

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, JULY 10, 2014  
AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMA  
BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [June 12, 2014 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Law & Courts Committee - Interviews for Ingham County/City of Lansing Community Correction Advisory Board (CCAB)
2. Circuit Court-Family Division
  - a. Resolution Authorizing an Amendment to the 30<sup>th</sup> Circuit Court 2014/15 Child Care Fund Budget for the [First Step Program](#) and Subcontracting with Highfields, Inc. for the Parenting Wisely Curriculum
  - b. Resolution for Authorization to Enter into a Three Year Contract with Various [Residential Placements](#)
3. Prosecutor's Office - Resolution to Authorize a [Juvenile Accountability Grant](#) from the Capital Region Community Foundation and Subcontract with the Resolution Services Center of Central Michigan
4. Sheriff's Office
  - a. Resolution Authorizing Participation with the Michigan Department of Human Services for a One Year Pilot Project for the [Transportation](#) of Specific Juveniles
  - b. Resolution to Authorize a Contract with G & L Process Services, Inc. to Provide [Civil Process Service](#) for the Ingham County Sheriff's Office
  - c. Resolution to Amend the Delhi Township Police Services Contract by Continuing a [School Resource Officer](#)
  - d. Resolution Honoring [Deputy Jeffrey Shattuck](#) of the Ingham County Sheriff's Office
5. Community Corrections Advisory Board - Resolution Authorizing Submission of a Grant Application and Entering into a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing [Community Corrections](#) and Entering into Program Subcontracts for FY 2014-2015

6. 9-1-1 Center - Resolution Authorizing an [Equipment Maintenance](#) Contract Amendment with Harris Corporation for the Ingham County Public Safety Radio System Microwave Equipment
7. Controller's Office - Resolution to Adopt the [2015 Juvenile Justice](#) Community Agency Process Calendar
8. Board Referral - Letter from [McCartney & Company, P.C.](#) Regarding the Annual Accounting for the Ingham County 9-1-1 Service District

Announcements  
Public Comment  
Adjournment

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

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

LAW & COURTS COMMITTEE

June 12, 2014

Draft – Minutes

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

Members Absent: Randy Schafer.

Others Present: John Neilsen, Joel Maatman, Shauna Dunnings, Sunatural Seay 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 May 29, 2014 Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE MINUTES OF THE MAY 29, 2014 LAW & COURTS COMMITTEE MEETING AS PRESENTED.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

Additions to the Agenda

4. Controller/Administrator – Update
  - a. George E. Thompson Letter
  - b. Legal Update Regarding Former 911 Call Center Employee

Limited Public Comment

None.

1. Interviews - Ingham County Family Center Advisory Board

Chairperson Bahar-Cook thanked Sunatural Seay for interviewing.

Ms. Seay wanted to serve on the Board because she enjoyed serving her community. She further stated that she already works as a direct care worker and some of her clients attended Ingham Academy. Ms. Seay stated that being on the Board would increase her knowledge of the community. She further stated she was interested in learning more about the position. Ms. Seay stated that she was currently attending Lansing Community College and her major was Criminal Justice. She further stated that she wanted to be a probation and juvenile officer. Ms. Seay stated she wanted to enhance her skills and knowledge through the position.

Commissioner Celentino stated that Ms. Seay would fall under the community representative appointment to the Board.

Chairperson Bahar-Cook provided information about the Board and why it was established. She further stated that the Board's goal was to provide education to juveniles so that they were not immediately incarcerated.

Chairperson Bahar-Cook asked where Ms. Seay lived.

Ms. Seay stated she lived near the Center. She asked if each individual Board member had a role to play or whether it was a team effort.

Chairperson Bahar-Cook stated that it was a team effort. She thanked Ms. Seay for interviewing.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. CRENSHAW, TO APPOINT SUNATURAL SEAY TO THE INGHAM COUNTY FAMILY CENTER ADVISORY BOARD.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

2. Sheriff's Office

- a. Resolution to Allow the Ingham County Sheriff's Office to Enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2014 Local Jag Grant

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TSERNOGLOU, TO APPROVE THE RESOLUTION TO ALLOW THE INGHAM COUNTY SHERIFF'S OFFICE TO ENTER INTO AN INTERLOCAL AGREEMENT WITH THE CITY OF LANSING AND CITY OF EAST LANSING FOR THE 2014 LOCAL JAG GRANT.

There was no discussion.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

2. Sheriff's Office

- b. Resolution to Honor Deputy Raymond Bollis of the Ingham County Sheriff's Office

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION TO HONOR DEPUTY RAYMOND BOLLIS OF THE INGHAM COUNTY SHERIFF'S OFFICE.

There was no discussion.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

3. Circuit Court - Circuit Court Administrator Shauna Dunnings - Update on the Court of Claims move to the Court of Appeals

Shauna Dunnings, Circuit Court Administrator, presented on the Court of Claims move from the Circuit Court to the Court of Appeals. She further presented a legislative history. Ms. Dunnings stated that Judge Janelle A. Lawless had supported Ms. Dunnings throughout the move.

Ms. Dunnings stated that Court of Appeals Judge Michael J. Talbot issued an immediate order halting all cases for thirty days. She further stated that the Circuit Court fielded the calls to the litigants. Ms. Dunnings stated that the Court of Appeals did not have a case management system set up. She further stated that the Circuit Court assisted the Court of Appeals take new cases.

Ms. Dunnings stated that the Circuit Court clerks and staff did an excellent job in assisting with the move. She further stated that the Court of Appeals deputized the Circuit Court staff because the legislation disallowed the staff authority to act otherwise.

Ms. Dunnings stated that that a letter of agreement was finalized that allowed the Circuit Court to provide services to the Court of Appeals. She further stated that this letter covered November 12, 2013 to February 12, 2014. Ms. Dunnings stated that the letter of agreement provided that the Circuit Court would be reimbursed for its assistance. She provided a financial overview of the reimbursements.

Chairperson Bahar-Cook asked whether the staff who worked on Court of Claims matters still worked for the County.

Ms. Dunnings stated that the staff still worked for the County.

Chairperson Bahar-Cook asked what the staff was doing now.

Ms. Dunnings stated that they were doing other work at the Circuit Court.

Chairperson Bahar-Cook stated that Ms. Dunnings's budget was \$100,000 over because the move.

Ms. Dunnings stated that the Court of Claims matters only consisted of 2% of the Circuit Court's workload. She further stated that staff had been reassigned to other duties.

Commissioner Celentino asked for an explanation of the case reimbursement statistics.

Ms. Dunnings explained the statistics and formula used to figure out the reimbursements.

Commissioner Tsernoglou asked which Circuit Court judges were previously handling Court of Claims matters.

Ms. Dunnings stated that any of their General Trial judges would have been able to handle a matter.

Chairperson Bahar-Cook stated this move was going to come up in budget discussions.

Ms. Dunnings stated that as of this moment the Circuit Court had severed all ties with the Court of Appeals.

John Neilsen, Chief Deputy Controller, stated that the County found out about the change right after the budget was finalized. He further stated that the Court of Appeals desperately needed the Circuit Court's help. Mr. Neilsen stated that the Circuit Court took the high road to assist the Court of Appeals. He further stated that he commended the County and the Circuit Court for its efforts.

