they were shown the product, were able to ask questions, and have hands on time with the program. They were all very excited with this demonstration of the InformCAD, inquiring as to how soon we could get the new system in place.

We also had the various Police and Fire departments attend a Mobile Demo, so that they could see the in-vehicle (mobile) side of the project. We've sent staff to Texas for a site visit to the San Antonio and Austin 9-1-1 Centers. These two locations are similar to Ingham County as they have both urban and rural areas, both house major universities, and Austin is the State's Capitol.

It is our recommendation that we move to the TriTech InformCAD system and the ProQA EMD System, and we ask for approval to use 9-1-1 Funds for the systems purchase as follows.

TriTech InformCAD	\$374,170.00
Priority Dispatch ProQA EMD	\$126,359.60
<u>Project Contingency 10%</u>	<u>\$ 50,000.00</u>
Project Total	\$550,529.00

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING CONTRACTS WITH TRITECH FOR A NEW COMPUTER AIDED DISPATCH (CAD) AND PRIORITY DISPATCH FOR COMPUTERIZED EMERGENCY MEDICAL DISPATCH (ProQA) FOR THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER

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

WHEREAS, the Ingham County Board of Commissioners previously authorized the acquisition of VisionAir CAD for the Ingham County 9-1-1 Center CAD System; and

WHEREAS, the 9-1-1 Center Staff and MIS Administration working with TriTech/VisionAir have determined that the current VisionAir CAD system does not have the functionality needed to meet the current needs of the Center and an upgrade to their tier one InformCAD system will meet the Center’s needs; and

WHEREAS, the current Emergency Medical Dispatch (EMD) is not integrated with the CAD system, implementation of the Priority Dispatch, ProQA EMD program, would result in an intergraded system to the TriTech Inform CAD, resulting in increased service to our citizens; and

WHEREAS, this project will also provide upgraded in-vehicle mobile unit communications and information with the various Police, Fire and EMS agencies throughout the county; and

WHEREAS, this upgraded CAD system will be NextGen ready as the state moves forward with the Next Generation of 9-1-1 technologies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract up to \$374,170 with TriTech for the purchase of a 9-1-1 Center CAD System as outlined by the Proposal/Sales quotation, #Q-00006140 dated December 10, 2014.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a contract up to \$126,359.60 with Priority Dispatch for the purchase of their ProQA Paramount Emergency Medical Dispatch (EMD) program, automating a heretofore manual flip card process for the 9-1-1 Center CAD System as outlined by the Proposal/Sales quotation, #95229 dated December 17, 2013.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an appropriation of up to \$550,529 from 9-1-1 Fund balance for the total cost of this CAD System EMD purchase and upgrade project which includes:

- TriTech Purchase Contract \$374,170.00
- Priority Dispatch ProQA EMD \$126,359.60
- Project Contingency Fund \$50,000.00

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any Software License Agreement/purchase documents with TriTech and Priority Dispatch consistent with this resolution and approved as to form by the County Attorney.



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING

MAURA D. CORRIGAN
DIRECTOR

January 21, 2014

Debra Nolan, Chairperson
County Board of Commissioners
315 S. Jefferson
Mason, Michigan 48854

RECEIVED
JAN 23 2014

Dear Commissioner Nolan:

Your **amended** 2013-14 annual plan and budget for Child Care Fund expenditures is approved for state reimbursement in the amount of \$8,305,162.00. This amount is 50% of your county's gross annual plan and budget which is \$16,610,324.00.

Act 87 P.A. 1978 prohibits the state from reimbursing county Child Care Fund expenditures which exceed a county's approved budget. Child Care Fund policy prohibits reimbursement of capital, rental, lease and certain equipment and repair costs. To be eligible for reimbursement if your expenditures exceed your **amended** approved budget of \$16,610,324.00, it will be necessary to submit a new/approved budget no later than September 1, 2014, with the three required signatures. Failure to comply with this requirement will result in state reimbursement being limited to the prior authorized budget.

Reimbursement for In-Home Care and Basic Grant will only be made up to the amount approved for individual service components.

The following In-Home Care components are authorized:

<u>Title</u>	<u>Administrative Unit</u>	<u>Gross Expenditures</u>
After Care	Court	\$ 411,313.00
Truancy	Court	\$ 245,196.00
Sexual Offenders	Court	\$ 350,582.00
Intensive Probation	Court	\$ 292,528.00
Community Service Programs	Court	\$ 413,915.00
MSU Adolescent Project	Court	\$ 155,398.00
IMPACT	Court	\$ 450,000.00
Juvenile Assessment Center	Court	\$ 188,381.00
Ingham Academy/Day Treatment	Court	\$ 2,609,781.00
Intensive Neglect Services	Court	\$ 1,182,855.00
Evening Reporting	Court	\$ 500,796.00
In-Home Detention	Court	\$ 277,415.00
Impact-DHS	DHS	\$ 60,000.00
In-Home are Psychological Services	DHS	\$ 215,403.00

The following Basic Grant components are authorized:

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

Debra Nolan, Chairperson

Date

Page 2

Any claim for state monies from the Child Care Fund to cover expenditures incurred between October 1, 2013 and September 30, 2014, will signify your acceptance of the terms of this **amended** approval letter as well as all conditions outlined in the original approval letter.