Ms. Dunnings thanked the Committee for its support.

4. Office of the Controller/Administrator – Update
  - a. George Thompson Letter

Mr. Neilsen presented on the letter the County received, dated June 5, 2014, from George E. Thompson regarding his son, George E. Thompson III, Inmate 925499. Mr. Neilsen stated that he immediately contacted the Sheriff's Office, Health Department, and Shauna Dunnings regarding the complaints laid out in the letter. Mr. Neilsen stated that the Sheriff's Office, Health Department, and Shauna Dunnings all responded. Mr. Neilsen stated that the complaints involved nutrition, medical care, and legal representation.

Mr. Neilsen stated that the Mr. Thompson was here because of the County's contract with the Michigan Department of Corrections. He further stated that the Department was responsible for medical costs.

Mr. Neilsen stated that there was documentation that the Mr. Thompson was receiving proper nutrition and medical attention. He further stated that they had the documentation to address or refute any possible allegations.

Mr. Neilsen stated that in addressing inadequate legal representation, this case arose in Wayne County and not Ingham County.

Mr. Neilsen stated that the County was going to generate a response letter.

Commissioner Hope asked how many Department inmates were in the County.

Mr. Neilsen stated that approximately 200 inmates were in the County.

Commissioner Crenshaw stated that a response letter needed to be sent out sooner than later.

Commissioner Tsernoglou asked whether the Mr. Thompson had brought up that he was having medical problems.

Mr. Neilsen stated that the Mr. Thompson never stated that he was having a medical problem. He further stated that he was limited on information due to HIPPA protections. Mr. Neilsen stated that the medical staff was addressing the inmate's medical concerns as the inmate had brought them up.

Commissioner Maiville stated that the letter was addressed to the Lansing Mayor's Office.

Commissioner Celentino stated that the County was "CC'd" on the letter and that he first saw this letter on June 10. He further stated that when the County would receive letters like this the County did respond. Commissioner Celentino stated that he was satisfied with Mr. Neilsen's presentation and that a response letter should be drafted and submitted.

Commissioner Crenshaw stated that it was common for an inmate's family to send letters to everybody and anybody to gain attention.

Joel Maatman, Sheriff's Office Staff Services Major, stated that they were doing everything they could to help this inmate.

b. Legal Update Regarding Former 911 Call Center Employee

Mr. Neilsen presented on a lawsuit that was filed against the County by a former City of Lansing Call Center Dispatcher in the Circuit Court. He further stated that yesterday the County won the case on a motion for summary disposition before Judge James S. Jamo. Mr. Neilsen stated that this case involved the 911 call centers merger. He presented on the former employee-plaintiff's argument in court and why it failed. Mr. Neilsen stated that the employee-plaintiff was currently employed as a County Dispatcher.

Discussion.

Announcements

Chairperson Bahar-Cook stated that she invited the Tri-County Metro Narcotics Unit to speak at a Law and Courts Committee meeting.

Public Comment

The meeting was adjourned at approximately 6:47 p.m.

## JULY 10, 2014 LAW & COURTS AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

**The Chief Deputy Controller is recommending approval of the following resolutions/action items:**

1. Law & Courts Committee- Interviews for Ingham County/City of Lansing Community Correction Advisory Board (CCAB)

Committee interviews and potential appointment

2. Circuit Court/ Family Division

- a. *Resolution Authorizing an Amendment to the 30<sup>th</sup> Circuit Court 2014/15 Child Care Fund Budget for the First Step Program and Subcontracting with Highfields, Inc. for the Parenting Wisely Curriculum*

This resolution authorizes approval of the request from the 30<sup>th</sup> Circuit Court Family Division to amend the Family Division's 2014/15 Child Care Fund budget by increasing it by \$ 16,800 for the First Step Program. It further authorizes accepting \$8,400 from Highfields, Inc. for the local match to be used for the implementation of the Parenting Wisely curriculum as well as entering into a subcontract with Highfields, Inc. in an amount not to exceed \$16,800 for the Parenting Wisely Program for the time period of August 1, 2014 through September 30, 2015. (See attached memo for details)

- b. *Resolution for Authorization to Enter into a Three Year Contract with Various Residential Placements*

This resolution would authorize three year agreements with various residential placement facilities for the care and treatment services of Court adjudicated youth for the time period of October 1, 2014 through September 30, 2017. The attached list of residential placement facilities outlines the amount and/or ranges of the various per diems as negotiated by the Court for the duration of these agreements. The annual expenditure cap will be the amount of funds that are approved within the Family Court portion of the Private Institutions Child Care Fund during the County budget process for each of the three years. (See attached memo for details)

3. Prosecutors Office - Resolution to Authorize a Juvenile Accountability Grant from the Capital Region Community Foundation and Subcontract with the Resolution Services Center of Central Michigan

This resolution authorizes entering into an grant award contract from the Capital Region Community Foundation in the amount of \$4,000 with a county match of \$2,185 already budgeted for 2014 for a total program cost of \$6,185 for the "Juvenile Accountability and Restorative Justice Project." In addition, a subcontract between Ingham County and the Prosecutor is approved with the Resolution Services Center, in the amount of \$6,185, for Juvenile Accountability and Restorative Justice programming for the time period of May 30, 2014 through May 30, 2015. The "Juvenile Accountability and Restorative Justice Project" diverts low-level juvenile offenders (those charged with certain ticket offenses and school disciplinary violations) into a program that uses restorative justice interventions, as well as a weekend skill-building seminar, to assist youthful offenders in the Lansing schools. This is similar to the "Juvenile Accountability Incentive Block Grant" (JAIBG) program that the Prosecuting Attorney's Office and County operated since 1998 through 2012. (See attached memo for details)



#### 4. Sheriff's Office

- a. *Resolution Authorizing Participation with the Michigan Department of Human Services for a One Year Pilot Project for the Transportation of Specific Juveniles*

This resolution authorizes entering into an Agreement with the Michigan Department of Human Services for the Ingham County Sheriff's Office to participate with the Michigan Department of Human Services in a one year pilot project for the transportation of specific in-custody juvenile inmates, for an amount up to \$2,500.00, for the time period of August 1, 2014 through July 31, 2015. The pilot project is for the Ingham County Sheriff's Office to provide transportation for the specific in-custody juveniles under the care of the Michigan Department of Human Services when requested throughout Ingham County and its contiguous Counties. The MI-DHS has requested this arrangement in an effort to find a safer method for their staff and in-custody juveniles to be transported to secure locations. The Sheriff's Office intends to use off duty officers to provide these services on an infrequent basis and will be reimbursed the associated overtime expenses and vehicle mileage. (See attached memo for details)

- b. *Resolution to Authorize an Agreement with G & L Process Service, Inc. to Provide Civil Process Service for the Ingham County Sheriff's Office*

This resolution authorizes entering into a contract with G & L Process Services, Inc. to serve civil process or process requiring seizure or attachment of property pursuant to the Michigan Court Rules and Statutes. The term of the contract is from June, 30 2014 through January 1, 2017. This contract replaces the former contract agreement with T & C Process Servers that was in place for over 20 years. The principals of that company have retired and sold the business to long term employees. No County funds are used for this contract, the fees to be charged by G & L Process Services, Inc. are statutorily set by Michigan Law and are paid by those requesting the service to be delivered. (See attached memo for details)

- c. *Resolution to Amend the Delhi Township Police Services Contract by Continuing a School Resource Officer*

This resolution authorizes amending the current Police Services Contract Agreement with the Charter Township of Delhi effective August 1, 2014 through December 31, 2014 by increasing the contract to \$47,768. This will continue the Deputy Sheriff/School Resource Office contract position at the Sheriff's Office for the duration of this contract through the end of the year subject to the availability of contract funds. The position is assigned to the Holt School System. The Deputy Sheriff/School Resource Officer was added to the main contract several years ago and is a collaborative effort between the Holt School System, Delhi Township, and Ingham County. There is agreement among all parties to add this position to the main contract renewal effective January of 2015. (See attached memo for details)

- d. *Resolution to Honor Deputy Jeffrey Shattuck of the Ingham County Sheriff's Office*

This resolution honors a long time County Sheriff's Office employee upon his retirement.

5. Community Corrections Advisory Board - Resolution Authorizing Submission of a Grant Application and Entering into a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Entering into Program Subcontracts and Creating a Special Part Time Pretrial Services Investigator Position for FY 2014-2015

This resolution authorizes entering into an Agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections FY 2014-2015 in the amount of \$218,498 in CCAB Plans and Services and administration funds, \$21,169 in Drunk Driving Jail Reduction and Community Treatment Program funds for a total of \$239,667 and for the use of an estimated 34 residential beds per day for a value amounting to \$589,475 for the time period of October 1, 2014 through September 30, 2015. It also authorizes a variety of other subcontracts for CCAB programming and continuation of a special part-time (19 hours per week) Pretrial Services Investigator position not to exceed \$25,683. All the programming is subject to the availability of grant funding. (See attached memo for details)

6. 9-1-1 Center - Resolution Authorizing an Equipment Maintenance Contract Amendment with Harris Corporation for the Ingham County Public Safety Radio System Microwave Equipment

This resolution authorizes amending the current contract Harris Corporation Public Safety Radio System maintenance contract for an additional \$10,315.55 for the time period of August 1, 2014 through September 30, 2015 for the costs associated with the maintenance of the MDR800 Alcatel Microwave from the 911 Center to the Board of Water and Light (BWL) prime site including annual preventative maintenance and equipment repair. This will cover the newer microwave now not being covered by warranty through the balance of the current overall infrastructure maintenance contract. The expenditure of \$10,315.55 will come from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund balance. (See attached memo for details)

7. Controller's Office - Resolution to Adopt the 2015 Juvenile Justice Community Agency Process Calendar

This resolution authorizes the adoption of the 2015 Juvenile Justice Community Agency Process calendar to establish time lines and a budget amount for the process. This will be the ninth Juvenile Justice Community Agency process. The Judiciary Committee has traditionally recommended \$100,000 (on an annual basis) out of JJM funds for this program. However, last year in consideration of the flat/declining revenues for the JJM millage which had declined approximately 4% from the 2013 budget to the 2014 estimate, the Committee determined that they would reduce the 2014 allocation by the same 4% from \$ 100,000 to \$ 96,000 in the 2014 process. (See attached memo for details)

# MEMORANDUM

TO: Law & Courts Committee  
Finance Committee

FROM: Maureen Winslow

DATE: July 1, 2014

RE: Resolution to Accept Funds from Highfields, Inc.

The Family Division submits this resolution requesting approval from the Board of Commissioners to accept funds from Highfields, Inc. to pay for the implementation of the Parenting Wisely curriculum for the First Step Program. The First Step Program is the name of the Specialty Court working with parents who have been brought before the Circuit Court Family Division due to educational neglect. Parents may face one or more barriers which get in the way of their children attending school in accordance with the law. When one of those barriers has to do with the mother and/or father ineffectively parenting their children, the Parenting Wisely curriculum is an appropriate treatment plan designed to teach parents how to make better decisions.

Highfields, Inc. will pay for the costs of implementing Parenting Wisely which would include the costs associated with a part time Highfields employee and the materials for the Parenting Wisely curriculum. Highfields Inc. intends to provide the money through an endowed trust left to them to be used on education attendance programs.

Parenting Wisely is an evidence based cognitive behavioral program. The program consists of 7 structured lessons that can take place in the client's home. The pilot will include up to 32 parents, beginning on August 1, 2014 and run through September 30, 2015.

The cost of this pilot program will be \$16,800. Highfields, Inc. will provide to Ingham County \$8,400. Since this program meets the requirements of the Child Care Fund, the Family Division's budget will need to be amended to include the Parenting Wisely program and the funds associated with it in order to receive 50% reimbursement.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AMENDMENT TO THE 30<sup>TH</sup> CIRCUIT COURT 2014/15 CHILD CARE FUND BUDGET FOR THE FIRST STEP PROGRAM AND SUBCONTRACTING WITH HIGHFIELDS, INC. FOR THE PARENTING WISELY CURRICULUM**

WHEREAS, the Ingham County Circuit Court Family Division manages the First Step Program, a Specialty Court designed to eliminate barriers that exist for parents who are brought before the court due to allegations of educational neglect; and

WHEREAS, Highfields, Inc. is interested in partnering with the Court to provide cognitive behavioral education to parents in the First Step program by using an evidence based curriculum called Parenting Wisely; and

WHEREAS, Parenting Wisely would be included in the treatment plan for educational neglect cases in which a lack of effective parenting is viewed as one of the barriers; and

WHEREAS, there will be no cost to Ingham County to implement Parenting Wisely as Highfields, Inc. will use funds from their resources to pay for this initiative and the Court will include it in the Family Division's Child Care Fund Budget for 50% reimbursement from the State of Michigan; and

WHEREAS, piloting the Parenting Wisely curriculum in the First Step Program will have a cost not to exceed \$16,800 with the funds coming from Highfields, Inc. and 50% reimbursement from the State of Michigan's Child Care Fund; and

WHEREAS, the pilot will run August 1, 2014 through September 30, 2015 and it is anticipated that up to 32 parents will receive the Parenting Wisely curriculum.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the request of the 30<sup>th</sup> Circuit Court Family Division to amend the Family Division's 2014/15 Child Care Fund budget by increasing it by \$16,800 for the First Step Program.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby authorizes accepting \$8,400 from Highfields, Inc. for the local match to be used for the implementation of the Parenting Wisely curriculum to parents in the Ingham County Circuit Court Family Division's First Step program.

BE IT FURTHER RESOLVED, that the Controller is directed to make the necessary budgetary amendments to the Family Division's Child Care Fund Budget, increasing it by \$16,800.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a subcontract with Highfields, Inc. in an amount not to exceed \$16,800 for the Parenting Wisely Program for the time period of August 1, 2014 through September 30, 2015.

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.