If you have any questions or concerns regarding this letter, please contact me at (517) 335-3489.

Sincerely,

Magdalen Thomas . 1.21.14

Magdalen Thomas, Manager
Child Care Fund Monitoring Unit

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



STATE OF MICHIGAN
STATE 9-1-1 COMMITTEE
LANSING

RICK SNYDER
GOVERNOR

SHERIFF DALE GRIBLER
CHAIR

RECEIVED

JAN 22 2014

INGHAM COUNTY CLERK

January 17, 2014

Dear County Coordinator:

The following communication has been sent to your County Clerk.

Under MCL 484.1714(1)(g) the State 911 Committee is required to provide notice to communication providers of the 911 surcharges in Michigan. This includes the counties' 911 operational surcharges and the state 911 fee.

If a county commission determines that it is necessary for the county to enact a local surcharge that is more than \$0.42 per month and in excess of the monthly amount that was approved for the county by the Michigan Public Service Commission under U-15489, the voters of the county must approve the increased surcharge. In order for an increase to be effective beginning July 1, 2014, the county must hold a vote no later than the first Tuesday in May 2014. The first Tuesday in May 2014 is the last election date in 2014 in order to meet the statutory notice deadline for the change date of July 1, 2014. If the May 2014 date is missed, the next surcharge effective change date is July 2015. Please refer to your county's legal counsel for details on the dates for proper county commission action to place a question on a May 2014 ballot.

In order to make the proper notice to the communications providers about the counties' 911 surcharges, please follow one of the four options below:

1. If the county is not going to collect a local 911 operational surcharge between July 1, 2014, and June 30, 2015, please provide a letter to the State 911 Office **no later than 5 p.m., Thursday, May 15, 2014**, stating that the county will not be collecting the local 911 surcharge. Please use Template A for this option.
2. If the county is going to continue collection of its local 911 surcharge with no change in its current amount between July 1, 2014, and June 30, 2015, please provide a letter to the State 911 Office **no later than 5 p.m., Thursday, May 15, 2014**, stating that the county is going to continue collection of the local 911 surcharge with no change in its present amount. Please include a completed Form SNC-500 (attached and available on-line at www.michigan.gov/snc) with the county's letter. (Please use Template B for this option).
3. If the county is going to change its local 911 surcharge (whether increase or decrease) under either process set forth in MCL 484.1401b (1) (a) & (b), please do **one of the following** as appropriate:
 - a) If the county is going to change its surcharge by **county board of commissioners resolution** to collect **\$0.42 or less per month**, a notarized or certified copy of the county commissioner's resolution setting the local monthly 911 surcharge and a completed Form SNC-500 (attached and available on-line at www.michigan.gov/snc) must be provided.

ASSOCIATION OF PUBLIC SAFETY COMMUNICATIONS OFFICIALS • COMMERCIAL MOBILE RADIO SERVICE • DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS • DEPARTMENT OF STATE POLICE • DEPUTY SHERIFF'S ASSOCIATION • FRATERNAL ORDER OF POLICE • MICHIGAN ASSOCIATION OF AMBULANCE SERVICES • MICHIGAN ASSOCIATION OF CHIEFS OF POLICE • MICHIGAN ASSOCIATION OF COUNTIES • MICHIGAN COMMUNICATIONS DIRECTORS' ASSOCIATION • MICHIGAN ASSOCIATION OF FIRE CHIEFS • MICHIGAN PROFESSIONAL FIREFIGHTERS UNION • MICHIGAN PUBLIC SERVICE COMMISSION • MICHIGAN SHERIFF'S ASSOCIATION • MICHIGAN STATE POLICE TROOPERS ASSOCIATION • NATIONAL EMERGENCY NUMBER ASSOCIATION • TELECOMMUNICATIONS ASSOCIATION OF MICHIGAN • UPPER PENINSULA EMERGENCY MEDICAL SERVICES • MEMBERS OF THE GENERAL PUBLIC APPOINTED BY THE GOVERNOR, SPEAKER OF THE HOUSE, AND MAJORITY LEADER OF THE SENATE

Both documents, the resolution and the completed SNC-500, must be received by the State 911 Office no later than 5 p.m., Thursday, May 15, 2014.

b) If the county is going to change its surcharge pursuant to voter approval to collect \$0.42 or more per month, please provide:

1. A copy of the clerk's certified ballot determination.
2. A notarized or certified copy of the county commissioner's resolution setting the local monthly 911 surcharge.
3. A letter from the county confirming the 911 surcharge. (Please use Template C for this option.)
4. A completed Form SNC-500 (attached and available on-line at www.michigan.gov/snc).