# **MEMORANDUM**

To: Ingham County Law & Courts Committee  
Ingham County Finance Committee

From: Sara Deprez

Date: July 2, 2014

Re: Resolution for Authorization to Enter into a Three Year Contracts with Various Residential Placements

This resolution would authorize entering into three year contracts with the various residential placements that the Court utilizes for the care and treatment of adjudicated youth. The proposed contracts time frame is October 1, 2014 to September 30, 2017. Historically, the Court has done yearly contracts, but in 2011, the Juvenile Division requested entering into three year contracts with the treatment providers. This has worked well. Given that the current contracts will soon expire, we are requesting permission to again enter into three year contracts.

This resolution would only allow the County to enter into the agreements with the placements; however, each year the Juvenile Division will need to address the line item amount in the subsequent budget years.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION FOR AUTHORIZATION TO ENTER INTO A THREE YEAR CONTRACT  
WITH VARIOUS RESIDENTIAL PLACEMENTS**

WHEREAS, the Ingham County Circuit Court Family Division would like to enter into three year contracts with various residential placement facilities for the purpose of providing treatment intervention to adjudicated delinquent youth; and

WHEREAS, three year contracts allow for the County to better forecast residential costs for the coming budget years; and

WHEREAS, the Court, after hearing testimony and making findings, may issue an order placing juveniles in an appropriate treatment facility; and

WHEREAS, a list of residential placement facilities and per diems is attached to this resolution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with the attached list of residential placement facilities for the care and treatment services of Court adjudicated youth not to exceed the per diems listed in the same attachment for the time period of October 1, 2014 through September 30, 2017.

BE IT FURTHER RESOLVED, the funds for these placements will come from the Family Division's Private Institution line item within the Child Care Fund.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign any contract documents on behalf of the County after approval as to form by the County Attorney.

## Residential Placements

Placement Name	Per diem costs, not to exceed
Highfields	\$200
Lakeside	Range from \$190 to \$210
Boys Town	Range from \$130 to \$405
Glen Mills	Range from \$154 to \$178
Angel House	\$235
Mingus	\$230
Woodward	Range from \$140 to \$200
Clarinda	\$140
Normative	\$230
Abraxas	\$400
Wolverine	\$325
Turning Point	\$315
St. Vincent's	\$250
Muncie	\$181
Wedgwood	Range from \$190 to \$375
Midwest Center for Youth and Families	\$425
Sunny Crest Youth Ranch	\$175
Maurice Spear	\$155
New Hope	\$195
Havenwyck	\$260
Pine Rest	\$315
Mountain Home	\$215
D.A. Blodgett	\$75
Starr Commonwealth	Range from \$56 to \$231
Rite of Passage	\$200

### Agenda Item 3

TO: Law and Courts & Finance Committees  
FROM: Scott Hughes, Prosecutor's Office  
DATE: June 24, 2014

The Ingham County Prosecutor's Office has been awarded a \$4,000 grant by the Capital Region Community Foundation, for the purpose of continuing its "Juvenile Accountability and Restorative Justice Project." The Project diverts low-level juvenile offenders (those charged with certain ticket offenses and school disciplinary violations) into a program that uses restorative justice interventions, as well as a weekend skill-building seminar, to assist youthful offenders in the Lansing schools as well as the city.

This approach is similar to that undertaken during the previous "Juvenile Accountability Incentive Block Grant" (JAIBG) program that the county operated from 1998-2012. The county fell "out of formula" to be an eligible applicant, and as such this alternative funding approach has kept the project operational. The county's match (16% of the program's operating cost) is from the line item that was used to provide matching funds under the previous JAIBG program.

The program's budget and service plan are the same as that approved by the Board in 2012.



Introduced by Law & Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A JUVENILE ACCOUNTABILITY GRANT FROM  
THE CAPITAL REGION COMMUNITY FOUNDATION AND SUBCONTRACT WITH  
THE RESOLUTION SERVICES CENTER OF CENTRAL MICHIGAN**

WHEREAS, the Ingham County Prosecutor's Office applied and has been approved for funding for the continuation of the "Juvenile Accountability and Restorative Justice Project" from the Capital Region Community Foundation; and

WHEREAS, the grant is for \$4,000, with a county match of \$2,185, a Resolution Services Center match of \$1,815, and a City of Lansing match of \$6,000; and

WHEREAS, this is a continuation of a program that was originally authorized by Resolution #12-294; and

WHEREAS, the Resolution Services Center (formerly Dispute Resolution Center) of Central Michigan has provided quality services to Ingham County youth through the Juvenile Accountability Block Grant by providing early intervention for low-level juvenile offenders with ticket offenses; and

WHEREAS, the services provided by the Resolution Services Center of Central Michigan through the Juvenile Accountability Block Grant and the subsequent continuation program titled the "Ingham County Juvenile Accountability and Restorative Justice Project" save court resources by managing juvenile ticket offenses that would otherwise be submitted to the Circuit Court-Family Division; and

WHEREAS, the City of Lansing's financial involvement in this project will consist of a separate sub-contract between the City of Lansing and the Resolution Services Center of Central Michigan; and

WHEREAS, the Resolution Services Center's financial involvement as a funder of the program will be handled internally by the Center.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a grant award contract from the Capital Region Community Foundation in the amount of \$4,000 with a county match of \$2,185 already budgeted for in 2014 for a total program cost of \$6,185 for the Juvenile Accountability and Restorative Justice Project.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves entering into a subcontract between the Ingham County Prosecutor and the Resolution Services Center of Central Michigan in the amount of \$6,185 for Juvenile Accountability and Restorative Justice programming for the time period of May 30, 2014 through May 30, 2015.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments in the 2014 and 2015 Prosecuting Attorney's Office budget.

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

## MEMORANDUM

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

**FROM:** Chief Deputy Greg S. Harless

**DATE:** June 26, 2014

**RE:** Transportation of Specific Juveniles for the Michigan Department of Human Services

This resolution requests permission for the Ingham County Sheriff's Office to enter into a 1 year pilot project with the Michigan Department of Human Services for the transportation of specific in-custody juveniles who are under the care of the Department of Human Services. The MI-DHS has requested this arrangement in an effort to find a safer method for their staff and in-custody juveniles to be transported to secure locations.

The Sheriff's Office will not be utilizing on-duty Field Services Deputies to complete these transports. Transports for the MI-DHS will be pre-arranged whenever possible and deputies shall be compensated on an overtime basis for the assignments. Transports by Ingham County Sheriff's Deputies shall be within Ingham County and its contiguous Counties. The agreement is for one Deputy to be present in a marked Sheriff's Office vehicle and one MI-DHS case worker for each transport of the specific juveniles. The Sheriff's Office shall bill the MI-DHS on a monthly basis for overtime expenses and vehicle mileage.

The MI-DHS expects these transports to be infrequent and a \$2,500.00 budget has been established and the agreement will be reviewed after one year to determine whether or not to continue the Transportation arrangement.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING PARTICIPATION WITH THE  
MICHIGAN DEPARTMENT OF HUMAN SERVICES FOR A ONE YEAR PILOT PROJECT FOR  
THE TRANSPORTATION OF SPECIFIC JUVENILES**

WHEREAS, the Michigan Department of Human Services seeks to enter into a one (1) year pilot project for the transportation of specific juveniles; and

WHEREAS, the purpose of the pilot project is for the Ingham County Sheriff's Office to provide transportation for the specific in-custody juveniles under the care of the Michigan Department of Human Services when requested throughout Ingham County and its contiguous Counties; and

WHEREAS, the Ingham County Sheriff's Office wishes to participate in the one (1) year pilot project with the Michigan Department of Human Services for the transportation of specific in-custody juveniles; and

WHEREAS, the Michigan Department of Human Services shall reimburse Ingham County for the Sheriff Deputies' overtime wages and transportation costs not to exceed \$2,500.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff's Office to participate and contract with the Michigan Department of Human Services in the pilot project for the transportation of specific in-custody juvenile inmates, for an amount up to \$2,500.00, for the time period of August 1, 2014 through July 31, 2015.

BE IT FURTHER RESOLVED, that the Controller is authorized to amend the Ingham County Sheriff's Office 2014 and 2015 budget in accordance with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and the Sheriff are authorized to sign any necessary contract documents 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  
Finance Committee

**FROM:** Major Joel Maatman

**DATE:** June 25, 2014

**RE:** Ingham County Sheriff's Office Civil Division Contract Agreement

This resolution requests permission for the Ingham County Sheriff's Office to enter into a contract agreement with G & L Process Services, Inc. to provide Civil Process service for the office.

The contract runs from June 30, 2014 thru January 1, 2017. There is NO cost to the Sheriff's Office for this agreement. It only replaces a former contract agreement with T & C Process Servers.

Fees charged by G & L Process Services, Inc. are statutorily set by Michigan Law.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH G & L PROCESS SERVICES, INC. TO PROVIDE CIVIL PROCESS SERVICE FOR THE INGHAM COUNTY SHERIFF'S OFFICE**

WHEREAS, the Ingham County Sheriff's Office, by state statutes, must provide civil process service for county residences; and

WHEREAS, for over twenty years T & C Process Services has contracted with the Ingham County Sheriff's Office to provide this service; and

WHEREAS, T & C Process Services is ending their business the end of June 2014; and

WHEREAS, Ingham County Sheriff's Office is requesting to enter into a contract agreement with G & L Process Services, Inc.; and

WHEREAS, the owner and CEO of G & L Process Services, Inc. has worked for T & C Process Services for over ten years; and

WHEREAS, the contract agreement between the Ingham County Sheriff's Office and G & L Process Services, Inc. has been reviewed and authorized by Cohl, Stoker & Toskey P.C.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with G & L Process Services, Inc. from June 30, 2014 through January 1, 2017.

BE IT FURTHER RESOLVED, the contract with G & L Process Services, Inc. is to serve civil process requiring seizure or attachment of property pursuant to the Michigan Court Rules and Statutes so providing.

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

**Agenda Item 4c**

**TO:** Law & Courts and Finance Committees  
**FROM:** Under Sheriff Allan Spyke  
**DATE:** July 1, 2014  
**RE:** School Resource Officer – Delhi Township

The attached resolution will allow the Deputy Sheriff assigned to the Holt Public Schools to be funded through the end of 2014.

In 2015, the position will be built into the new police service contract. Delhi Township funds the position.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE DELHI TOWNSHIP POLICE SERVICES CONTRACT  
BY CONTINUING A SCHOOL RESOURCE OFFICER**

WHEREAS, the Charter Township of Delhi and the Holt Public Schools have collaborated to fund a Deputy Sheriff; and

WHEREAS, both entities have agreed this Deputy Sheriff will be titled School Resource Officer; and

WHEREAS, the primary duties of the School Resource Officer will be at the Holt Public Schools and school related activities; and

WHEREAS, the Deputy Sheriff/School Resource Officer will continue this assignment through December 31, 2014 when it will be added to the Delhi Police Contract budget; and

WHEREAS, the Ingham County Sheriff's Office and Budget office have determined the cost to be \$47,768 for August 1, 2014 to December 31, 2014.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves amending the current Police Service Contract for the Charter Township of Delhi effective August 1, 2014 through December 31, 2014 by increasing the contract to \$47,768.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners approves adding one contract Deputy Sheriff Position to the Sheriff's Office roster for the duration of this contract subject to the availability of contract funds.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners directs the Controller/Administrator and Budget Office to make the necessary adjustments to the Ingham Sheriff's Office 2014 Budget and Position Allocation list.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and the Sheriff to sign all necessary contract documents consistent with this Resolution upon review and approval as to form by the County Attorney.

**Agenda Item 4d**

**TO:** Law & Courts Committee  
**FROM:** Major Sam L. Davis  
**DATE:** June 20, 2014  
**RE:** Retirement Resolution for Deputy Jeffrey Shattuck

Summary of Proposed Action:

This Resolution will honor Deputy Jeffrey Shattuck of the Ingham County Sheriff's Office for dedicating 17 years of his career to corrections. He represented the Ingham County Sheriff's Office with honor and integrity.



Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION HONORING DEPUTY JEFFREY SHATTUCK  
OF THE INGHAM COUNTY SHERIFF'S OFFICE**

WHEREAS, Deputy Shattuck was hired by the Ingham County Sheriff's Office as a Deputy in 1997 and assigned to the Corrections Division; and

WHEREAS, throughout his career Deputy Shattuck was a dedicated employee and well respected by his peers; and

WHEREAS, during his career Deputy Shattuck was professional, dedicated, and very knowledgeable when it came to the operations of the Ingham County Sheriff's Office; and

WHEREAS, over his 17 year career with the Ingham County Sheriff's Office Deputy Jeffrey Shattuck received numerous letters of recognition; and

WHEREAS, after 17 years of dedicated service to the Ingham County Sheriff's Office Deputy Shattuck is retiring on July 19, 2014.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Deputy Jeffrey Shattuck for his 17 years of dedicated service to the citizens of Ingham County and wishes him continued success in all of his future endeavors.

**Agenda Item 5**

TO: Law & Courts and Finance Committees

FROM: Mary Sabaj  
Community Corrections Manager

DATE: July 1, 2014

RE: 2014-2015 State Funding Application, MDOC Contract, Sub-contracts for Community Corrections Programs

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This Resolution approves submission of the MDOC-Office of Community Alternatives Grant Application and entering into a contract with the MDOC and vendor subcontracts for Community Corrections programs for the period of October 1, 2014 through September 30, 2015 contingent upon entering a contract with MDOC and funding availability.