All four documents must be provided and received by the State 911 Office no later than 5 p.m., Thursday, May 15, 2014.

4. If the county 911 surcharge is changing pursuant to a settlement with the MPSC under U-15489 that occurred after July 1, 2013, please provide the following:

1. A copy of the resolution from the county board of commissioners accepting the settlement.
2. A notarized or certified copy of the resolution by the county board of commissioners establishing the new amount of the county 911 surcharge.
3. A letter from the county confirming the monthly county 911 surcharge. (Please use Template D for this option.)
4. A completed Form SNC-500 (attached and available on-line at www.michigan.gov/snc).

All four documents must be provided and received by the State 911 Office no later than 5 p.m., Thursday, May 15, 2014.

All documents are to be returned by:

E-mail to: hansels@michigan.gov

or

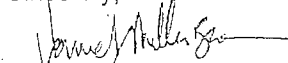
U.S. Mail to:

Michigan State Police
State 911 Administrative Section
P. O. Box 30634
Lansing, Michigan 48909-0634
Attention: Ms. Stacie Hansel

Under MCL 484.1401b (7), the above information is due to the State 911 Committee no later than 5 p.m., Thursday, May 15, 2014; however, if it is possible for the county to do so, earlier responses will be accepted and are encouraged. Failure to meet the May 15 deadline may result in the inability of the State 911 Office to notify the communications providers prior to the annual deadline and can adversely affect the collection of your county's local 911 surcharge.

If you have any questions, please do not hesitate to contact me by e-mail at miller-brownh@michigan.gov.

Sincerely,



Ms. Harriet Miller-Brown
State 911 Administrator
Enclosures (4)

**PUBLIC ACT 379 OF 2008 REMITTANCE CONTACT INFORMATION
JULY 2014-JUNE 2015**

A. County Information		
County Name		
Name of Person Completing Form		
Phone Number	E-Mail Address	
Is the county collecting a local surcharge from July 1, 2014, to June 30, 2015?		<input type="radio"/> Yes <input type="radio"/> No
If "yes" to the above question, what is the monthly amount per device?	AMOUNT	
Is the county interested in electronic fund transmittal of local surcharge funds?		<input type="radio"/> Yes <input type="radio"/> No

B. Primary Remittance Information		
Primary Remittance Contact Name		
Primary Remittance Contact Address		
Phone Number (Include Area Code)	Fax Number (Include Area Code)	
E-Mail Address		

C. Geographical Information		
Geographical Information Contact Name		
Geographical Contact Address		
Phone Number (Include Area Code)	Fax Number (Include Area Code)	
E-Mail Address		

D. County 911 Director/Coordinator Information		
County 911 Directory/Coordinator Contact Name		
County 911 Directory/Coordinator Contact Address		
Phone Number (Include Area Code)	Fax Number (Include Area Code)	
E-Mail Address		

E. Authorization	
County Clerk or County 911 Coordinator Printed Name	Date
County Clerk or County 911 Coordinator Signature	
AUTHORITY: 2008 PA 379; COMPLIANCE: Voluntary; PENALTY: No Funding	

This form must be received by **Thursday, May 15, 2014** by:

E-mail to: hansels@michigan.gov

Or

U.S. Mail to: Michigan State Police, State 911 Office, P.O. Box 30634, Lansing, MI 48909
Attention: Stacie Hansel

Handwritten or facsimile forms will not be accepted.

Template A

[County Letterhead]

[Date]

Please be advised that [County name] is not collecting a local 911 surcharge from July 1, 2014, through June 30, 2015.

[County 911 Coordinator or County Clerk name/signature]

Template B

[County Letterhead]

[Date]

Please be advised that [County name] will continue collection of its local 911 surcharge of [amount] with no change in the amount from July 1, 2014, through June 30, 2015.

[County 911 Coordinator or County Clerk name/signature]

Template C

[County Letterhead]

[Date]

Please be advised that it is [County name]'s intention to change the local 911 surcharge by commission resolution to [new amount]. I have included a notarized or certified copy of the County Commissioner's resolution setting the local monthly 911 surcharge. This local surcharge will be collected from July 1, 2014, through June 30, 2015.

OR

Please be advised that it is [County name]'s intention to change the local 911 surcharge as allowed by voter approval to [new amount]. I have included a copy of the Clerk's certified ballot determination and a notarized or certified copy of the County Commissioner's resolution setting the local 911 surcharge. This local surcharge will be collected from July 1, 2014, through June 30, 2015.

[County 911 Coordinator or County Clerk name/signature]

Template D

[County Letterhead]

[Date]

Please be advised that is it [County name]'s intention to change the local 911 surcharge to [new amount] pursuant to its settlement with the MPSC under U-15489 and county commission resolution. I have included a notarized or certified copy of the County Commissioner's resolution setting the local monthly 911 surcharge in accordance with U-15489. This local surcharge will be collected from July 1, 2014, through June 30, 2015.

[County 911 Coordinator or County Clerk name/signature]