The Application and subsequent grant award provides funding for the following Community Corrections programming and special part-time position in the amounts shown below:

- Special part-time Pretrial Services Investigator to target incarcerated defendants for community supervision provided by 30<sup>th</sup> Circuit Court Pretrial Services (\$25,683.) Includes \$26,337 for Sentinel electronic monitoring for Pretrial defendants \$ 52,020
- Relapse Prevention & Recovery Program provided by C-E-I Community Mental Health \$ 47,200
- Cognitive Change Groups provided by National Council On Alcoholism \$ 23,936
- Program Referral & Gatekeeper Services provided by Community Corrections staff \$ 12,500
- Day Reporting services provided by Northwest Initiative - ARRO \$ 32,420
- Community Corrections Administration \$ 50,422
- **Plans and Services Total** **\$218,498**
  
- Residential Treatment Services for OUIL III convicted who meet DDJR-CTP funding criteria – 1.23 beds Projected: \$ 21,169
  
- 34 Residential Substance Abuse Treatment beds to be provided by CEI- Community Mental Health – House of Commons, National Council on Alcoholism – Glass House and Holden House and other out- of- county programs Projected: \$589,475
- **Residential Services Total** **\$610,644**
  
- **TOTAL** **\$829,142**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING SUBMISSION OF A GRANT APPLICATION AND ENTERING INTO A CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS AND ENTERING INTO PROGRAM SUBCONTRACTS FOR FY 2014-2015**

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the original Ingham County/City of Lansing Community Corrections Comprehensive Plan; and

WHEREAS, the State Community Corrections Advisory Board for FY 2014-2015; and

WHEREAS, the FY 2014-2015 Application provides for the continuation of the following CCAB Plans and Services programming Relapse Prevention and Recovery (\$47,200); Gatekeeper services (\$12,500) to be provided by the CCAB Staff Consultant; Cognitive Change Groups (\$23,936) to be provided by National Council on Alcoholism, and for Day Reporting services (\$32,420) to be provided by Northwest Initiative – ARRO; and, Sentinel, Inc. Electronic Monitoring Services for Pretrial defendants (\$26,337) for a subcontract program total of \$136,190; and

WHEREAS, the FY 2014-2015 Application also provides funding for a special part-time Pretrial Services Investigator (\$25,683) to enhance the community supervision capacity of 30<sup>th</sup> Circuit Court Pretrial Services and for CCAB Administration in the amount of \$50,422 for a Plans and Services total of \$218,498 for the time period of October 1, 2014 through September 30, 2015; and

WHEREAS, the FY 2014-2015 grant award provides Ingham County with the use of a projected 34 residential beds with M.D.O.C. contracting directly with residential providers rather than with local jurisdictions for a projected value of \$589,475 and another 1.23 beds per day funded with Drunk Driver Jail Reduction – Community Treatment Program (DDJR-CTP) grant funds in the amount of \$21,169; and

WHEREAS, pursuant to the FY 2014-2015 Application, residential services are to be provided by Community Programs, Inc., Pine Rest Christian Mental Health Services, Kalamazoo Probation Enhancement Program, Inc., National Council on Alcoholism, and CEI-CMH House of Commons; and

WHEREAS, pursuant to the FY2014-2015 grant award, the County may enter into subcontracts for the purpose of implementing Plans and Services programs and services identified in the Community Corrections Plan and Application; and

WHEREAS, the Subcontractors for Plans and Services programming are 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 an Agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections FY 2014-2015 in the amount of \$218,498 in CCAB Plans and Services and administration funds, \$21,169 in Drunk Driving Jail Reduction and Community Treatment Program funds for a total of \$239,667 and for the use of an estimated 34 residential beds per day for a value amounting to \$589,475 for the time period of October 1, 2014 through September 30, 2015.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for CCAB Plans and Services programming from October 1, 2014 through September 30, 2015 with the National Council on Alcoholism for the actual cost of Cognitive Change groups not to exceed \$23,936; with CEI Community Mental Health for the actual cost of Relapse Prevention and Recovery services not to exceed \$47,200; with Northwest Initiative - ARRO for the actual cost of Day Reporting services not to exceed \$32,420; and with Sentinel, Inc. for electronic monitoring for Pretrial defendants not to exceed \$26,337.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the continued funding of a special part-time (19 hours per week) Pretrial Services Investigator position at the ICEA PRO06 salary grade not to exceed \$25,683.

BE IT FURTHER RESOLVED, that entering into the subcontracts and maintaining the Pretrial Services Investigator position are contingent upon entering into the Agreement with the State.

BE IT FURTHER RESOLVED, that the subcontracts and Pretrial Services Investigator position are contingent throughout the subcontract period on the availability of grant funds from the State of Michigan for these purposes.

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: Lance Langdon, Director 9-1-1

Date: July 2, 2014

Reference: Request to add radio system microwave link to Harris Corp., maintenance agreement.

With the opening of the new 9-1-1 Center 2 years ago, the 9-1-1 Center radios were connected to the Ingham County Public Safety Radio System, through a microwave link between the 9-1-1 center and the BWL transmit site. This equipment was part of the construction project and it was not part of the equipment that has been part of our ongoing maintenance contact with Harris. As this equipment is now two years old, it does require that maintenance work be completed to assure that it is in top working order to maintain our radio communications.

The attached resolution is to add the new (2012) microwave equipment to our existing maintenance agreement with Harris from August 1, 2014 until the expiration of the current maintenance agreement; September 30, 2015. It also requests that funds be allocated from the 9-1-1 fund to cover the costs, as it had not been added as part of the current budget.

I recommend your approval of this resolution.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN EQUIPMENT MAINTENANCE CONTRACT AMENDMENT  
WITH HARRIS CORPORATION FOR THE INGHAM COUNTY PUBLIC SAFETY RADIO SYSTEM  
MICROWAVE EQUIPMENT**

WHEREAS, the Ingham County Board of Commissioners operates the Ingham County Public Safety Radio System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, after two years of operations of the consolidated 9-1-1 Center the Director has identified the need for additional equipment to be added to the current service/maintenance agreement with Harris Corporation; and

WHEREAS, the Public Safety Radio System uses a microwave system to transmit radio signals from the 9-1-1 Center to the main transmit site, this equipment is not on the maintenance-service plan and is in need of preventative maintenance and repair at various times; and

WHEREAS, the 9-1-1 Director has obtained pricing for the microwave equipment be added to the current maintenance agreement, from August 1 – September 30, 2014 (\$1473.65) and from October 1, 2014 through September 30, 2015 (\$8,841.90), and is requesting 9-1-1 Funds totaling \$10,315.55.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract amendment to the existing Harris Corporation Public Safety Radio System maintenance contract for an additional \$10,315.55 for the time period of August 1, 2014 through September 30, 2015 for the costs associated with the maintenance of the MDR800 Alcatel Microwave from the 9-1-1 Center to the Board of Water and Light (BWL) prime site including annual preventative maintenance and equipment repair (no tower services).

BE IT FURTHER RESOLVED, that the expenditure of \$10,315.55 will come from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund balance.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary transfers that are consistent with this resolution.

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

To: Ingham County Law & Courts and Finance Committees  
From: John Neilsen, Chief Deputy Controller  
Date: July 2, 2014  
Re: Resolution to Adopt the 2015 Juvenile Justice Community Agency Process Calendar

This resolution would authorize the adoption of the attached 2015 Juvenile Justice Community Agency Process calendar to establish time lines for the process. This will be the ninth Juvenile Justice Community Agency process.

The 2013 year end audited fund balance is \$2,584,664 for the Juvenile Justice Millage Fund.

- First Juvenile Justice Community Agency Process reserved \$50,000
- Second Juvenile Justice Community Agency Process reserved \$150,000 (18 month period)
- Third through seventh Juvenile Justice Community Agency Process reserved \$100,000 (12-month period)
- The eighth Juvenile Justice Community Agency Process reserved \$96,000

The eighth year grant awards were reduced from the traditional \$100,000 to \$96,000:

- |  |          |
|--|----------|
| • Child and Family Services Capital Area         | \$44,640 |
| • Resolution Services Center of Central Michigan | \$22,560 |
| • Lansing Teen Court                             | \$28,800 |

The 2014 operating budget for all Juvenile Justice Millage funded programs exceeds the budgeted revenue by about \$1,377,000 and 2015 revenues are projected to be a small increase over 2014.

Staff again recommends consideration of the flat revenues for the JJM millage before passing this resolution and/or the amount approved even though it is a very small part of the JJM programming.

In viewing the big picture of the JJM fund, the Court was very cooperative in 2014 as the Controller's Office recommended a three year plan to stave off deficits in the JJM fund. The plan consisted of balanced approach to solve this problem over the three year time period of FY's 2014, 2105, and 2016. A combination of reduced JJM expenditures and a shift back to the General fund of some JJM funded programs will need to continue to take place during the 2015 and 2016 budget process. Last year about this time, we were projecting a 2016 year end deficit of \$3.2 million in the fund. We are now projecting a 2016 year end deficit of \$1.3 million, so year one of the plan started in 2014 has had a positive impact. The Court reduced its budget by \$524,554 (\$262,277 millage) and the general fund increased its appropriation to the Child Care fund by \$262,277. We still need to reduce expenses by at least an additional \$1.3 million over the next two years to address the projected deficit at the end of 2016. Years two and three of the plan require reducing the millage transfer supporting child care fund expenses and increase general fund appropriation each by an additional \$330,000 in 2015, and then an additional \$640,000 in reductions/general fund appropriation increase in 2016. Next year at this time we will again evaluate where we are as to the health of the JJM fund and attempt to balance that with the right mix of programming available for Court services.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT THE 2015 JUVENILE JUSTICE COMMUNITY AGENCY  
PROCESS CALENDAR**

WHEREAS, a Juvenile Justice Millage was approved by the voters of Ingham County in November of 2002 and renewed in 2006, for the purpose of funding an increase to Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

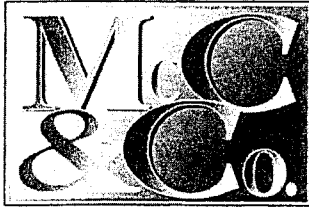
WHEREAS, the Ingham County Board of Commissioners wishes to adopt a Resolution to establish the 2015 Juvenile Justice Community Agency Process and to reserve Juvenile Justice Millage funds in the amount of \$ ----- for this purpose.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby adopts the attached 2015 Juvenile Justice Community Agency Process Calendar to establish time lines for the process.



## 2015 JUVENILE JUSTICE COMMUNITY AGENCY PROCESS CALENDAR

July 22, 2014	The Board of Commissioners adopts the 2015 Juvenile Justice Community Agency Process Calendar Resolution.
July 23, 2014	A press release is prepared announcing the availability of Juvenile Justice Community Agency funds and invites community organizations to submit an application. The application deadline is August 22, 2014, 5:00 p.m.
August 25, 2014	The Controller's Office prepares a summary of the Juvenile Justice Community Agency applicants and forwards the summary to the County Attorney's Office to ensure that the agency's proposed purposes are legal under Michigan Law and comply with the intent of the Juvenile Justice Millage.
September 23, 2014	A Juvenile Justice Community Agency notebook is prepared by the Controller/Administrator's Office. The notebook includes all agencies who submitted applications for review by the Law & Courts Committee. (Notebook is distributed at the September 23, 2014 Board of Commissioners' Meeting.)
October 2, 2014	The Law & Courts Committee reviews the Juvenile Justice Community Agency applications and makes recommendations for funding. Juvenile Justice Community Agency applicants are invited to attend the Law & Courts Committee meeting. The Law & Courts Committee makes their recommendations by Resolution to the Finance Committee.
October 8, 2014	The Finance Committee approves the Resolution for Juvenile Justice Community Agency funding to the Board of Commissioners.
October 14, 2014	The Board of Commissioners authorizes a Resolution for the 2015 Juvenile Justice Community Agency grant awards.
October 15, 2014	The Juvenile Justice Community Agency applications are sent to the County Attorney's Office for contract preparation.
October 15, 2014	Juvenile Justice Community Agencies are notified of the County grant award and informs the agency that a County contract will be forthcoming in December.
December 2014	Contracts are received from the County Attorney's Office and mailed to the Juvenile Justice Community Agencies for appropriate signatures. When the contracts are mailed, a request is made to agencies to mail their Certificate of Insurances and a Revised Scope of Services if the grant award is different than the original requested amount.
January 2015	Fifty percent of the grant award is sent to the Juvenile Justice Community Agency upon receipt of the agency's signed contract and the appropriate documentation as listed above.
July 14, 2015	The Juvenile Justice Community Agencies send in their first six month report to the Controller's Office and upon review by staff, a check for the remaining portion of the grant is sent to the agency.



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AGENDA ITEM # 3  
Jeffery A. Irwin, CPA  
Edward B. Rebman, CPA  
Susan J. Schanski, CPA

June 13, 2014

RECEIVED  
JUN 17 2014

Chairperson  
Ingham County Board of Commissioners  
County Building  
Mason, MI 48854

Dear Sir or Madam:

You will find enclosed an annual accounting for the Ingham County 9-1-1 Service District. Section 405 of Senate Bill No. 303 of 1986 requires that telephone service providers of each service district prepare an annual accounting of the 9-1-1 technical (network) revenues and expenses.

We have been retained by the service providers listed on the attached statement to compile this information. This report provides your district's information for each listed provider of 9-1-1 service in your district. The over (under) collection amount may result in a change in the 9-1-1 technical rate. Rate changes are generally done annually in May to be effective July 1.

If you have any questions regarding the information, please contact our office.

Very truly yours,

*Edward B. Rebman*

Edward B. Rebman

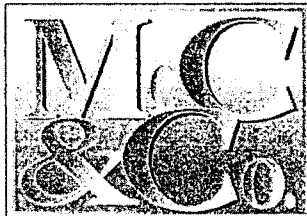
EBR:kp  
Enclosures  
cc: 911 coordinator

**INGHAM COUNTY**

E911 Technical Surcharge Pool

Financial Statements

December 31, 2013 and 2012

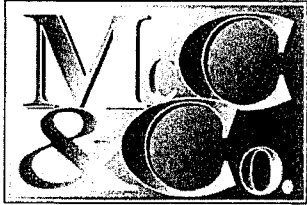


**McCartney & Company, P.C.**  
*Certified Public Accountants*

Okemos, Michigan

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Jeffery A. Irwin, CPA  
Edward B. Rebman, CPA  
Susan J. Schanski, CPA

### Accountant's Compilation Report

Telephone Service Suppliers  
Ingham County E911 Technical Surcharge Pool  
Okemos, MI

We have compiled the accompanying statements of trust assets and liabilities of the Ingham County E911 Technical Surcharge Pool (an association) as of December 31, 2013 and 2012, and the related statements of trust receipts and expenditures and cash flows for the years then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Telephone Service Suppliers are responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist the Telephone Service Suppliers in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

We are not independent with respect to the Ingham County E911 Technical Surcharge Pool.

*McCartney & Company, P.C.*

June 3, 2014

Ingham County E911 Technical Surcharge Pool  
 (An Association)  
 Statements of Trust Assets and Liabilities  
As of December 31, 2013 and 2012

	<u>2013</u>	<u>2012</u>
<b>Current Assets</b>		
Equity in Common Funds	\$ 139,059	\$ 72,428
Accounts Receivable - Service Suppliers	<u>29,082</u>	<u>59,880</u>
<b>Total Current Assets</b>	<b>\$ <u>168,141</u></b>	<b>\$ <u>132,308</u></b>
<b>Current Liabilities</b>		
Accounts Payable - Service Suppliers	\$ 42,592	\$ 29,066
Service Users	<u>125,549</u>	<u>103,242</u>
<b>Total Current Liabilities</b>	<b>\$ <u>168,141</u></b>	<b>\$ <u>132,308</u></b>

See accountant's report and notes to the financial statements.

Ingham County E911 Technical Surcharge Pool  
 (An Association)  
 Statements of Trust Receipts and Expenditures  
For the Years Ended December 31, 2013 and 2012

	<u>2013</u>	<u>2012</u>
Receipts - Technical Surcharges	\$ 221,322	\$ 267,108
Expenditures - Provision of Service	<u>199,015</u>	<u>212,139</u>
Surplus of Receipts Over Expenditures	22,307	54,969
Accounts Payable - Service Users, Beginning of Year	<u>103,242</u>	<u>48,273</u>
Accounts Payable - Service Users, End of Year	<u>\$ 125,549</u>	<u>\$ 103,242</u>

See accountant's report and notes to the financial statements.

Ingham County E911 Technical Surcharge Pool  
 (An Association)  
 Statements of Cash Flows  
For the Years Ended December 31, 2013 and 2012

	<u>2013</u>	<u>2012</u>
Cash Flows from Operating Activities		
Accounts Receivable	\$ 30,798	\$ (17,908)
Accounts Payable	<u>35,833</u>	<u>55,064</u>
Net Cash Flows Provided by Operating Activities	<u>66,631</u>	<u>37,156</u>
Increase in Common Funds	66,631	37,156
Equity in Common Funds, Beginning of Year	<u>72,428</u>	<u>35,272</u>
Equity in Common Funds, End of Year	<u>\$ 139,059</u>	<u>\$ 72,428</u>

See accountant's report and notes to the financial statements.



Ingham County E911 Technical Surcharge Pool  
(An Association)

Notes to Financial Statements

Note 1 - Nature of Activities

The Ingham County E911 Technical Surcharge Pool (Pool) is an unincorporated association of suppliers of emergency (911) telephone service within Ingham County, in the State of Michigan. It was formed to provide for the settlement of costs between suppliers as required by Public Act 32 (P.A. 32) of 1986, as amended.

The service suppliers for this Pool are CenturyTel of Upper Michigan, Comcast, Verizon North, Inc., Verizon South, Inc., AT&T, Matrix Telecom, Shiawassee Telephone Company, Springport Telephone Company, TDS Metrocom, and TelNet Worldwide. In accordance with P.A. 32, these suppliers are entitled to recovery of costs as defined by the statute. In addition, the statute requires uniform billing on a geographic basis. Each supplier reports its billings and costs. These amounts are then pooled and settlements for over or under collections are made.

Note 2 - Significant Accounting Policies

Basis of Accounting: These financial statements are prepared on the accrual basis of accounting. Receipts are recorded when billed and expenditures are recorded based upon the provisions of tariffs filed with the Michigan Public Service Commission.

Trust Funds: All funds within the Pool are held in trust solely for the service suppliers. Since the statute mandates cost recoveries, there is no income, loss or corresponding fund balance. Due to the nature of the Pool, taxes on income are not applicable. Accordingly, these financial statements do not reflect a provision for income taxes and the Pool has no other tax positions which must be considered for disclosure. Management has evaluated income tax positions taken or expected to be taken, if any, and the likelihood that upon examination by relevant jurisdictions, those income tax positions would be sustained. Based on the results of this evaluation, management determined there are no positions that necessitated disclosures and/or adjustments.

Accounts Receivable or Payable - Service Users: These amounts represent future billings or refunds to adjust for the over or under collection of telephone surcharges from the service users. These adjustments are normally made on an annual basis. Accounts receivable are carried at their estimated collectible amounts and do not bear interest.

Accounts Receivable or Payable - Service Suppliers: These amounts represent the corresponding contra asset or liability to the Accounts Receivable or Payable - Service Users and are amounts due to or from the service suppliers. Accounts receivable are carried at their estimated collectible amounts and do not bear interest.

Equity or Deficiency in Common Funds: The service suppliers utilize a common bank account for the seventy-nine service districts within the State of Michigan. Equity or Deficiency in Common Funds represents the Pool's cash and cash equivalents or advances from this bank account. Cash and cash equivalents consist of cash on deposit and short-term investments with maturities of three months or less. Interest earnings, generally immaterial, are credited to the various pools to reduce reported costs.

Technical Surcharges: Technical surcharges represent the monthly billings by the telephone service suppliers. These amounts are determined in accordance with the provisions of P.A. 32 and are subject to maximum caps as stipulated by that statute.

Ingham County E911 Technical Surcharge Pool  
(An Association)

Notes to Financial Statements

Note 2 - Continued

Expenditures: Expenditures represent the costs of providing the emergency telephone network, switching, billing and collection and similar amounts.

Bad Debts: No provision for bad debt expense or allowance for uncollectible amounts is deemed necessary. Management writes off receivables as they are determined to be uncollectible based upon a periodic review of the accounts. Accounting principles generally accepted in the United States of America require that the allowance method be used to recognize bad debts; however, the effect of using the direct write-off method is not materially different from the results that would have been obtained under the allowance method.

Use of Estimates: The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires the suppliers to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Note 3 - Surcharge Rates

P.A. 32 permits the recovery of both recurring and nonrecurring charges. Recurring charges are defined as the amounts necessary for the ongoing operation of the system. Nonrecurring charges are for the initial setup and non-operational installation of trunks, circuits and similar items. Depending on the date of commencement of service, the nonrecurring charges are subject to various amortization rates and periods of up to ten years. At December 31, the Ingham County billed access-facility monthly rates were:

	2013	2012
Recurring	\$ 0.22	\$ 0.32
Nonrecurring	0.00	0.00
Total	\$ 0.22	\$ 0.32

Effective July 1, 2014, the recurring rate will be decreased by \$0.02 resulting in a total rate of \$0.20.

Note 4 - Fair Value of Financial Instruments

The fair value of short-term financial instruments, including accounts receivable and accounts payable, approximates the carrying amount due to the short maturity of these instruments.

Note 5 - Subsequent Events

The date to which events occurring after December 31, 2013 have been evaluated for possible adjustment to the financial statements or disclosure is June 3, 2014, which is the date on which the financial statements were available to be issued.